SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram-631 561
(Affiliated to University of Madras and Accredited by NAAC with 'A' Grade, ISO 9001-2008 Certified Institution)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

(*2017 - 2018***)**

Prepared by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

Sri Sankara Arts and Science College (Autonomous)

1.2 Address Line 1

Enathur

Address Line 2

Kanchipuram

City/Town

Kanchipuram

State

Tamil Nadu

Pin Code

631 561

Institution e-mail address

admin@sankaracollege.edu.in

Contact Nos.

044-27264066

Name of the Head of the Institution:

Dr. K.R. Venkatesan

Tel. No. with STD Code:

044-27264066

Mobile:

9443485177

Name of the IQAC Co-ordinator:

Dr. N. Rangarajan

Mobile:

9443186132

IQAC e-mail address:

iqac@sankaracollege.edu.in

1.3 NAAC Track ID

10157

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/57/A&A/04 & 30.11.2011

1.5 Website address:

http://sankaracollege.edu.in

Web-link of the AQAR:

http://sankaracollege.edu.in/pdf/AQAR-2017-18.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**A**	**3.10**	**2011**	**2016**
2	2nd Cycle				

1.7 Date of Establishment of IQAC:

29-02-2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR *2012 submitted to NAAC on 28-12-2012*   (DD/MM/YYYY)

ii. AQAR *2013 submitted to NAAC on 19-12-2013*   (DD/MM/YYYY)

iii. AQAR *2014-15 submitted to NAAC on 27-10-2015*   (DD/MM/YYYY)

iv. AQAR *2015-16 submitted to NAAC on 17-11-2016*   (DD/MM/YYYY)

v. AQAR *2016-17 submitted to NAAC on 21-12-2017*   (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☑   No ☐

Regulatory Agency approved Institution   Yes ☑   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                  Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☐

          Grant-in-aid + Self Financing ☐   Totally Self-financing ☑

1.10 Type of Faculty/Programme

Arts ☑   Science ☑ Commerce ☑ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☑

Others (Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*   University of Madras

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   University

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. <u>IQAC Composition and Activities</u>

2.1 No. of Teachers   16

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   2

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   25

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No.   6   Faculty   4

   Non-Teaching Staff & Students   2   Alumni   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

  If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

  (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

  Total Nos. ☐   International ☐   National 1   State ☐   Institution Level ☐

  (ii) Themes | Towards Achieving Excellence in Higher Education |

2.14 Significant Activities and contributions made by IQAC

> IQAC has conducted a National Conference on "Towards Achieving Excellence in Higher Education" on 15th December 2017. The objective was to bring awareness towards achieving excellence in higher education through modern teaching methodologies and digital learning resources in Higher Education Institutions (HEI).

> The IQAC has conducted a FDP on "Digital Learning Resources" on 2nd February 2018. The objective was to bring awareness towards using recent digital learning resources and implementing the same in the Institutions and insisting the students to utilize the resources.

> IQAC had encouraged to include certificate courses in all the departments.

> IQAC is encouraging the staff members to attend and present papers in National and International conferences.

> The IQAC is promoting the e-learning process through NPTEL and N-List.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Outcome Achieved
Department of English ➢ Planned for a National Seminar	➢ Organised a National Level Seminar on "The Influence of Literature in the Modern World" on 8th December 2017
Department of Tamil ➢ Planned for a International Seminar	➢ Organised an Intentional Seminar on Neethi Ilakkiyankaluam Tamizh Samudayamum on 10-01-2018
Department of Maths ➢ Planned for a National Seminar	➢ Successfully Organised a National Seminar
Department of Physics ➢ Planned to introduce PG course – M.Sc Physics ➢ Planned to introduce Certificate course – Solar cell testing and Installation ➢ Monthly activities for the Albert Einstein Forum is planned ➢ Planed to organise Science Exhibition for school students	➢ Successfully introduced in the Academic year 2017-2018 ➢ Executed as per the plan for the academic year 2017-2018. ➢ Conducted as per the plan for the academic year 2017-2018. ➢ Successfully organised the Science Exhibition – ELIXIR -2018

Department of Biochemistry	
➤ To organise a National level Seminar	➤ A National Level Seminar was conducted on 08.03.2018.
➤ To apply for getting affiliation from University of Madras for doing research leading to M.Phil	➤ Applied on 13th June 2017
➤ To conduct Medical camp for diagnosing Diabetes mellitus, BMI and Blood pressure.	➤ Conducted on 9th February 2018 in the Enathur Village.
➤ Arranging field trips for all the students	➤ Field trips arranged for B.SC andM.SC students to Central Leprosy Training and Research Institute (CLTRI-5.12.17), Life Cell Pvt. Ltd (11.01.18) and Anna science city (23.02.18).
Department of Computer Science	
➤ To constantly engage students by exposing them to advances in the field of Computer Science.	➤ Offered the Certificate course on "Cloud Infrastructure and Services" and "Statistics with R" to Under Graduate and Post Graduate Students.
➤ Extending the Infrastructure facility to Computer Science Lab.	➤ Computer Science Lab infrastructure has been enhanced by purchasing 30 Thin Client Monitor system with high end server.
Department of Microbiology	
➤ To get affiliation for starting Ph.D., programme	➤ Inspection Completed
➤ To conduct Workshop / seminar / symposia / conference	➤ National Level Workshop was conducted on 25th &26th Sep 2017
	➤ National conference was conducted on 22nd Feb 2018
➤ To publish the Dept Newsletter "Bhamathi"	➤ Two issues were published (Volume 7 Issue 1&2)

Department of Biotechnology	
➢ Admission of students to PhD Biotechnology course	➢ 2 students registered
➢ To conduct a Seminar	➢ Our department organised one day **Seminar on 'BIOENTREPRENEURSHIP AND FUNDING OPPORTUNITIES'**
➢ To get more research grant	➢ Three research proposals were submitted to funding agencies.
Department of Commerce	
➢ To get affiliation for starting M.Phill programme	➢ Proforma submitted
➢ To start Additional B.Com section for Shift – II	➢ Application Submitted
➢ To conduct COMMERCE – EXPO and Inter College Symposium	➢ Inter College Symposium conducted
Department of Business Administration	
➢ Revision of BBA & MBA papers for the academic year 2017-18.	➢ Papers updated and approved by the BOS at 28.06.2017.
➢ To Conduct the Inter College meet.	➢ Successfully completed in Inter College meet on 03.03.2017

* Academic Calendar of the year is attached as Annexure - I.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Suitable changes were made to AQAR following inputs from the members

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	1	-
PG	9	2	11	-
UG	11	-	11	-
PG Diploma	-	-	-	-
Advanced Diploma	1	-	1	-
Diploma	2	-	2	-
Certificate	10	17	27	-
Others	1	-	1	-
Total	52	19	54	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]
    (On all aspects)

      Mode of feedback   :   Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

   Analysis of the feedback is enclosed as Annexure - II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Yes.
>
> ➤ New topics relevant to the recent development in the subjects were introduced.
>
> ➤ Industry oriented topics were included in the syllabus.
>
> ➤ Job oriented certificate courses were introduced.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	**17**	**5**	**2**	**2**

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
23	23	-	-	-	-	1	1	24	24

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   1   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	62	74	5
Presented papers	28	29	-
Resource Persons	-	4	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ➢ Staff and students are encouraged towards the Usage of E-learning – resources from N-List.

- ➢ MOUs signed with industry and academia to conduct certification programmes to bridge the gap between the industry requirements and the concepts they obtained as a part of the core curriculum.

- ➢ Extensive use of technology such as audio visual aids has been found very effective in imparting subject knowledge to the students.

- ➢ NPTEL videos and other online materials are shared among the students to enhance the self-learning capability.

- ➢ Charts related to the syllabus are prepared by the students and displayed in the class rooms and laboratory.

2.7 Total No. of actual teaching days during this academic year

$\boxed{193}$

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- ➢ Exam application form and revaluation form were uploaded in the college website. Students can download the forms from the college website.

- ➢ Online multiple choice examinations are conducted to evaluate the internal examinations.

- ➢ Bar Coding and QR coding are used to verify the mark sheets of the students.

- ➢ Open book tests were conducted

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development

$\boxed{\textbf{77}}$ $\boxed{-}$ $\boxed{-}$ workshop

2.10 Average percentage of attendance of students

$\boxed{87.56}$

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A English	67	1.49	13.43	70.14	-	85.07
M. A English	11	27	63	-	-	90.9
B.A Tamil	66	5	18	32	8	95.45
B.Sc Maths	107	23	77	-	-	86
M.Sc Maths	09	50	50	-	-	100
B.Sc Physics	49	20	-	-	-	71.63
B.Sc Biochemistry	62	15	74	-	-	89
M.Sc Biochemistry	10	20	80	-	-	100
B.Sc Computer Science	186	13.44	41.93	-	-	56.98
M. Sc CST	14	-	64.28	-	-	64.28
BCA	186	50	14.52	-	-	64.52
M.Sc(CS)	20	90	10	-		100
B.Sc Microbiology	65	11.76	44.11	-	-	55.8
M. Sc Microbiology	12	30	70	-	-	100
M. Phil Microbiology	2	2	-	-	-	100
B. Sc Biotechnology	23	11	10	-	-	95.6
M. Sc Biotechnology	9	7	2	-	-	100
B. Com	231	2.16	35	32	-	69.69
M.Com	15	26	73.33	-	-	100
BBA	348	03	05	10	6	24
MBA	78	08	39			47

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

> - IQAC periodically assess the feed backs of the students and subject experts and suggest for relevant changes in the academics.
> - Continuous Internal Assessment (CIA) Examinations are conducted to evaluate the performance of the students.
> - Each faculty has to submit the teaching plan register and course portfolio of their respective courses to the committee duly appointed by the Head of the Institution on a weekly basis. IQAC monitors the performance of the staff from these documents.
> - IQAC is conducting faculty development programmes for the faculty to update the teaching-learning processes.
> - The IQAC is encouraging the e-learning process through NPTEL and N-List.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	11
Summer / Winter schools, Workshops, etc.	21
Others	32

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	-	-	2
Technical Staff	4	-	-	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> ➢ The IQAC is encouraging the staff members to publish research projects in the National/International journals.
>
> ➢ Staff members are encouraged by IQAC to participate and present papers in International, National conferences and workshops.
>
> ☐ The IQAC is motivating faculty members to submit project proposals to various funding agencies.
>
> ☐ IQAC is encouraging faculty members to take up inter disciplinary research projects.
>
> ☐ The IQAC is motivating to organize and participate in more number of workshops relevant to their area of research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		1	4
Outlay in Rs. Lakhs	51		24.5	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	42	14	
Non-Peer Review Journals			
e-Journals	2		
Conference proceedings	1	19	

3.5 Details on Impact factor of publications:

Range 1.15 – 5.22   Average 3.18   h-index 27   Nos. in SCOPUS 1

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	DST-SERB-ECR	24.5 Lakhs	Nil
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   11   Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges   Autonomy   CPE   DBT Star Scheme

INSPIRE   CE   Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	6	1		3
Sponsoring agencies	SSASC	SSASC	SSASC		SSASC

3.12 No. of faculty served as experts, chairpersons or resource persons   11

3.13 No. of collaborations   International   1   National   Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ] From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
			1			3

3.18 No. of faculty from the Institution
      who are Ph. D. Guides   [1]
    and students registered under them   [2]

3.19 No. of Ph.D. awarded by faculty from the Institution   [   ]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [1]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events:

University level [215]   State level [5]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level ☐	State level ☐
National level ☐	International level ☐

3.24 No. of Awards won in NCC:

University level ☐	State level ☐
National level ☐	International level ☐

3.25 No. of Extension activities organized

University forum ☐	College forum 56		
NCC ☐	NSS 40	Any other	3

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ➢ Observance of Swachhta Pakhwara (5 Days).
- ➢ Two days State level Orientation Programme was organised by NSS.
- ➢ 7 Days Special Camp was organised by NSS
- ➢ Drug Awareness Rally was organised by NSS
- ➢ Voters Awareness Rally was organised by NSS

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.37	-	-	14.37
Class rooms	81	4	-	85
Laboratories	6	-	-	6
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> Library Automation process was done with RFID Taq (Supplied by 2CQR Automation P. Ltd, Chennai).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18397	3112215	854	217152	19251	3329367
Reference Books	559	319263	107	75152	666	394421
e-Books						
Journals	49	47700	7	16450	56	64150
e-Journals						
Digital Database						
CD & Video	73	42			115	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	234	3		-	-	1	12	-
Added			Jio Wifi Campus					
Total	234	3	-	-	-	1	12	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc).

> Free internet facility is given to the staff members for preparing study material and referring research articles and online books.

> Students are trained in basics of computer applications in the soft skill papers-computing skill level-I &II.

> Staff and students are encouraged to do the online certificate course conducted by NPTEL.

> FDP conducted on "Digital Learning Resources" for staff members to implement e- learning.

> FDP on "Machine Learning Algorithms" was conducted by Computer science department on 24.02.2018 & 25.02.2018 for educating the technology upgradation.

4.6 Amount spent on maintenance in lakhs :

i) ICT — Rs. 74,292/-

ii) Campus Infrastructure and facilities — Rs. 7, 39,564/-

iii) Equipments — Rs. 1, 28,441/-

iv) Others — Rs. 2, 09,483/-

Total: Rs. 11, 51, 780/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ With the help of the class tutors, IQAC is regularly informing the students about the facilities available in the college
>
> ➢ Grievance redress committee was formed in the institution. The student grievances are analysed and redressed by this committee.
>
> ➢ The discipline committee is enquiring the discipline related issues of the students.
>
> ➢ The IQAC is analysing the feedbacks given by the stakeholders and advising the departments to create awareness about students support services.

5.2 Efforts made by the institution for tracking the progression

> ➢ Monthly attendance reports are generated and reviewed
>
> ➢ CIA Exams and class tests are conducted.
>
> ➢ Mentoring system has adopted for advanced learner and tutor ward system is available for the students.
>
> ➢ Monthly attendance reports are generated and reviewed by the class tutors and H.O.D.
>
> ➢ The absentees are given counselling in the presence of their parents
>
> ➢ Course portfolios are collected from the faculty at the end of each semester and reviewed.
>
> ➢ Result analyses are collected from all the departments and reviewed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3971	483	5	6

(b) No. of students outside the state

15

(c) No. of international students

-

Men	No	%	Women		No	%
	2120	47.6			2334	52.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
180	686	13	3247	6	4132	210	725	19	3494	6	4454

Demand ratio : 1.1:1   Dropout % : 1.1

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> ➢ Coaching classes are conducted for appearing various competitive examinations
>
> ➢ Coaching classes are conducted for NET/SET examination
>
> ➢ The faculties persuade the PG students to appear for JNU, GATE and DBT exams

No. of students beneficiaries   557

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> ➢ Students counselling are conducted for improving the attendance and discipline of the students.
>
> ➢ Career guidance given to the final year students for attending the job interviews and competitive examinations.
>
> ➢ Study materials and Model question papers were provided for various competitive examinations.
>
> ➢ The Placement cell of the Institution is conducting campus interviews and seminars for the career guidance of the students

No. of students benefitted   591

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	263	112	113

5.8 Details of gender sensitization programmes

> ➢ Gender sensitization lectures are given to the students in the classroom by the class tutors.
>
> ➢ Specific female staff members were given the responsibility of mentoring the female students and giving them advice on how to conduct themselves and report any incidents to the concerned HOD.
>
> ➢ On part of the women''s day March 8, 2018 Physics department organized a guidance programme for the female students.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   1   National level   International level

No. of students participated in cultural events

State/ University level   99   National level   12   International level

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   1   National level   International level

Cultural: State/ University level   6   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	206	15, 68, 050
Financial support from government	160	8, 53, 250
Financial support from other sources	8	3, 47, 000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [ ]   National level [ ]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students   [21]

5.13 Major grievances of students (if any) redressed: _____

1. 2 more buses were purchased for the convenient transport of students.

2. Many books were purchased by the central library for providing sufficient books to the students

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

➢ To revive the scholarship and research existed in the Gatikasthana of the hoary past in Kanchi by providing quality Higer Education to rural people.

➢ To enable the students realize their inner talent and potentials by providing state of art infrastructural facilities

➢ To mould their overall personality and to provide career opportunities and create self reliant and socially responsible citizens.

Mission

➢ To promote academic excellence with innovative teaching learning methodologies, evaluation mechanisms and project work culture, converting conceptual knowledge into practical application through subject related projects.

➢ To enable unique learning experience by imparting rigorous training in academics of high standards with moral, democratic and social principles and to achieve the emergence of total personality development.

6.2 Does the Institution has a management Information System

➢ Yes, we are using management information software provided by COXCO.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

➢ Choice Based Credit System is available for the students to select the course and subjects.

➢ Certificate courses and value added programmes were introduced to improve the curriculum

➢ Faculties of all the departments are involved in framing and revising syllabus. The syllabus in autonomous mode was revised to improve the curriculum to face the competitive exams such as CSIR-UGC NET, ICMR, DBT-JRF, etc.

➢ Faculties are providing study materials on the topics of prescribed syllabus to the students

6.3.2 Teaching and Learning

> - Students are assigned project works, assignment and seminar for improving their skills.

> - Students are advised to do the internship programmes in the field of recent technology to improve their skills.

> - Students are encouraged to attend National and International conferences

> - Google class room is introduced to promote the online teaching and learning process

> - Faculty development programs were conducted to improve the skills of the faculty

> - The forums of various departments are regularly conducting seminars in recent topics to improve the research knowledge of students

> - The modern teaching aids such as LCD and laptops are used for explaining the technical and scientific concepts

> - The teachers are encouraged to inculcate innovative and best practices in teaching and learning by PPT, Workshops, Seminars, Field Trips, Guest Lectures, etc.

6.3.3 Examination and Evaluation

> - Students are encouraged to take seminars in the class rooms

> - Periodical tests are conducted to evaluate the performance of the students.

> - CIA exams are conducted in a centralised manner.

> - The online mode of examination was brought in the autonomous mode where students answered objective questions in online format using computer systems.

> - Answer papers are evaluated by the faculty and retests were conducted for poorly performed students

6.3.4 Research and Development

- ➢ The Institution is encouraging the progression of research atmosphere in college by regularly monitoring and updating the staff members.

- ➢ The staff members were encouraged to apply research projects in various funding agencies.

- ➢ Technical studies such as UV and IR spectral studies are included in the M.SC research projects.

- ➢ Project works of M. Sc student were published in journal.

- ➢ The faculty members are regularly publishing their research papers in reputed journals.

- ➢ The faculties are encouraged to attend national and international conferences and present research papers.

- ➢ Students are carrying out research projects in innovative topics and publishing their works in reputed journals.

- ➢ The research activities are well recognized and many projects have been funded by funding bodies like TNSCST and DST

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ e-books are maintained in the department computers.

- ➢ The books relevant to all the subjects are maintained in the central and department library

- ➢ e-learning resource N-LIST was introduced in the Institution. The N-LIST provides access to e-resources to students, researchers and faculty through servers installed at the INFLIBNET Centre. The e-resources provided are valuable for effectively developing the skills of the faculty and students.

- ➢ Google class room was implemented to facilitate the online teaching process

- ➢ The Department of Biotechnology has modern instruments such as Gradient PCR, HPLC, gel documentation system for doing extensive research in the life science field.

- ➢ The books and project thesis preserved in the department libraries are used by staff and students

- ➢ Internet connection is provided to the staff and students of the institution.

6.3.6   Human Resource Management

> At the end of each academic year the Management Committee reviews the existing positions and identifies persons for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.

6.3.7   Faculty and Staff recruitment

> Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria are called for an interview- cum- trial teaching session.

> The selection panel consists of the Principal, Head of the concerned department, and an external subject expert.

> Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

6.3.8   Industry Interaction / Collaboration

> The department of Biochemistry has interactions with Saveetha laboratories, Arcot for training the students in clinical Biochemistry. They have collaboration with Numed Laboratories, Kanchipuram for training the students in handling instruments

> The Department of Management has interaction with Madras Engineering Industry Pvt. Ltd.

6.3.9   Admission of Students

> All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions.

> The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.

6.4 Welfare schemes for

Teaching	PF, ESI, Gratuity
Non teaching	PF, ESI, Gratuity
Students	Alumni Scholarship, Institutional Scholarship

6.5 Total corpus fund generated

Rs. 2,17,06,234/-

6.6 Whether annual financial audit has been done   Yes ☐   No ☑

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			YES	Academic Audit Committee
Administrative			YES	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☑   No ☐

For PG Programmes   Yes ☑   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> ➢ Instant Exams were conducted.
>
> ➢ Online availability of mark sheets was provided through QR coding system for mark sheet validation

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-

6.11 Activities and support from the Alumni Association

> ➢ PRANAV – the registered alumni association of the College works for the betterment of the institution by providing scholarships and employment opportunities for the needy.
> ➢ Alumni support the students by offering jobs
> ➢ Alumni provide scholarship for deserving and meritorious students
> ➢ A database of all the alumni students has been maintained and updated on a regular basis.
> ➢ The alumni are invited during the college functions and alumni meetings and they are allowed to interact with current students. They inform them about the latest industry innovations, job opportunities, important skill sets, etc. Meritorious alumni were included in Board of studies.
> ➢ The alumni of our institution are providing financial support for the poor students

6.12 Activities and support from the Parent – Teacher Association

> ➢ Each class has been assigned a specific tutor who is a teaching staff member. The tutor monitors the students" activities and attendance, etc. on a regular basis and updates the parents regarding this.
> ➢ The tutors and H.O.Ds are meeting the parents and discussing the activities of the college and the students.

6.13 Development programmes for support staff

> ➢ An awareness programme was conducted by India Postal Department, Enathur for creating awareness about PPF.
> ➢ An awareness programme was conducted by Sankara multi speciality hospital to create awareness about the stress management.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> ➢ Campus is maintained in a clean condition.
> ➢ The waste materials are properly removed with utmost care.
> ➢ Saplings are planted to maintain the campus eco friendly
> ➢ Less usage of paper by using electronic communication

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢ Students are educated to do online certificate courses conducted by NPTEL and SWAYAM.
>
> ➢ The online assessment system and online learning and teaching tools were introduced. This would enable the institution to take teaching and learning to the next level and help the student to gain a better understanding of the subject. This system had a good and positive impact on the institution and the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action

1. Planned to organise National Seminar in the department of English
2. Planned to organise International Seminar in the department of Tamil
3. Planned to organise National Seminar in the department of Maths
4. Planned to introduce PG course in the department of Physics
5. Planned to introduce Certificate course in the department of Physics
6. Monthly activities for the Albert Einstein Forum was planned in the department of Physics
7. Planed to organise Science Exhibition for school students in the department of Physics
8. To organise a National level Seminar in the department of Biochemistry
9. To apply for getting affiliation from University of Madras for doing research leading to M.Phil in Biochemistry
10. To conduct Medical camp for diagnosing Diabetes mellitus, BMI and Blood pressure.
11. Arranging field trips for all the students in the department of Biochemistry
12. To constantly engage students by exposing them to advances in the field of Computer Science.
13. Extending the Infrastructure facility in the Computer Science Lab.
14. To get affiliation for starting Ph.D., programme in the department of Microbiology
15. To conduct Workshop / seminar / symposia / conference in the department of Microbiology

Plan of Action

16. To publish the Dept Newsletter "Bhamathi" in the department of Microbiology

17. To conduct entrance exam for the admission of students to PhD Biotechnology course

18. To conduct national Seminar in the department of Biotechnology

19. To get more research grant in the department of Biotechnology

20. To get affiliation for starting M. Phill programme in the department of Commerce

21. To start Additional B.Com section for Shift – II

22. To conduct COMMERCE – EXPO and Inter College Symposium in the department of Commerce

23. Revision of BBA & MBA papers for the academic year 2017-18 in the department of Business Administration

24. To Conduct the Inter College meet in the department of Business Administration

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Action Taken Report

1. Organised a National Level Seminar on "The Influence of Literature in the Modern World" on 8th December 2017 in the department of English

2. Neethi Ilakkiyankaluam Tamizh Samudayamum on 10-01-2018

3. National seminar as successfully organised in the department of Maths.

4. Successfully introduced M.Sc Physics in the Academic year 2017-2018

5. Certificate course was introduced in the academic year 2017-2018 in the department of Physics.

6. Albert Einstein Forum was conducted as per the plan for the academic year 2017-2018.

7. Successfully organised the Science Exhibition – ELIXIR -2018

8. A National Level Seminar was conducted on 08.03.2018 in the department of Biochemistry

9. Proforma submitted for the affiliation of M.Phil in Biochemistry.

10. Medical camp was conducted on 9th February 2018 in the Enathur Village.

11. Field trips arranged for B.SC andM.SC students to Central Leprosy Training and Research Institute (CLTRI- 5.12.17), Life Cell Pvt. Ltd (11.01.18) and Anna science city (23.02.18) in the department of Biochemistry.

12. Offered the Certificate course on "Cloud Infrastructure and Services" and "Statistics with R" to Under Graduate and Post Graduate Students in the department of Computer Science.

Action Taken Report

13. Computer Science Lab infrastructure has been enhanced by purchasing 30 Thin Client Monitor system with high end server.

14. Applied for Ph.D affiliation in the department of Microbiology.

15. National Level Workshop was conducted on 25th&26th Sep 2017 in the department of Microbiology.

16. Two issues were published (Volume 7 Issue 1&2)

17. 2 students registered in the Ph.D programme in Biotechnology

18. one day Seminar on „Bioentrepreneurship And Funding Opportunitie**s'** was organised in the department of Biotechnology.

19. Three research proposals to funding agencies were submitted

20. Proforma submitted for the affiliation of M.Phil in commerce

21. Proforma submitted for the additional seats for B.Com course

22. Commerce Expo was successfully conducted in the department of Commerce

23. Papers updated and approved by the BOS of BBA & MBA at 28.06.2017

24. Inter College meet was successfully completed on 03.03.2017 in the department of Business Administration

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> ➢ Conducting conferences and workshops to enhance the skills of the faculty and students
> ➢ Encouraging the staff and students to explore Digital Learning Resources

*The Details is enclosed as annexure - III

7.4 Contribution to environmental awareness / protection

> ➢ Saplings are planted to protect the environment
>
> ➢ Swatchtha Bharath rally was conducted by the NSS to create awareness about the maintenance of clean environment
>
> ➢ Presentations in the form of power point and animations on environmental studies were given to students.

7.5 Whether environmental audit was conducted? Yes [√] No [ ]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

➢ Qualified teaching staff

➢ Job oriented Value added courses

➢ Publication of research papers

Weakness

➢ Having rural background, students initially find difficult to equip themselves with the modern technology

Opportunities

➢ Our students are joining for higher studies in various universities

➢ Our students are getting job in clinical laboratories

➢ Students are working in research and development department of companies

8. **Plors of institution for next year**

> - To introduce new courses.
>
> - To upgrade the departments to research departments
>
> - To conduct more socially relevant programmes through community college and community radio service.
>
> - To publish more research papers in UGC approved journals
>
> - To sign more MOUs with reputed Institutions.

Name   **Dr. N. Rangarajan**   *Name*   **Dr. K. R. Venkatesan**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure I

ACADEMIC EVENTS OF THE YEAR-2017-18

S.No	DATE	EVENTS/FORUMS	TOPICS
1	23.06.2017	Management Study Circle - Paper Presentation	Forest Conservation, Healthy Life Style, Organic Foods
2	07.07.2017	Management Study Circle - Paper Presentation	Hoe to Make Effective Life, Women Enpowerment, Information About Indian Product
3	13.07.2017	Management Study Circle - Paper Presentation	(In) Effectiveness of ERP @ pristine packing, Problems& Prospects of IT Implementation in Sugar Factory
4	14.07.2017	Management Study Circle - Paper Presentation	Pollution, Organic Foods&its Benefits
5	19.07.2017	Sankara Society	Life Inside the Art
6	19.07.2017	IT Alert Forum	Open Source Technology
7	19.07.2017	Career. Skills	Hacking And Data Recovery
8	20.07.2017	C Club - Paper Presentation	Commerce and its Opportunities
9	20.07.2017	C Club - Paper Presentation	Goods & Service Tax(GST), Audit Techniques
10	27.07.2017	C Club - Paper Presentation	Business News
11	27.07.2017	C Club - Paper Presentation	Banking Awareness
12	27.07.2017	Department of Management Studies	Organization Models of Effective Communication
13	27.07.2017	IT Alert Forum	Ethical Hacking
14	28.07.2017	Management Study Circle - Paper Presentation	Agriculture, Social Media, Science Boon or a Bane
15	28.07.2017	Albert Einsteen Physics Forum	Inauguration
16	01.08.2017	NSS- Observationce of Swachhta Pakhwara	Sanition and Hygiene In Rual India: Issues & Schemes
17	01.08.2017	NSS Youth Force - Inauguration	Agriculture
18	02.08.2017	IT Alert Forum	ARDUNIO
19	03.08.2017	Portamarai Mandram	Thamizum saivamum
20	03.08.2017	Rasayana @ Bio Forum	Chromosomal Disorders and its Analysis by Parental Diagnosis
21	04.08.2017	Thiruvillakku Pooja	
22	04.08.2017	Management Study Circle - Paper Presentation	Switching of Weavers to other Occupations-Reasons
23	08.08.2017	Ramanujan Forum	Introduction on Set Theory
24	23.08.2017	Career. Skills	Robotics

25	23.08.2017	Vyasa Family Welcomes	Freshers 2K17
26	31.08.2017	Career. Skills	Network Communication &CD-DVD
27	06.09.2017	IT Alert Forum	Mind Reading Computers
28	08.09.2017	IT Alert Forum	Tech Event
29	8.09.21017	Library Hunt	Exhibition, Encouragement througu E-Learning Resources
30	08.09.2017	Management Study Circle - Paper Presentation	Water Scarcity, Traditional Sports
31	13.09.2017	IT Alert Forum	Mock and Stress Interview
32	13.09.2017	NSS Youth Force	Man Vs Tree
33	13.09.2017	Department of Management Studies	Attitude
34	14.09.2017	C Club - Paper Presentation	Growth Pattern of MGNRGA
35	14.09.2017	IQAC-Sri Paramacharya Samskrutha Saba	SAMSKRUTHIKOTHSAVAH-2017
36	14.09.2017	C Club - Paper Presentation	Role Play, Business Quiz
37	19.09.2017	IT Alert Forum	Grid Computing
38	06.10.2017	Department of Management Studies	College to Corporate
39	06.10.2017	IT Alert Forum	Red Tacton
40	13.10.2017	Management Study Circle - Paper Presentation	Self help groups, Farmers Suicide in India, Types of Production
41	25.10.2017	Department of Management Studies	Digital Marketing & E-Commerce
42			
43	27.10.2017	Management Study Circle - Paper Presentation	Awarness about Android, Types of Business
44	27.10.2017	Department of Management Studies	Time management
45	25.10.2017	Entrepreneurship Development Cell	National Seminar on Business Plans for New Startup
46	08.12.2017	Management Study Circle - Paper Presentation	Traffic Safety, India in Olympics, I Phone 10
47	08.12.2017	Department of Management Studies	Time management
48	08.12.2017	Department of English-National Seminar	The influence of Literature in the Modern World
49	11.12.2017	IT Alert Forum	Internet of Things
50	14.12.2017	Department of Management Studies	Six Sigma
51	22.12.2018	Management Study Circle - Paper Presentation	Famous Temples in Kanchipuram, May Weather

52	04.01.2018	C Club - Paper Presentation	Enviroment Resources, Product Hunting
53	04.01.2018	C Club - Paper Presentation	Introduction to SPSS
54			
55	04.01.2018	Department of Management Studies	E-Waste Management
56	05.01.2018	Management Study Circle - Paper Presentation	Import&Export in India, Flood in Natural Disasters, Evolution of Computers, Impact of pollution
57	05.01.2018	Sankara Society	Positive Thoughts
58	11.01.2018	Department of Management Studies	Total Productive Maintenance, Drop Shipping
59	19.01.2018	Management Study Circle - Paper Presentation	Reasons for the less number of womens in different fields, Medicinal Plants
60	01.02.2018	C Club - Paper Presentation	Green Marketing, Connection, Business News
61	02.02.2018	IQAC - FDP	Digital Learning Resources
62	02.02.2018	Management Study Circle - Paper Presentation	7 New Wonders of the World, Uses of Plastic Cup & Its impact, IPS Women Achivements
63	06&07.02.2018	ELIXIR -18	Science Exhibition
64	08.02.2018	Departmrnt of Management Studies	Job Analysis
65	09.02.2018	Management Study Circle - Paper Presentation	23 Incredible Facts About Indian Navy, Biography of P V Sindhu, History of Super Market in India
66	17.02.2018	Swadhyayam	Workplace Skills
67	21.02.2018	Department of Management Studies	Human Intelligent & Artificial
68	23.02.2018	Management Study Circle - Paper Presentation	The Role of youth in modern India, Achivement of Disabled Person in India
69	23.02.2018	C Club - Paper Presentation	Management Thoughts, Goods & Service Tax (GST)
70	23.02.2018	C Club - Paper Presentation	Successful Person in India
71	24&25.02.2018	Department of Computer Science- International Workshop	Machine Learning & Algorithms
72	07.03.2018	Deprtment of Computer Science	COMFETE'18

73	08.03.2018	Department of Management Studies	Customer Relationship Management in Indian Banks
74	12.03.2018	Awareness Camp	Food Safety & Quality
75	22.03.2018	Department of Management Studies	E- Wallet
76	23.03.2018	Management Study Circle - Paper Presentation	Deforestation, Agriculture
77	07.04.2018	Annual Day	

Annexure II

Feedback Analysis

> ➢ The IQAC periodically assesses the feedback taken from the students and parents and suggests suitable changes to the academic section.

> ➢ IQAC monitors the feedback taken from the students and provides recommendations to the institution for needful action on the same.

> ➢ In Teacher evaluation almost all of the students rated their teachers as excellent.

> ➢ Parents expressed that the services provided to their wards as very good.

Annexure III

Best Practice – 1

Title

Conducting conferences and workshops to enhance the skills of the faculty and students

Objective

To enhance and update the knowledge of the teaching faculty and students

Context

Orienting the staff and students to various aspects of leadership and enables them to become good leaders.

The practice

All the departments are conducting the conferences or workshops. In these conferences paper and poster presentation competitions are conducted to improve the presentation skills of the staff and students. Subject experts from various Prestigious Institutions are presenting their research papers in these conferences.

Evidence of success

Recently IQAC has conducted a National Conference on "Towards Achieving Excellence in Higher Education" on 15th December 2017. The objective was to bring awareness towards achieving excellence in higher education through modern teaching methodologies and digital learning resources in Higher Education Institutions (HEI). The Seminar was attended by Principals, faculty and IQAC members of various Institutions of India.

Problems encountered and resource required

We are further planning to conduct more conferences in the departments by inviting resource persons from various prestigious Institutions.

Best Practice – 2

Title

Encouraging the staff and students to explore Digital Learning Resources

Objective

To educate the staff and students in exploring the digital learning resources.

Context

Implementing the usage of digital learning resources to the faculties and students for updating the knowledge in their field. This will definitely facilitates the improvement in the teaching-learning process.

The practice

MOOCS courses to cater to a larger group of students through the NPTEL and SWAYAM platform of MHRD are introduced. The students and faculty members are encouraged to register in the NPTEL (National Programme on Technology Enhanced Learning) online courses initiated by IITs and IISc. We have introduced the learning platform namely National Library and Information Services Infrastructure for Scholarly Content (N-LIST) in the Institution. The N-LIST provides access to e-resources to students, researchers and faculty through servers installed at the INFLIBNET Centre.

Evidence of success

The e-resources provided by the providers are valuable for effectively developing the skills of the faculty and students and for improving the subject knowledge of them.

Problems encountered and resource required

More such courses related to digital learning will be introduced in the Institution for enhancing the digital learning process.