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)

(*2016 - 2017)*

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

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2016 - 17 |

1. Details of the Institution

1.1 Name of the Institution

| Sri Sankara Arts and Science College |

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   **OR**

10157

1.4 NAAC Executive Committee No. & Date:

EC/57/A&A/04 & 30.11.2011

1.5 Website address:

www.sankaracollege.edu.in

Web-link of the AQAR:

http://sankaracollege.edu.in/faculty/AQAR2016-17.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				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

29-02-2012

1.8 Details of the previous year''s AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

    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)

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. IQAC Composition and Activities

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. **14**   Faculty **4**

         Non-Teaching Staff Students **6**   Alumni **2**   Others **2**

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 ☐ State ☐ Institution Level 1

(ii) Themes | New Methodology in Teaching |

2.14 Significant Activities and contributions made by IQAC

1. To enrich the curriculum by introducing latest trends and topics.

2. To identify socially relevant and employability oriented topics and to introduce them in the curriculum.

3. To encourage to identify and to introduce the topics relevant to farmers and weavers, silk industry and for the companies booming upon and around this area.

4. To train staff with ICT.

5. To conduct faculty development programmes.

6. To facilitate research by identifying research projects and grants.

7. IQAC is encouraging to attend and present papers in National, International seminars and in various journals.

8. Through the Associations and forum activities IQAC is enhancing the skills of the students and facilitates in bringing out the hidden talents of the students.

9. IQAC is monitoring the performance of the staff members on the basis of the course portfolio submitted by them.

10. To facilitate campus to corporate programme throughout the year offering training leading to placement.

11. To facilitate Eco friendly environment throughout the campus.

12. To recommend digital learning resources.

13. Effecting online examinations.

14. Coaching for NET/SET and competitive exams.

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	Achievements
Department of Tamil To introduce M.A Tamil course Plan to conduct TWO international seminars Planned to conduct an inter college competition (Muthamizh Vizha)	M.A Tamil course was introduced in the academic year (2017-2018). List of seminars (1) Tamil Ilakiyangalil Manuda Membattu Sindanaigal on 07/02/2017 (2)Samuga Membatil Thagaval Thodarbu Oodagangal on 08/02/ 2017 conducted Two days inter college competition (Muthamizh Vizha) on 07/09/2016 & 08/09/16
Department of Biotech Admission of students to PhD Biotechnology Research programme To get more research grants	Waiting for communication from University of Madras regarding the Guideship approval letter for Dr. B.Ramesh and Dr.A.Koodalingam Our department staff submitted three research proposals to funding agencies.
Department of Biochemistry To organise a National level seminar To start a Biochemistry forum	A National Level Seminar was organised on 08.03.2017 successfully. Biochemistry forum (rasayana@bio) was started on 24.8.16.

Department of Computer Science To constantly engage students by exposing them to advances in the field of Computer Science. Enhancing the Infrastructure facility in the Computer Science Lab.	Offered the Certificate course on "Cloud Infrastructure and Services" to Under Graduate and Post Graduate Students. Computer Science Lab infrastructure has been enhanced by purchasing 30 Thin Client Monitor system with high end server.
Department of Commerce To conduct National Level Seminar "MARGADHARSHAN""	National Level Seminar "Margadharshan"" conducted
Department of Maths Submission of the updated syllabus of U.G and P.G	Submitted to the University of Madras
Department of English Planned for a National Seminar Planned for Inter & Intra collegiate Literary Fest.	Conducted a National Level Seminar on *Modern Trends in Literature* on 15/03/2017. Conducted Two Days Inter and Intra Collegiate Literary Fest *"SELF-17"* on 14th & 15th March 2017. Apart from the plan and regular curriculum Department has organised a *Three Days National Level Mural Painters' Summit* from 24/09/16 to 26/09/16.
Department of Microbiology To start Ph.D., Microbiology in 2018-2019 academic year.	Application form to get affiliation for Ph.D course was submitted to the University of Madras

Department of Business Administration Revision of BBA & MBA papers for the academic year 2017-18. To Conduct the Inter College meet.	Papers updated and approved by the BOS at 28.06.2017. Successfully completed an Inter College meet on 03.03.2017
Department of Physics Planned to introduce Certificate course – Elements of Information Technology Monthly activities for the Albert Einstein Forum planned	Successfully introduced for B.Sc Physics I and II Year in the Even Semester in the Academic year 2016-2017 Executed as per the plan for the academic year 2016-2017

* 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

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**		**9**	
UG	**11**		**11**	
PG Diploma				
Advanced Diploma	**1**		**1**	
Diploma	**2**		**2**	
Certificate				
Others	**1**		**1**	
Total	**24**		**24**	

Interdisciplinary				
Innovative				

√   √   √

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

Pattern	Number of programmes
Semester	**20**
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.

--

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
23	**14**	**5**	**2**	**2**

2.2 No. of permanent faculty with Ph.D. | **9** |

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
9	**9**					**2**	**2**	**11**	**11**

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | **144** |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**17**	**73**	**1**
Presented	**19**	**47**	
Resource Persons	**1**	**3**	**1**

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

> ➢ The subject contents were digitalized, and uploaded in internet via TCS ION. Students can easily browse those contents and download whatever they wish. The online content includes study materials, pictures, videos, animations and power point presentations.
>
> ➢ Film show, Drama Enacting, were organized.
>
> ➢ Short films are shown to enhance the learning skill of the students.
>
> ➢ E-Learning is adopted for improving the students" skill
>
> ➢ Charts related to the syllabus are prepared by the students and displayed in the class rooms and laboratory.
>
> ➢ Recent science activities and inventions published in NEWS papers are displayed in the department notice board.

2.7 Total No. of actual teaching days during this academic year [**177**]

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

> ➢ Photocopy of the answer sheets are provided for revaluation of the students.
>
> ➢ 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 are conducted

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop [**56**]

2.10 Average percentage of attendance of students [**87.77**]

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	64	05	21	09	----	55
M. A English	21	21	----	----	----	100
B.A Tamil	36	3	8	4	----	42
B.Sc Maths	70	20.33	60.24			81
M.Sc Maths	18	23.32	43.43			67
B.Sc Physics	49					63
B.Sc Biochemistry	53	14	13	1	--	53
M.Sc Biochemistry	3	1	2	--	--	100
B.Sc Computer Science	196	6.63	33.16			43.36
M. Sc CST	16	43.75	31.25			75

BCA	194	10.25	39.95			49.48
M.Sc(CS)	18	50.00	50			100
B.Sc Microbiology	54	10	21	--	--	57
M. Sc Microbiology	14	5	9	--	--	100
M. Phil Microbiology	3	2	-	-	-	66
B. Sc Biotechnology	29	9	16	-	-	93.1
M. Sc Biotechnology	9	8	1	-	-	100
B. Com	192	10.9	37.5	2.6	-	51.04
M.Com	27	92.5	-	-	-	92.5
BBA	192	10.9	37.5	2.6	-	51.04
MBA	27	92.5	-	-	-	92.5

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 academic activities

> Continuous Internal Assessment (CIA) Examinations are conducted to evaluate the performance of the students.

> Group discussions are conducted in the class rooms to improve the learning skills of the students

> IQAC monitors the teaching and learning activities of the institution. Teachers were exposed to latest teaching methods through experts.

> Online examination system was introduced with multiple choice question patterns so that students can better prepare for competitive exams like CSIR-NET and UGC-NET.

> Each faculty are submitting Teaching Plan register to the H.O.Ds of the departments. This helps on evaluating the teaching ability of the teachers.

> Real time projects are allotted to improve the learning ability of the students.

> Internal self evaluation committee monitors and evaluate the teaching and learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	**2**
Summer / Winter schools, Workshops, etc.	**2**
Others (Faculty Development Programme)	**30**

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	**30**	**12**	**--**	**12**
Technical Staff	1	--	--	--

Criterion – III

3. **Research, Consultancy and Extension**

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

> ➢ IQAC and the Management encourage the faculty members to do innovative research and present papers in seminars and reputed journals.
>
> ➢ Through various forums of the departments the faculty members are motivated to explore their skills in the field of research.
>
> ➢ Students are motivated to participate and present research articles in State, National &International Conferences
>
> ➢ P.G students are guided to do their research projects on various aspects of literary theories and recent trends in Science and Technology.
>
> ➢ Faculty members of Tamil department are currently guiding PhD scholars registered in Bharathiyar University
>
> ➢ Staff members are encouraged to participate and present papers in International, National conferences and workshops
>
> ➢ The staff members are encouraged to publish research projects in the National/International journals.
>
> ➢ Students are guided by the staff members to publish research papers in the National and International journals.
>
>   Department of Biotechnology received DST SERB Sponsored Research Project – entitled "Economically feasible feed development for the culturing fishes from the biodegradable by-products of shrimp and feather waste".
>
> ➢ The eligible staff members were encouraged to apply research projects in state and central funding agencies.
>
> ➢ The Grant Co-ordinator of the college regularly updating latest call for project proposals to the staff members.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		**2**	**1**	
Outlay in Rs. Lakhs		**51 lakhs**		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2			
Outlay in Rs. Lakhs	0.2 lakhs			

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**18**	**27**	
Non-Peer Review Journals			
e-Journals	**2**		
Conference proceedings		**22**	

3.5 Details on Impact factor of publications:

Range   0.6 – 2.5   Average   2   h-index   146   Nos. in SCOPUS   2

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	51 lakhs	25 lakhs
Minor Projects	2	TNCST	0.2 lakhs	0.2 lakhs
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.   **4**   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		**3**	**1**		**4**
Sponsoring agencies		SSASC	SSASC		SSASC

3.12 No. of faculty served as experts, chairpersons or resource persons [**2**]

3.13 No. of collaborations   International [**2**]   National [ ]   Any other [**5**]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs:

From Funding agency [**3.5 L**]   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
						17

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

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 ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level | 3 | State level ☐

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 | 46 |

NCC ☐   NSS | 13 | Any other ☐

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

- Department of English organised a 3 day Seminar cum Workshop on the "Creation and conservation of Traditional South Indian Mural Paintings".

- Department of Biochemistry conducted National level seminar on "Biomarkers in Clinical Research" on 8th March, 2017.

- Department of Biotechnology conducted National level workshop on "**Latest Technologies for Specially Abled Persons** " held at Sri Sankara Arts & Science College ON FEB-28, 2017

- Srivariseva service at Tiriupati Temple.

- Special camp at Enathur for cleaning the village was conducted by NSS.

- Youth day rally programme at Kanchipuram.

- Blood Donation camp at our college.

Criterion – IV

4. Infrastructure and Learning Resources

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Acre)	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

    TCS –ION

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18,114	30,00,446	283	1,11,769	18397	31,12,215
Reference Books	518	3,15,636	41	3633	559	3,19,269
e-Books						
Journals	49	47,700			49	47,700
e-Journals						
Digital Database						
CD & Video	73				73	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	232	3				7	6	
Added	2						4	
Total	234						10	

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

> ➢ Computer training was given to the students in the soft skill papers- computing skill level-I &II.
>
> ➢ Staffs have free internet access in the department for downloading study materials and books.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 20.03 |

ii) Campus Infrastructure and facilities

| 4.75 |

iii) Equipments

| 1.78 |

iv) Others

| 5.60 |

Total :

| 32.16 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ Anti ragging affidavits are collected from second and third year students to prevent ragging in the campus.
>
> ➢ IQAC works in close coordination with student representatives of each class and the grievances redressed.
>
> ➢ Feed backs of the students are reviewed and the necessary actions were taken.

5.2 Efforts made by the institution for tracking the progression

> ➢ Students are regularly monitored to maintain punctuality, discipline, attendance and academic performance by the appointed class in-chargers.
>
> ➢ CIA Exams and class tests are conducted.
>
> ➢ Students are encouraged to participate in class room discussions and to take seminars.
>
> ➢ 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.
>
> ➢ Separate Counselling are conducted for both boys and girls students.
>
> ➢ Feedbacks have been collected from the stakeholders to improve the progress in academic related activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3728	404		3

(b) No. of students outside the state

7

(c) No. of international students

No	%	
1925	46.58	Men

No	%	
2207	53.42	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
177	607	11	2990	-	3785	180	686	13	3253	-	4132

Demand ratio   1.1 : 1   Dropout %   1.1

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

> ➤ NET/SET coaching classes are conducted for both U.G & P.G students.
>
> ➤ Coaching classes are conducted for appearing various competitive examinations
>
> ➤ Coaching classes are conducted for CSIR-UGC NET examination
>
> ➤ The faculties persuade the PG students to appear for JNU, GATE and DBT exams

No. of students beneficiaries | 409 |

5.5 No. of students qualified in these examinations

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | 4 | UPSC | | Others | 1 |

5.6 Details of student counselling and career guidance

> ➤ Spoken English Classes are conducted for all the First year U.G Classes.
>
> ➤ Concerned Class in-charge of the class monitors the students regularly and gives proper guidance for their career development.
>
> ➤ Career guidance is given to the final year students to choose their desire field and to continue higher studies in reputed organizations.
>
> ➤ Career guidance given to the final year students for attending the job interviews and competitive examinations.
>
> ➤ Students were advised on how to establish a research career for themselves. They were given some tips on entrepreneurship in case they wanted to start their own companies.
>
> ➤ The Placement Division of our Institution is facilitating in conducting interviews for online placement and also for offline job opportunities
>
> ➤ The Head of the Department and staff in-charges are regularly counselling the students who have poor attendance and for other grievances.

No. of students benefitted | **2200** |

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
3	44	16	92

5.8 Details of gender sensitization programmes

> 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 authorities such as the HOD.
>
> Women Empowerment Programme conducted by the students under the Sankara Society in connection with the Women"s Day Celebration.
>
> Gender sensitization lectures are given to the students in the classroom by the class tutors.

5.9 Students Activities

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

State/ University level 13   National level 1   International level

No. of students participated in cultural events

State/ University level 1   National level 59   International level 15

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

Sports : State/ University level 3   National level   International level

Cultural: State/ University level 59   National level 1   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	108	9,62,500
Financial support from government	351	16,10,650
Financial support from other sources	8	2,02,000
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [2]   National level [ ]   International level [ ]

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

5.12   No. of social initiatives undertaken by the students [3]

5.13 Major grievances of students (if any) redressed:

➢ Many books required by the students were purchased for the college library.
➢ Extra Buses were purchased for the uninterrupted transport of 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

> ➢ 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
>
> ➢ Certificate courses and value added programmes were introduced to improve the curriculum.
>
> ➢ Choice Based Credit System is available for the students to select the course and subjects.
>
> ➢ Annual meeting of Board of Studies and Academic Council ensures the development of curriculum.

6.3.2 Teaching and Learning

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

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

- ➢ The forums of the departments meet on regular interval and discuss on various moral, academic, research oriented topics for the benefit of both students and faculties.

- ➢ The students are assigned project works, assignment, and seminars for improving their skills.

- ➢ Department organise seminars and guest lectures on various topics in the Department Forum, where students can expose their talents.

- ➢ Students are advised to attend the internship programmes at reputed institutions and companies. This will help them to enhance their technical skill.

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

- ➢ Students are encouraged to attend National and International conferences.

- ➢ The subject contents were converted to multimedia format, and uploaded in the college TCS ION learning exchange website. The online content includes study materials, pictures, videos, animations and power point presentations. This method was widely appreciated by students and help them to have more clarity on the subject.

6.3.3 Examination and Evaluation

- ☐ Unit tests were conducted to train the students for the Semester Examination and to assess them for giving Internal Marks.

- ☐ Answer papers were evaluated by the faculty and retests were conducted for the students who performed poorly.

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

- ➢ CIA exams are conducted in a centralised manner.

- ☐ The online mode of examinations were conducted.

- ➢ Assignment are given to students to evaluate their subject skill

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

- ➢ The students" exam papers are evaluated by the external examiners appointed by the Controller of Examinations.

- ➢ Students can apply for revaluation of their written examinations

6.3.4 Research and Development

- ➢ The staff members are involved in doing quality research and exploring the recent technology to develop the research activities of the institution.

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

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

- ➢ The staff members of our institution are doing part-time Ph.D programme in various Universities.

- ➢ 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

- ➢ The faculties are involved in materializing their knowledge with their project proposal to different funding agencies

- ➢ The IQAC and Research Committee are facilitating the progression of research atmosphere in college by regular monitoring and updating the staff members.

- ➢ The staff members were encouraged to apply research projects in state and central funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ☐ Along with the well equipped college library, Department library also provides reference books for both the students and faculties.

- ➢ The department library is equipped with many books for the reference to the staff and students.

- ➢ E-Books are stored in the department computers and provided in the form of soft copy to the students.

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

- ☐ The instruments in the life science departments are utilised for doing extensive research

- ☐ Internet connection is provided at free of cost 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 personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.
>
> ➤ Qualified faculty members are appointed for teaching and Research

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 interaction with Numed laboratories for the research projects. They have collaboration with Saveetha laboratory for Training DMLT students.
>
> ➤ The Department of Management has interaction with Madras Engineering Industry Pvt. Ltd.

6.3.9   Admission of Students

> ➤ Students are admitted on the basis of prescribed norms of UGC. Admission committee is constituted under the chairmanship of our Principal to govern and monitor the process of admission by adhering the rules framed by the University of Madras from time.
>
> ➤ 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.
>
> ➤ Students are admitted for MBA programme through entrance examinations conducted by Consortium/TNCET.

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

5.23 Crores

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 declare 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?

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6.11 Activities and support from the Alumni Association

> A database of all the alumni students is maintained and updated on a regular basis. The contact details, present position and other relevant information about the alumni are maintained. The alumni are invited for important functions and alumni meetings.

> PRANAV – the registered alumni association of the College works for the betterment of the institution by providing scholarships and employment opportunities for the needy.

> The Alumni of our institution are providing financial support for the poor students.

> Alumni are helping by providing placements to our college students.

6.12 Activities and support from the Parent – Teacher Association

- ➢ The tutors and H.O.Ds are meeting the parents and discussing the activities of the college and the students

- ➢ 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. If necessary, the parents were advised to approach the staff member and HOD in person to discuss.

6.13 Development programmes for support staff

- ➢ An awareness programme was conducted by fire service department to operate fire extinguisher.
- ➢ Development programme for transport department on traffic rules and transportation of students.

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

- ➢ All light fittings have been fitted with energy efficient tube fittings and light sources.
- ➢ The buildings in the campus have been constructed to ensure adequate normal lighting and ventilation to reduce the energy requirement to bare minimum.
- ➢ Sapling planted to improve the eco friendly environment
- ➢ The usage of papers are reduced. Most of the communications are circulated through electronic mode.
- ➢ College campus and toilets are cleaned regularly.
- ➢ Dust bins are kept in the class rooms, canteen and common places of the college to keep the college environment clean and hygienic.
- ➢ Solar Power will be installed in 2017 and the process is on.
- ➢ Biogas plant will be installed in 2017 and the process is on.

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.

> ➤ Important web-links and free down load articles relevant to the course content were given frequently in order to acquire knowledge about the current developments in the respective areas.
>
> ➤ The online assessment system and online learning and teaching tools were introduced during this academic year. 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 has created 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

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Plan of Action

1. To introduce M.A Tamil course in the Tamil Department
2. To conduct International seminar in Tamil Department
3. Planned to conduct an inter college competition (Muthamizh Vizha)
4. To get more research grants
5. To organise a National level seminar in Biochemistry Department
6. To start a Biochemistry forum
7. To constantly engage students by exposing them to advances in the field of Computer Science.
8. Extending the Infrastructure facility in the Computer Science Lab.
9. To conduct National Level Seminar "MARGADHARSHAN" in Commerce Department
10. To organise a National level seminar in Department of English.
11. To organise Inter & Intra collegiate Literary Fest in Department of English
12. To Conduct the Inter College meet by department of management.
13. Planned to introduce Certificate course in Physics Department.
14. Proposed to install solar power in 2017.
15. Proposed to install Biogas plant in 2017.
16. Community College to offer vocational courses at free of cost.

Action Taken Report

1. M.A Tamil course was introduced in the academic year (2017-2018).

2. <u>List of seminars</u>

    ➢ Tamil Ilakiyangalil Manuda Membattu Sindanaigal on 07/02/2017
    ➢ Samuga Membatil Thagaval Thodarbu Oodagangal on 08/02/ 2017

3. conducted Two days inter college competition (Muthamizh Vizha) on 07/09/2016 & 08/09/16\

4. Staff members of Biotechnology department have submitted the research proposals to funding agencies.

5. A National Level Seminar was organised by department of biochemistry on 08.03.2017.

6. Biochemistry forum (rasayana@bio) was started on 24.8.16

7. Certificate course on "Cloud Infrastructure and Services" was offered by computer Science Department.

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

9. National Level Seminar on "Margadharshan"" was conducted successfully by department of commerce.

10. National Level Seminar on *Modern Trends in Literature* on 15/03/2017 was conducted by department of English.

11. Two Days Inter and Intra Collegiate Literary Fest *"SELF-17"* on 14th & 15th March 2017 was conducted by department of English.

12. An Inter College meet was successfully completed on 03.03.2017 by department of Management.

13. Certificate course on Elements of Information Technology was introduced by Physics Department.

14. Steps are taken, agreement/order issued with m/s Solar town and it will be installed in December 2017.

15. Community College continuous to function with free vocational programmes.

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

> ➢ Conducting value added programmes and certificate courses
>
> ➢ Award for paper publications.

   The Details is enclosed as annexure - III

7.4 Contribution to environmental awareness / protection

> ➢ Our Students participated in Environmental Awareness program conducted by the NSS unit of our college in connection with World Environmental Day.
>
> ➢ NSS students are regularly involved in plantation of saplings and cleaning of campus for improving the environmental status of the college.
>
> ➢ Presentations in the form of power point and animations on environmental studies were given to students.
>
> ➢ Students visited University of Madras to attend Swatchtha Bharath Programme.
>
> ➢ Students are advised in the classes to protect the environment and to reduce the pollution level.
>
> ➢ Principal presented a detailed video presentation on Clean India and cleaned the adopted Enathur village along with local people and students.
>
> ➢ II year UG students have environmental studies as a subject in the curriculum.
>   Through teaching the subject contents teachers emphasize the importance of environment and its conservation strategies.

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

- ☐ Well Equipped Infrastructure and Experienced Faculty

- ➢ Qualified teaching faculty
- ➢ Research environment
- ➢ Paper Publications
- ➢ A holistic educational experience

- ➢ Job oriented Value added programmes

- ➢ State of Art Computer Lab to experience and learn cutting edge technologies.

Weakness

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

- ➢ Requirement of costly sophisticated instruments for some technology

Opportunities

- ☐ Elevating some of the departments as research department by offering M. Phil., and Ph.D., research programmes.

- ➢ Faculty are doing Ph. D in various universities

- ☐ A large number of fellowships are being offered to students and research scholars by the central government and our students are trained and equipped to obtain those fellowships.

- ➢ Our students are pursing CA, ICWA, CS, MBA & Research Programme in reputed universities/Institutions.

Threats

- ➢ Growing competition in the fields.

- ➢ Distractions to students

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8. Plans of institution for next year

> ➢ To introduce more socially relevant Certificate Courses.
>
> ➢ To introduce more job oriented value added programmes.
>
> ➢ To encourage the Staff members for publishing Books and research papers
>
> ☐ Upgrade the Departments of Biochemistry, Commerce, English, and Management Studies into a Research Department by introducing M.Phil and PhD Programs.
>
> ☐ To Collaborate with Industries to offer job centric value added course in cutting edge technologies.
>
> ☐ To create incubation centres for the software development with the support of leading Software Company and to enhance the placement opportunities.
>
> ☐ To conduct more National and International level Conferences.
>
> ➢ To get funding for Research projects from various agencies like UGC, DST and DBT.

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

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

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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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ACADEMIC EVENTS OF THE YEAR-2016-17

S.No	DATE	EVENTS/FORUMS	TOPICS
1	11.01.2017	Management Study Circle - Paper Presentation	Awareness on goods & service tax
2	12.01.2017	NSS Youth Force	Drama - Jallikattu
3	12.01.2017	Management Study Circle - Paper Presentation	Pancard & Mural paintings
4	26.01.2017	68th Republic day celebration	Republic Day address & cultural programme
5	20.01.2017	Sankara Society	National symposium on future India - its challenges & solutions.
6	30.01.2017	Sankara Society	National symposium on future India - its challenges & solutions.
7	27.01.2017	Management Study Circle - Paper Presentation	Money pad - feature wallet
8	02.02.2017	Management Study Circle - Paper Presentation	Japanese 5S principle
9	02.02.2018	IT Alert Forum	credit card fraud detection
10	03.02.2017	Thiruvilakku poojai	
11	03.02.2017	Management Study Circle - Paper Presentation	Brand choice & Types of contract
12	06.02.2017	IT Alert Forum	Digital economy
13	07.02.2017	Sri Paramacharya samaskrutha sabha	Sri Kamakshi vaibhavam
14	04.02.2017	Management Study Circle - Paper Presentation	Budget-2017
15	06.02.2017	NSS Youth Force	Child labor
16	10.02.2017	C Club - Paper Presentation	Digital India - Agriculture & Rural development
17	10.02.2017	C Club - Paper Presentation	Digitalization
18	15.02.2017	Thozhil neri vazhikattum kankatchi matrum karutharangam	
19	13,14.02.2017	SAMSKRUTOTSAVH	Cultural events
20	16.02.2017	C Club - Paper Presentation	Necessity to buy indian products
21	16.02.2017	C Club - Paper Presentation	Demonetization
22	17.02.2017	Tech-Blast-2017	cloud computing & Networking concepts
23	17.02.2017	Management Study Circle - Paper Presentation	A history of Taxation
24	28.02.2017	Rasaya@Bio forum	National science day celebration

25	02.03.2017	Comfete-2017	National seminar on Emerging trends in computer science
26	28.02.2017	Vyasa Ashram - Boys Hostel	Cybercrime, security & Digital intelligence
27	28.02.2017	IT Alert Forum	Personality development
28	28.02.2017	National science day workshop	Science & technology for specially abled persons.
29	01.03.2017	SAMSKRUTOTSAVH	Prize distribution programme
30	04.03.2017	Sri Paramacharya samaskrutha sabha	Sri Maha sivarathri
31	06.03.2017	Sankara Society - Women's Day celebration	Ideological perspectives of women in the society discussions on women's safety
32	07.03.2017	NSS Youth Force - Guide Reunion	cultural events
33	07.03.2017	IT Alert Forum	E-waste
34	08.03.2017	National seminar - Department of Biochemistry	Biomarkers in clinical Research
35	09.03.2017	Grand Mess Day-2017	
36	09.03.2017	IT Alert Forum	Golden gates
37	09.03.2017	Management Study Circle - Paper Presentation	Demonetization & its effects
38	10.03.2017	Graduation day	
39	13.03.2017	Sankara English Literary Fest	Modern trends in literature
40	13.03.2017	Master mind - Department of Mathematics	Current awareness in mathematics
41	17.03.2017	Management Study Circle - Paper Presentation	Emotional intelligence
42	17.03.2017	Vyasa Ashram - Boys Hostel	Spritual programme
43	18.03.2017	Margadarshan	Personality enrichment
44	23.03.2017	Management Study Circle - Paper Presentation	Emotional contagion
45	24.03.2017	Management Study Circle - Paper Presentation	Geographical indications
46	24.03.2017	Management Study Circle - Paper Presentation	Current education systems

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 form 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

<u>Title</u>

Conducting value added programmes and certificate courses

<u>Objective</u>

- ➢ To improve students" skill
- ➢ To create job opportunities for students

<u>Context</u>

The value added programmes are enhancing the ability of students. The certificate courses are useful for training the students to fulfil the current requirements of the field.

<u>The practice</u>

Value added programmes are conducted in the departments after college hours. Certificate courses are conducted during the college hours. These programmes are practical oriented programmes. Field visits and guests lectures are also organized in these programmes.

<u>Evidence of success</u>

Many batches of students have completed the programmes successfully. Many of them have got placements by these programmes.

<u>Problems encountered and resource required</u>

Since we have limited number of seats in the value added programmes, we cannot admit more students. We need more instruments and space for accommodating more students.

Best Practice – 2

Title

Award for paper publications.

Objective

> ➢ To improve the Research activities in the college.
> ➢ To improve the Paper publications in Journals.

Context

Research activities carried out in the college will improve the innovative knowledge of the students and staff.

The practice

Staff members of our college are publishing the research articles in many National and International journal. College Management is sponsoring publications.

Evidence of success

The number of research articles published in the National and International journals are increased.

Problems encountered and resource required

The publication of papers in some journals takes more days. Some research works require the need of advanced instrumentation.