Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)



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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- *To undertake quality-related research studies, consultancy and training programmes, and*
- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

	Page Nos.
1. Introduction	 4
2. Objective	 4
3. Strategies	 4
4. Functions	 5
5. Benefits	 5
6. *Composition of the IQAC*	 5
7. The role of coordinator	 6
8. Operational Features of the IQAC	 6
9. Monitoring Mechanism	 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	 8
Part – A	
11. Details of the Institution	 9
12. IQAC Composition and Activities	 12
Part – B	
13. Criterion – I: Curricular Aspects	 14
14. Criterion – II: Teaching, Learning and Evaluation	 15
15. Criterion – III: Research, Consultancy and Extension	 17
16. Criterion – IV: Infrastructure and Learning Resources	 20
17. Criterion – V: Student Support and Progression	 22
18. Criterion – VI: Governance, Leadership and Management	 24
19. Criterion – VII: Innovations and Best Practices	 27
20. Abbreviations	 29

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;
c) Equitable access to and affordability of academic programmes for various sections of society;
d) Optimization and integration of modern methods of teaching and learning;
e) The credibility of evaluation procedures;
f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programmes/activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;
j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
b) Ensure internalization of the quality culture;
b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
c) Provide a sound basis for decision-making to improve institutional functioning;
d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* 2015-2016

1. Details of the Institution

1.1 Name of the Institution	Dhanraj Baid Jain College
1.2 Address Line 1	Jothi Nagar
Address Line 2	Thoraipakkam
City/Town	Chennai
State	Tamil Nadu
Pin Code	600097
Institution e-mail address	dbjainmca@yahoo.co.in
Contact Nos.	044 - 65871798
Name of the Head of the Institution:	Dr.R.P.PANKAJA
Tel. No. with STD Code:	044 - 24960889

Mobile: **9600966961**

Name of the IQAC Co-ordinator: Dr.M.SAKTHIVEL MURUGAN

Mobile: 9841373433

IQAC e-mail address: Murugan_57@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* RAR 12461

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)

NAAC/RARIEC.62/84/2013

Dated Jan-07-2013

1.5 Website address: www.dbjainCollege.com

Web-link of the AQAR: www.dbjaincollege.org/AQAR2015_16.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2005	2008
2	2nd Cycle	A	3.11	2013	2018

1.7 Date of Establishment of IQAC : DD/MM/YYYY 07-July-2006

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 _____30-05-2013_____ (DD/MM/YYYY)
ii. AQAR_____10-05-2014 _____ (DD/MM/YYYY)
iii. AQAR_____30-06-2015 _____ (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 with Potential for Excellence	N.A	UGC-CPE	N.A
DST Star Scheme	N.A	UGC-CE	N.A
UGC-Special Assistance Programme	N.A	DST-FIST	N.A
UGC-Innovative PG programmes	N.A	Any other (*Specify*)	N.A
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	2
2.4 No. of Management representatives	2
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	02
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	Five

2.11 No. of meetings with various stakeholders: No. 5 Faculty 5

Non-Teaching Staff Students 3 Alumni 2 Others

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

If yes, mention the amount Autonomous Grant-20-Lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 5 International National State Institution Level 5

(ii) Themes Communication Skills,Quality in Higher Education,

Teaching methodology,ICT in Education, Education Sychology

2.14 Significant Activities and contributions made by IQAC

- Orientation programme for First year UG and PG students.
- Implementation of remedial coaching for academically weak students and minorities.
- Organising various soft skill programmes for the students.
- Regular Yoga classes for the students.
- Facilitate planning and development of job oriented curriculum.
- Constant encouragement and support for faculty participation in Quality improvement programs,Capacity building workshops,seminars,conferences and teacher competence enhancement programmes.
- Psychological training for teacher effectiveness,
- Innovactive practices and modern teaching methodology,
- Specific ICT Training programmes for effective communication

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
Proposed to conduct retraining programmes for teachers in the conduct of classes and also to sharpen their teaching ability.	The retraining programmes conducted by IQAC in this year were in the field of: 1. Teaching in IT enabled Environment 2. Teaching Methodology for slow learners 3. Quality in Higher Education 4. Educational Communication 5. Teaching, Learning and Career Advancement
Strict monitoring of completion of topics as per the syllabus	Teachers are maintaining a work Diary to record their day to day subject coverage details which promote them to review their action plans.
To enhance the effective english Communication Skills.	Students were being practised with regular reading of English newspaper with sufficient time allocation during class hours.College management sponsored free distribution of leading English newspapers to students.
Plan to enrich knowledge of the students with more	During the academic year 2015-2016, 95 programmes in the form of (Guest

departmental association activites such as Guest lectures,workshops and seminars. To provide more career guidance and skill development programmes for final year students. Aimed to achieve more Placement track. To achieve excellence in sports,with good track record in state and national events. Research department is working towards in awarding	Lectures/Seminar/Workshops were conducted in various disciplines. The Placement department has successfully completed 80 hours softskill training classes in association with TCS Trainers in this academic year for the final year students. The department also arranged career talks, expert lecturers, workshops, online assessment tests etc. for the benefit of the students. 492 students were placed in several companies namely TCS, Sutherland Global services, Capegemini, Blue Chip, HDFC, Aspiring Minds (Pvt) Ltd., Bank Zone, Adeco Pvt.Ltd in campus recruitment. Out of the tournaments played, our sports students have secured First place in 21 Tournaments, Second place in 5 tournaments and Third place in 5 Tournaments. 6 students represented our College in National Tournaments and 17 represented the University of Madras. Department of Physical Education has organized six University of Madras Inter-Zone Tournaments and One National Inter University Football women Tournament at our College during the Academic year 2015-2016. Now our college stands no.2 in the University of Madras in Sports and Games. Seven Ph.D were awarded during this year from Research Department of

doctorates in commerce and physical education department. Constant encouragement for staff members to complete PhD.	Commerce and physical Education department. Three Faculty members of Commerce department have completed PhD Degree during this academic year.

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

Management ☐ Syndicate ☐ Any other body ☑

Provide the details of the action taken

College council meeting discussed the strategies for improving the Quality indicators of the institution.The minutes presented was discussed during Staff meetings. Suggestions given by the faculty were considered for coming out with viable strategies to work out.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (Aided)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02			
PG	02		03	
UG	04		07	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	8			
Others(M.phil)	02			
Total	18		10	

Interdisciplinary			1-B.com –ISM	
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19

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

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

Please provide an analysis of the feedback in the Annexure

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

YES-Regular and periodic updation of the syllabi with the support of board members of each discipline,industry nominees and Meritorius alumini.

Board of studies of major disciplines held in May -2015 & March -2016

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
110	105	5		

2.2 No. of permanent faculty with Ph.D. 16

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
6									

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 | 02 | 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	10
Presented papers			8
Resource Persons			02

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

- Education through ICT (Information and Communication Technology)-Smart class facility.
- Chalk & Talk substituted by LCD Projector for Regular Class Room Teaching.
- The autonomous status has made it possible to introduce innovations and make experiments in syllabus design, methodology and testing. Socially relevant and job-oriented papers, field work and practical training are part of the curriculum.
- Students Assignments in CD-electronic form.
- Hands-on training through practical classes in laboratories.
- Daily English newspaper reading during english class hour/

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

180

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

- Continuous Internal Assessment (CIA) as a part of CBCS pattern to both UG and PG levels.
- CIA components - 3 cycle tests, Assignments, Seminars and Pre semester exams.
- PG – Double valuation and UG – Internal & External valuation.
- Dummy number assigned for answer scripts of UG and P.G.scripts
- Question Paper Scrutiny by external subject expert
- Exclusive automated softwares for Hall ticket printing
- Computerized Internal and external marks entry and Mark sheet generation
- An immediate supplementary examination is conducted for the students who have failed in only one paper at the end of final semester for PG and UG.
- Mark Sheet & Consolidated mark sheet with security features.

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

Two senior faculty from each Dept

2.10 Average percentage of attendance of students

75 %

2.11 Course/Programme wise distribution of pass percentage : (April 2015)

Title of the Programme	Total no. of students appeared	Division (Shift I)				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	37	0	25%	70%	5%	54%
B.Sc (Mathematics	33	4%	46%	46%	4%	73%
B.Com (Co-operation)	23	6%	12.5%	69%	12.5%	70%
B.Com (Commerce)	121	0	39%	55%	6%	69%
B.Com (CS)	38	5%	34%	58%	3%	100%
M.A Business Economics	08	0	75%	25%	0	50%
M.Sc (Mathematics)	19	25%	69%	6%	0	84%
M.Com (Commerce)	15	0	71%	29%	0	93%

M.C.A	58	29%	71%	0	0	95%

Title of the Programme	Total no. of students appeared	Division (Shift II)				
		Distinction %	I %	II %	III %	Pass %
B.Com (Commerce)	177	0	30%	63%	7%	51%
B.Com (CS)	110	0	25%	62%	13%	55%
B.B.A	37	0	37%	63%	0	73%
B.Sc ISM	27	0	50%	50%	0	67%
B.Sc (CS)	82	0	68%	32%	0	72%
B.C.A	75	11%	68%	21%	0	75%
B.Com (CA)	36	0	5%	53%	42%	53%
B.Com (AF)	42	0	29%	65%	6%	40%
B.Sc (Viscom)	06	0	100%	0	0	67%
M.Com (CS)	28	0	100%	0	0	14%
M.Sc (IT)	14	57%	43%	0	0	50%

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

- Conducting regular meeting with HODs to discuss the effectiveness of teaching

learning process, analysis of attainment of course outcomes.

 IQAC monitors the feedback analysis of students

 Initiated Performance appraisal of faculty members.

- Skill-development classes for final year students
- Internship during summer vacation for final year students
- Real-time project for final year students with Internal guidance
- Soft-skill subject included in every semester

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	02
Faculty exchange programme	
Staff training conducted by the university	

Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

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	12			
Technical Staff	06			

Criterion – III

3. Research, Consultancy and Extension

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

UG students are encouraged to participate in summer internship, summer projects and product development.

Motivation for the faculty members for Paper Publications and pursue research.

Motivation of the faculty to attend National and International events

The faculty is granted special leave for attending conferences to present papers.

The library is equipped with a large number of research journals for the faculty. Library having Internet-browsing facility with INFILIBNET-Account access for faculty and research scholars.

Exclusive research and development cell monitors Phd.and Mphil research scholars work towards their research process.

Periodic guest lectures in research methodology and research paper writing from experts and emient professors.

Research department expanded with new research guides with the approval from University of Madras.

3.2 Details regarding major projects

	Completed- (in the last 5 years)	Ongoing	Sanctioned	Submitted
Number	01		999600	581600
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects -NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	02	
Non-Peer Review Journals	05	04	
e-Journals			
Conference proceedings	03	12	

3.5 Details on Impact factor of publications:

Range [ ] Average [0.4] h-index [ ] Nos. in SCOPUS [02]

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

(Last Five years)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	999600	581600
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	2	UGC	999600	581600

3.7 No. of books published i) With ISBN No. [06] 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 [In Process]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		03			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 04

3.13 No. of collaborations International [ ] National [ ] Any other 03

3.14 No.of linkages created during this year 02

3.15 Total budget for research for current year in lakhs :

From Funding agency NIL From Management of College 5 Lakhs

Total 5-Lakhs

3.16 No. of patents received this year :-NIL

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
		02				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 03 07

3.19 No. of Ph.D. awarded by faculty from the Institution 15

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 100 State level 500

National level [ ] International level [ ]

3.22 No. of students participated in NCC events:

University level	20	State level	20
National level	02	International level	

3.23 No. of Awards won in NSS:

University level	02	State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level	02	State level	01
National level		International level	

3.25 No. of Extension activities organized

University forum	01	College forum	01		
NCC	02	NSS	01	Any other	

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

- The college promotes campus-cleanliness drive as "SWACH BHARATH "among students and neighborhood surveys are undertaken by the NSS. The entire campus is a 'No Smoking' and 'No Plastic' zone.
- Field Trips, Village Camps, Blood Donation Camps, make students aware of their social responsibity and commitment.
- The College also runs an 'Earn while you learn' and 'college to village and village to college' programs
- Flood relief camp by NSS students.
- Safety awareness rally conducted as a part of National safety week celebrations.

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	25000-sqft	24000 Sqft Indoor	UGC-80 Lakhs Management-70 Lakhs	1.5-core
Class rooms	85	--	--	85
Laboratories	07	-		07
Seminar Halls	05			05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	25			25
Value of the equipment purchased during the year (Rs. in Lakhs)	10 Lakhs			10 Lakhs
Others				

4.2 Computerization of administration and library

The administration of the college is computerised with respect to students admission, attendance, Internal and external marks of semester results of autonomous examination, publication of results in the college website, fees collection and pay-bill for staff

Computerized student database with all details is maintained and updated as per the University requirement. This software covers the complete details of every student. The nominal Rolls are generated and maintained

Library records have been digitalized and all the books have been bar-coded.

Library is computerised and the facilities available are – Reprography, CD Collection and Internet browsing facilities

4.3 Library services:

	Existing(2014)		Newly added(2015)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30605	3271545			30605	3673493

Reference Books	1820	287932			1820	287932
e-Books						
Journals	94	168325			94	168325
e-Journals	6000	9000			6000	9000
Digital Database						
CD & Video	184	28156			184	28156
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	250	05	10 Mbps	01	01	04	08	
Added	25		2 Mbps					
Total	275		12 Mbps					

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

- Computer(s) with printer provided to every department and college office
- Free internet access provided to departments to aid Teaching & Researc
- 10 Mbps-dedicated Leased line –BSNL
- 2 Mbps-dedicated leased line-Aicel
- Internet connectivity for each department-computer
- Periodic workshops/faculty development programme on modern trends in teaching
- SMART-CLASS ROOM for interactive teaching-learning process
- Browsing center for students for e-book/e-resource access in Library

4.6 Amount spent on maintenance in lakhs :

i) ICT	5-Lakhs
ii) Campus Infrastructure and facilities	
iii) Equipments	20 Lakhs
iv) Others	2 lakhs
Total :	

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Placement cell	The College has an active placement cell that has achieved successful placement record. Placement cell functions with a coordinator convenor and a Placement assistant.
Mentoring service	Ward system- for student - tutor
Coaching classes	Bridge Course classes – Foundation English for First Learners Entry in Service
Grievance cell	With Senior staff member as Convener, Senio staff member, Staff Secretary, Council Secretary, Union Vice President as members
Guidance & Counseling	The system helps students to alleviate their stress and aids students to inculcate a sense of morality and confidence in their life.
Anti ragging cell	Constituting Principal, Senior staff members, and Local Police Inspector
Awareness program on sexual harassment	Functions under the guidance of Ethics committee with 7 Senior staff members (both teaching and non-teaching) and 2 Student Union office bearers
Community Service Schemes	NSS,Youth Red cross
Others	Students Safety Insurance, Free Books, Free Meals, Sports Kit

- Meet-the-parent programme in each department
- Class tests and internal assessment
- Renowned sports facilities with newly built in-door stdium,cricket ground,kabbdi ground and encouragement for sports.
- Boarding and lodging accommodation for sports students

5.2 Efforts made by the institution for tracking the progression

Special mentoring for Hostel Students undertaken to build a rapport and help them settle down in the new environment. Mentors also address and resolve personal issues if any.

• Academic Performance of students is monitored through Continuous Internal Assessments and weak students are given special attention apart from remedial coaching for students. Progress card reflecting the attendance details and marks in the two CA tests & model examinations are sent to the parents by post before the end semester examination begin.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1178	78	12	

(b) No. of students outside the state: 20

(c) No. of international students: NIL

Men	No	%
	939	74

Women	No	%
	329	26

Last Year - 2014						Year - 2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
12	128	1	257	0	398	11	110	2	267	0	390
24	275	1	589	0	889	18	289	0	571	0	878

Demand ratio = 1:3 Dropout % =3%

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

Efforts are made to collaborate with academic for IAS and IPS aspirants.

No. of students beneficiaries | 05 |

5.5 No. of students qualified in these examinations

NET		SET/SLET	02	GATE		CAT	
IAS/IPS etc		State PSC	02	UPSC		Others	

5.6 Details of student counselling and career guidance

- Personal and academic counselling where in each faculty is given 20-25 students
- Academic counselling for weak students and slow learners.
- Career counselling for final year students by organizing series of lectures on facing interviews ,conflict resolving, goal setting,career opportunities etc.

No. of students benefitted | 1000 |

5.7 Details of campus placement-2015

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	700	432	80

5.8 Details of gender sensitization programmes

Awareness about the role of Women in building responsible citizen which recognises women empowerment has been conducted over the years.
Periodic Interaction with girl students as a part of women's forum of the college.

5.9 Students Activities

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

State/ University level | 20 | National level | 10 | International level | |

No. of students participated in cultural events

State/ University level | 11 | National level | | International level | |

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

Sports : State/ University level | 22 | National level | 1 | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1000	8,10,000
Financial support from government	300	5,80,000
Financial support from other sources(UGC)		--
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level | √ | National level | | International level | |

Exhibition: State/ University level | | National level | | International leve | |

5.12 No. of social initiatives undertaken by the students | 5 |

5.13 Major grievances of students (if any) redressed

Quality Pathway /Road facility from entrance to main block

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Our mission is to instill an everlasting urge in the students to learn and think clearly and objectively; to develop energy and vitality in them and to perform effectively; to bring peace and prosperity in the society.
- Our vision is transformation of human mind and creation of a new culture that has a patience for rules, laws, code of conduct, morel values, natural courtesies and human dignity.
- Life is a constant process of teaching and learning, so much emphasis is laid on the quality of education being imparted, the quality that shapes, persuades and patterns a persons a total human being vibrant with honesty, sincerity and truthfulness and is thus established in goodness both outwardly and inwardly.
- To create a powerful army of youth, knowledgeable, sensitive to nature, proactive with a spirit of adventure, scientific temper and a deep inner craving for structuring a Globe of concord and harmony.

6.2 Does the Institution has a management Information System

- YES-Institution Student database and marks information system,accounting system,scholarship system are computerized..

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

6.3.1 Curriculum Development

- Curriculum restructuring is a continuous process. While restructuring feedback from all stakeholders are analysed and appropriate actions are taken for improvement.
- Through consultations with academic and industry experts, curriculum and relevance of the programmes are ensured. Multiskill development programmes help in employability.
- Training through internship, projectwork, Career Oriented Programmes and participation in various society activities help to develop leadership skill and competence.

6.3.2 Teaching and Learning

- ❖ The college admits students of different backgrounds and with varying abilities – rich and poor, urban and rural, SC, ST,Minority and differently abled students. There is no gender discrimination. Students from diverse backgrounds and abilities are admitted.
- ❖ The college stands committed to make teaching and learning "Student Centric" which makes the students to think, analyze, be independent, original and creative. Their individual needs are properly addressed.
- ❖ It promotes social awareness among students leading to commitment and action, and ensures a just and scientific evaluation process.
- ❖ Special considerations are given to the financially weak and disadvantaged students through fee concessions/scholarships, free hostel accommodation and free text books from the book bank.
- ❖ The teaching-learning process being student centric, the curriculum endeavours to integrate knowledge with skill which will sustain an environment of learning and creativity.
- ❖ Learning methods encourage students' participation through project work, microteaching, internship, guided library work, training in relevant softwares and e-learning. Teaching innovations through modern teaching aids and ICT facilities make the learning process more student-friendly.
- ❖ The faculty is competent and dedicated. The College ensures the competency of staff and helps the faculty to develop continuously.

6.3.3 Examination and Evaluation

- ✓ Evaluation processes are clearly communicated to the newly admitted students.
- ✓ There is a system of internal and external evaluation.
- ✓ Redressal mechanism in the form of review of the answer script by a third examiner (if the candidate desires) ensures just and fair evaluation.
- ✓ The answer scripts are coded to keep the identity of the students confidential. The marking scheme is made jointly by the external and internal examiners for uniformity in evaluation.
- ✓ Supplementary Exams for Third Years or for Outgoing Students.
- ✓ Mark List & Consolidated Mark List with Security features.

6.3.4 Research and Development

The college offers full time P.hD in the disciplines of Commerce, Mathematics and Physical Education.

Seven Ph.D were awarded during this year from Research Department of Commerce. .

The faculty is encouraged to pursue and complete doctoral and post doctoral work for which they are granted study leave with full pay. The faculty is recognized and rewarded during the Convocation function on completion of their PhD.

Three Faculty members of Commerce department have completed Ph.D Degree during this academic year 2015-16.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is automated with library management software.

Spacious reading room, free access to the stacks,reprographic/audio/video facilities, CD/DVD's, access to e-learning, INFLIBNET,DELNET, Foreign and Indian research journals/magazines and research cubicles with internet connections cater to the needs of students and staff.

ICT facilities are adequately available in the institution for academic purposes.

Apart from computer facilities in PG departments, there are Five Computer Laboratories with 330 computers having internet connection facilities. 10 MBPS leased line for internet access is extended to the entire campus.

There are a host of other support facilities like audio-visual equibments,smart class facility and repographic facility is also available in the campus.

6.3.6 Human Resource Management

- Periodic interaction of Principal with support staff
- Departmentalization helps to address performance monitoring measures
- Each Faculty is given portfolio for the academic year
- Care is taken to maintain cohesive environment

6.3.7 Faculty and Staff recruitment

Interview by academic expertise, Industry expertise and University nominees.

Trial or model class handling

6.3.8 Industry Interaction / Collaboration

Instituitional tie-up with TCS for FREE-SC/ST pre-placement training cum Placement process for final year students

Collaboration with Intellisys technologies for skill development

Program for First and second year U.G and P.G.students

Support of Industry experts for periodic seminars/workshops for the students as the college is situated in IT-Coordior of Chennai

6.3.9 Admission of Students

As the college is an aided institution, admission of students is done as per Government norms.

In addition to the management policy of NO-DONATION /NO CAPITATION.

As for self-financing system ,merit based admission system is followed.

The Management offers 50% fees concession for Jain-students

6.4 Welfare schemes for

Teaching	Management sponsored Mediclaim policy Free group Insurance for teaching staffs Morning and Afternoon tea refreshment
Non teaching	Management sponsored Mediclaim policy Free group Insurance for teaching staffs Morning and Afternoon tea refreshment Free Noon meal ESI –coverage
Students	Accident Insurance for students Subsidized canteen facility Fees concessi g students Fees concessi district/state/National level sports students Boarding and lodging facility to sports students

6.5 Total corpus fund generated

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	Academicians	YES	HEADS OF DEPTS
Administrative	YES	---	NO	NO

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?

- ✓ The Office of the Controller of Examination has done computerization of the entire examination system.
- ✓ The mark statements, hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized.
- ✓ Dummy Numbering for confidentiality has been adopted to ensure
- ✓ confidentiality in valuation system since autonomy.
- ✓ Double valuation of PG answer scripts.
- ✓ Central valuation system is followed.
- ✓ Results are being declared in the web-portal for instant access as the earliest.
- ✓ The highest parameter of efficiency with regard to the evaluation process in the college is honesty and impartiality. The college enjoys the utmost credibility in this aspect.
- ✓ Both internal assessment and external assessment are carried out in a systematic manner with objectivity.
- ✓ The Chief Superintendent and Chairmen of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

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

Autonomy to adopt latest trends and needs of the students in syllabi of various disciplines

 The college is representative in board of studies, senate, syndicate and academic council

 Principal is consulted before organizing various programmes.

6.11 Activities and support from the Alumni Association

- Support for guest Lecturers and seminars.
- Support for On-campus and off-campus placements
- Community outreach programmes, Health awareness programmes,
- Medical camps, Scholarship for best outgoing students.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate to parents the areas their children are excelling .
- The attendance status /percentage is being communicated to the parents periodically.
- The academic progress of their wards were being discussed during Parent-teachers meet.
- Suggestions and Feedbacks of Parents are tracked for the progress of the institution.

6.13 Development programmes for support staff

- Free(Management sponsored) Refreshements in morning and afternoon.
- Free noon-meal for support staff.
- IT-Orientation Programme was conducted.
- Group Insurance for support staffs.

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

- Use of plastic materials is prohibited in the college.
- Eco-friendliness in the campus is the policy of the college
- Approach roads are lined with trees and shrubs.
- Exclusive parking area for staffs and students.
- R-O-treated drinking water for students

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.

- The Curriculum Restructuring Committee is tasked with preparing a modern format of the curriculum with emphasis on research orientation and employability.
- The college has introduced five certificate courses and two diploma courses under Career Oriented Programmes for value addition.
- The career opportunities of the students are enhanced through internship, projects, participation in national and international seminars, development of leadership qualities through social activities, soft skill training, EDC activities and Career Oriented Programmes.
- The institution ensures the quality of its administration through decentralization and participation of all stakeholders in major policy decisions.
- The administration is transparent with clear delegation of duties and responsibilities.
- Fellowship gathering of staff, students and administration promote an ambiance of oneness. This ensures quality management in all academic and administrative aspects.

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

- Teachers are maintaining a work Diary to record their day to day subject coverage details which promote them to review their action plans.
- Students were being practised with regular reading of English newspaper with sufficient time allocation during class hours.College management sponsored free distribution of leading English newspapers to students.
- During the academic year 2015-2016, 95 programmes in the form of (Guest Lectures/Seminar/Workshops were conducted in various disciplines.
- The Placement department has successfully completed 80 hours softskill training classes in association with TCS Trainers in this academic year for the final year students. The department also arranged career talks, expert lecturers, workshops, online assessment tests etc. for the benefit of the students.
- 512 students were placed in several companies namely TCS, Sutherland Global services, Capegemini, Blue Chip, HDFC, Aspiring Minds (Pvt) Ltd., Bank Zone, Adeco Pvt.Ltd in campus recruitment.
- Out of the tournaments played, our sports students have secured First place in 21 Tournaments, Second place in 5 tournaments and Third place in 5 Tournaments. 6 students represented our College in National Tournaments and 17 represented the University of Madras. Department of Physical Education has organized six University of Madras Inter-Zone Tournaments and One National Inter University Football women Tournament at our College during the Academic year 2015-2016. Now our college stands no.2 in the University of Madras in Sports and Games.
- Seven Ph.D were awarded during this year from Research Department of Commerce and physical Education department.

7.3 Give two Best Practices of the institution

-Transparency in administration

-Technology adoption for Teaching, learning and Research activities

7.4 Contribution to environmental awareness / protection

Swach Bharath Mission-Mass Cleaning Program,

Road safety and Traffic rules awerness,

No Tabacco Camp, Organ donation Camp .

The college promotes campus-cleanliness drive among students and neighbourhood surveys are undertaken by the NSS.

The entire campus is a 'No Smoking' and 'No Plastic'zone.The college promotes campus-cleanliness drive among students and neighbourhood surveys are undertaken by the NSS.

The entire campus is a 'No Smoking' and 'No Plastic'.zone.

7.5 Whether environmental audit was conducted? Yes ☐ No ☑

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

The various functions of the College as presented in the seven criteria are:

- Quest for excellence – emphasis on quality education
- Contributing to national development by forming men and women for others
- Fostering and rewarding research
- Fostering global competency among students
- Promoting the use of technologies
- Inculcating a value system among students
- Promotion of a transparent and participatory governance
- Ongoing promotion of new innovative practices to make the institution relevant in its mission as an agent of social transformation.

The main problems are: 1) Space Crunch 2) Recruitment.

With the increase in the number of departments, staff and students, the campus is proving to be specially insufficient for the introduction of more and newer courses.

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

- To implement the quality measures planned for the third phase of College with Potential for Excellence Scheme
- To conduct an orientation programme for teachers
- To cater to the needs of slow learners through remedial classes
- To conduct an academic audit of departments
- To promote collaborative research through MoUs
- To augment infrastructural facilities
- To update the college website with a new format
- To organize national seminars/conferences for dissemination of information

Name Dr. M. Sakthivel Murugan *Name* Dr. R. P. PANKAJ

Signature of the Coordinator, IQAC 18.10.16 *Signature of the Chairperson, IQAC* 18/10/2016

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