The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

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	dbjcprincipal@gmail.com, dbjainmca@yahoo.co.in
Contact No.	044 - 24960889
Name of the Head of the Institution:	Prof. V. Chandrasekhar
Tel. No. with STD Code:	044 - 24960889
Mobile:	9444221045
Name of the IQAC Co-ordinator:	Dr. R. Vijayaraghavan
Mobile:	9444473179

IQAC e-mail address: dbjcprincipal@gmail.com, vr_rangasamy@rediffmail.com

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

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/AQAR2014_15.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2005	
2	2nd Cycle	A	3.11	2013	
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year 2014-2015

1.9 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_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 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 ☐

1.11 Type of Faculty/Programme

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

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

Others (Specify) [ ]

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

1.13 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		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	115
2.2 No. of Administrative/Technical staff	12+5=17
2.3 No. of students	70
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	214

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 03 Faculty 03

Non-Teaching Staff Students | 03 | Others | 02 |

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

If yes, mention the amount 3,00,000(3-Lakhs)

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	03	International		National	3	State		Institution Level	4

(ii) Themes

Foreign direct Investment,

Performance Management,

Corporate governance

2.14 Significant Activities and contributions made by IQAC

Quality enhancement of staff and students,psychological training for teacher effectiveness,Innovactive practices and modern teaching methodology,specific ICT Training programmes for effective communication skills.

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
The Construction of New Indoor Sports Stadium completed by the end of the academic year 2013-2014. AC Seminar Hall created in the	The construction work of New Indoor Stadium has been completed in the month of March 2014. A.C Seminar Hall has also been completed in the Month of December 2013 with LCD Projector.

Alumni Block with a capacity of 250 persons. The construction of New Big canteen has been started in the separate place for the benefit of student community. Our college has been reaccredited with A grade by NAAC. To develop self employment skills. To enhance the effective Communication Skills. To provide hands on training to facilitate computer literacy. To motivate the student towards research orientation. To obtain Student's feedback. To provide more career guidance programmes. To develop the reading habits. To encourage more student participation in extra and co–curricular activities. To render monetary assistance to the students in need.	Ph.D.Viva-voce examinations have been conducted. The Creation of New Big canteen with a capacity of 700 students has been completed. The UGC has granted extension of Autonomous Status to our College till 2017-2018. IQAC programmes have been enriched. Para Professional courses and Certificate Courses have been conducted regularly. Soft skill development Programme, Communication Development Programme, Interview Technique Programme conducted by Training and Placement Cell for I,II & III year Students. The National Seminars conducted in the Department of Commerce and Corporate Secretaryship and Department of Economics is proposed to conduct seminar during May 2014 under the UGC Funds. Faculties presented the papers in various states and National Seminars conducted in Tamil Nadu. Faculties published their papers in Reputed Journals. Students feedback collected by all the Departments as per the UGC direction. A New Viscom Lab was upgraded in the Department of visual Communication. Exam Results are reviewed by Academic Council & Governing Body regularly. Academic Audit have also been conducted by all the departments. The Board of Studies meetings in all the subjects have been conducted regularly along with the

	Academic Council & Governing Body Meetings. Students participated and Won Prizes in Inter Collegiate Competition. Sports students & department of physical Education have achieved many laurels to the University of Madras in various games. Fees concession provided to the sports students and they are provided hostel facilities and in addition Jain Students are provided 50% Fee Concession and Secretary & Correspondent Sanction 25% Fees concession to the evening College Students. Students are reading English Newspaper which is monitored effectively by the Department of English which will enhance reading habits and in the long runs improve Communication Skill.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes [✓] No [ ]

Management [ ] Syndicate [ ] Any other body [✓]

Provide the details of the action taken

Assessment of teachers is done through questionnaires and curriculum designing is based on the feedback.Questionnaires and Feedback procedure followed

 Questionnaires on performance of teachers, handed over to students by principal.

Regular review of Semester-exam results in Academic Council & Governing Body . Complaint box system is being followed.

Transparency in examination system through providing Xerox copy of answer-scripts after evaluation based on request

Implementation of smart-class room for interactive teaching-learning process.

Acdemic acheivement of students in the semester examinations

periodical classes for slow learners.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	04		03	
UG	05	01	09	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	14			
Others(M.Phil.)	03			
Total	29	01	12	

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) ☐

*

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 all the disciplines recently held in Nov -2014

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

YES-Department Visual Communication

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
115	100	15	-	-

2.2 No. of permanent faculty with Ph.D. 08

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
10									

2.4 No. of Guest and Visiting faculty and Temporary faculty 03 | 02 | 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		30	
Presented papers		10	10
Resource Persons		02	

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

The innovative process features practical training, hands on experience and professional fine tuning in addition to tie ups with industries and other organizations and agencies.

The development of soft skills and communication skills are integral aspects of the programme. The practical part of it gives a platform to the Event Management students to organize a large number of events in our institution during this academic year

The autonomous status 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.

ICT- Teaching, Smart Class Room, Student – Seminar Presentation, Students Assignments in CD form.

2.7 Total No. of actual teaching days during this academic year | 190 |

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

CBCS System continued with CGPA and CGP grading system

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 – External valuation.
Double valuation for PG Scripts,

Dummy number for confidentiality for UG and P.G.scripts

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.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development | 15 |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students | 70% |

2.11 Course/Programme wise
distribution of pass percentage : (2013-2014)

	Programme	Branch	Appeared	Passed	Distinction	I Class	II Class	III Class	Distinction %	I%	II %	III %	Pass %
2	B.A	Economics	62	36	0	11	22	3	0	31	61	8	58
3	B.Sc	Mathematics	73	31	0	14	15	2	0	45	48	6	42
4	B.Com	Co-operation	24	22	0	9	11	2	0	41	50	9	92
5	B.Com	General	448	207	4	72	115	16	2	35	56	8	46
6	B.Com	Corporate Secretaryship	220	88	0	23	54	11	0	26	61	13	40
7	BBA		92	29	0	3	24	2	0	10	83	7	32
8	B.Sc	ISM	82	34	0	21	13	0	0	62	38	0	41
9	B.Sc	Computer Science	119	59	0	32	26	1	0	54	44	2	50
10	BCA		106	50	7	35	8	0	14	70	16	0	47
11	B.Com	Computer Applications	82	27	0	3	18	6	0	11	67	22	33
12	B.Com	Accounting & Finance	57	27	0	9	18	0	0	33	67	0	47
13	M.A	Business Economics	10	9	0	9	0	0	0	100	0	0	90
14	M.Sc	Mathematics	30	16	1	13	2	0	6	81	13	0	53
15	M.Com	Commerce	20	18	0	18	0	0	0	100	0	0	90
16	M.Com	Corporate Secretaryship	35	14	0	14	0	0	0	100	0	0	40
17	MCA		57	50	17	33	0	0	34	66	0	0	88
18	M.Sc	Information Technology	24	17	4	13	0	0	24	76	0	0	71
19	M.Phil	Commerce	12	10	0	2	8	0	0	20	80	0	83

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

- 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.
- Continuous Internal Assessment (CIA) as a part of CBCS pattern to both UG and PG levels.
- Teaching innovations through modern teaching aids,Smart-Interactive board –class room and ICT facilities make the learning process more student-friendly.
- Implementation of English –Language lab for practical communication classes.
- 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
- Foreign Lanugage development classes for computer science students

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.	04
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	05			

Criterion – III

3. Research, Consultancy and Extension

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

Motivation for the faculty members for paper Publications, 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 guide with the approval from University of Madras.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		999600	581600
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	02	
Non-Peer Review Journals	07	08	
e-Journals			
Conference proceedings	03	16	

3.5 Details on Impact factor of publications:

Range | Average 12 | h-index | Nos. in SCOPUS

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	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 20

3.13 No. of collaborations International National Any other 03

3.14 No. of linkages created during this year 03

3.15 Total budget for research for current year in lakhs :

From Funding agency | | From Management of University/College | 3-Lakhs |

3.16 No. of patents received this year

NIL

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
			02			

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

07

14

3.19 No. of Ph.D. awarded by faculty from the Institution 04

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 600

National level | | International level |

3.22 No. of students participated in NCC events:

University level 10 State level 20

National level | | International level |

3.23 No. of Awards won in NSS:

University level	02	State level	02
National level		International level	

3.24 No. of Awards won in NCC:

University level	02	State level	02
National level	01	International level	

3.25 No. of Extension activities organized

University forum	01	College forum	02		
NCC		NSS		Any other	✓

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

Community and extension service is integrated with the curriculum as extended opportunities to help, serve and learn. Field Trips, Village Camps, Blood Donation Camps, make students aware of their social responsibity and commitment. Villages have been adopted where reconstruction, rehabilitation and other civic amenities have been provided. A full time Director of NSS coordinates all social activities. The College also runs an 'Earn while you learn' and 'college to village and village to college' programmes.The college promotes campus-cleanliness drive among students and neighborhood surveys are undertaken by the NSS. The entire campus is a 'No Smoking' and 'No Plastic' zone.

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	80	05		
Laboratories	06	01		
Seminar Halls	04	01		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15			
Value of the equipment purchased during the year (Rs. in Lakhs)	20-lakhs (Viscom Lab)			
Others				

4.2 Computerization of administration and library

The key areas like Admission, Administration, Academic matters and Evaluation are also computerized.

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.

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29543	3271545	1062	401948	30605	3673493
Reference Books	1624	196726	196	91206	1820	287932
e-Books	-					
Journals	86	158562	8	9763	94	168325
e-Journals(INFLIBNET)	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	2 Mbps	01	01	04	08	
Added	50		10Mbps					
Total	300		12Mbps					

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

- 10 Mbps-dedicated Leased line –BSNL
- 2 Mbps-dedicated leased line-Airtel
- 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	10 laksh
ii) Campus Infrastructure and facilities	150 Lakhs
iii) Equipments	20 Lakhs
iv) Others	2 lakhs
Total :	170 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Career guidance and placement cell started career counselling

 Scholar support centre started for slow learners

 Support and guidance for students in preparation for competitive exams

 Tutorial and mentoring system

 Meet-the-parent programme in each department

 Class tests and internal assessment

 Provides more career guidance programmes.

Updated prospectus/handbook is published annually and information is provided

to the students through these documents.
 A well established student's welfare committee is functioning in the college to support the students.
 Information about new arrivals is published in the library notice board.

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

- Tutorial and mentoring system

 Meet-the-parent programme in each department

 Class tests and internal assessment

The institution undertakes various development schemes like coaching classes for competitive examinations, career counselling, soft skill development etc

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1174	93	12	

(b) No. of students outside the state 20

(c) No. of international students **Nil**

Men	No	%
	862	68

Women	No	%
	405	32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
755	220	101	400	06	1482	699	272	1	295	3	1270

Demand ratio 1:2 Dropout % 0.2%

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

Efforts are made to collaborate with maintains academic for IAS and IPS

No. of students beneficiaries 08

5.5 No. of students qualified in these examinations

NET		SET/SLET	02	GATE		CAT	
IAS/IPS etc		State PSC	05	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.

Intial-Learning program hosted by TCS-Soft skill trainers for UG students.

Career awarness programme for company secretaryship hosted by Dr.V.Balaji,Asst.Education officer,SIRO of ICSI-Cheenai chapter.

Dept of corporate secretarship organized the Programme on Effective communication skills and strategies .

Training and Placement wing of D.B.Jain convened the seminar on career opportunities in Information technology and Interview grooming.

P.G.Department of computer science conducted a session on Self Improvement-New Beginning in which Mr.Manikandan,senior consultant,Logica systems shared his views and experiences.
Orientation session for first year students addressed the topic Life coping skills.
With the support of Enrich and Excel academy one workshop on goal setting was organized by P.G .Dept of computer science

Dept of Visual communication organized a workshop on latest trends in the Animation and Gaming Industry.

No. of students benefitted 1200

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
14	700	400	214

5.8 Details of gender sensitization programmes

Periodic Interaction with girl students as a part of women's forum of the college.

As a part of IQAC,Women's day celebration on 08/03/2014-session hosted on women empowerment by Kavignar.kalaivani.Kulasekaran.

Priyasaki-Health awarnesss programme for girls students hosted by

Dr.Suganya sarvanakumar,Obstetrician& Gynaecologist.on 28th February 2014.

5.9 Students Activities

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

State/ University level | 26 | National level | 15 | International level | |

No. of students participated in cultural events

State/ University level | 14 | National level | | International level | |

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

Sports : State/ University level | 32 | 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)		55,00,000
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 level		

5.12 No. of social initiatives undertaken by the students | 10 |

5.13 Major grievances of students (if any) redressed:

a.Full fledged Canteen facility

b.Parking facility for students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

With the background of educational service of which the TEAM Trust can well be proud of and with the enthusiasm, cooperation of several donors and well wishers the institution has made all round progress.
Situated on a vast campus measuring 17.05 acresof land & with a built up area of over 1,80,000 sq.ft within a mile from the seashore in Jyothi Nagar,Oggiyam Thoraipakkam along the Old Mahabalipuram Road (OMR) the now famous I.T. Highway, the place is surrounded by Industrial houses close to the Instronic Campus – leaders in Information Technology; and Tidel Park.
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-, the college is kept up to date with of all the relevant information.
- The reports of all the departments and the various committees are submitted to the Principal, who then presents it to the Management.
- 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

The college aims to inculcate the highest intellectual standards through rigorous academic commitment and discipline. Students are inspired to aspire to higher level of academic achievement by mastering the subjects they have chosen to study. These are in tune with the goals and objectives of the institution which are made available to its stakeholders through the college website and the college calendar.

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.

After every semester, the academic audit of each department is conducted by the respective Board of Studies (BOS) and the overall audit of the college is done by the Academic Council. At the end of three years, with feedback from stakeholders and the experience gained during the three years, the BOS of every department undertakes a thorough revision of the syllabi to make it contemporary and more relevant. The college ensures participation of all students in extra and co-curricular activities

through NSS, NCC, Sports, various cultural and departmental societies and Extension Programmes.

6.3.2 Teaching and Learning

The college stands committed to make teaching and learning “Student Centric” which makes the students to think, analyze, be independent, original and creative. Students from diverse backgrounds and abilities are admitted. Their individual needs are properly addressed. The College ensures the competency of staff and helps the faculty to develop continuously. It promotes social awareness among students leading to commitment and action, and ensures a just and scientific evaluation process.
The admission process, complying with all the government norms pertaining to religious minority institutions, is online and transparent. 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.
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. Infrastructural facilities like ramps, lifts, and wheel chairs are provided to the differently abled students.
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 recruited through a rigorous selection process in accordance with the directives of the State Government for minority institutions. Beside from sanctioned substantive posts, the college recruits additional faculty under management posts for both aided and self-financing courses. 25% of the faculty have PhD and 40% have got qualification approval from university of madras and 10% qualified in NET/SLET/GATE.
The faculty is highly competent and dedicated.

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.
There is a provision for the students to see their answer scripts. Assessment (CIA) in its various components.

Identification of slow and advanced learners is made by the faculty on the basis of classroom interactions.
Remedial and tutorial classes are arranged for slow and differently – abled learners. Advanced learners are encouraged to undertake research, present papers in seminars and conferences, and attend research institutes during summer recess for projects.
From the feedback obtained from the various stakeholders and the experience of the faculty, the Boards of Studies of different departments restructure and update the syllabi every three years so as to make it contemporary and relevant.

6.3.4 Research and Development

The college plays a very proactive role for promoting this culture. 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.
A Central Research Facility has been set up in the college to assist research activities. There is budgetary allocation for the above. The Principal has been very supportive and generous in this regard. Seed money as adjustable advance is provided to initiate research projects. 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. Both PG and UG students participate in research programmes in various research institutes and organisations.The institute encourages research projects and publications by the faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library software – LIBGEN, the computers, equipments and other network facilities are under the Annual Maintenance Contract. A “System Incharge” takes care of the daily maintenance of the ICT facilities.The institution has an excellent library and computer facilities with easy access to all its constituents. 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 Central Computer Laboratories with 330 computers having internet connection facilities. 10 MBPS leased line for internet access is extended to the entire campus. Campus networking is with Fiber Optic backbone. There are a host of other support facilities available on the campus.

6.3.6 Human Resource Management

Periodic interaction of Principal with support staff
Departmentalization
Motivate administrative staff to participate in workshops
 Each Faculty is given portfolio for the academic year
 Care is taken to maintain cohesive environment

6.3.7 Faculty and Staff recruitment

Trial or model class handling

Interview by academic expertise, Industry expertise and University nominees.

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 concession for deserving students Fees concession for college/district/state/National level sports students Boarding and lodging facility to sports students

6.5 Total corpus fund generated 50Lakhs

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		Yes	
Administrative	Yes		Yes	

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 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,
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 quality of the basic courses is improved after every three years when a thorough revision of the syllabus is undertaken by the BOS on the basis of the experience gained from the previous three years.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.
Inclusive practices of the institution to impart holistic education are inherent in the system. The institution is completely secular in character. Students belong to every social class, community and linguistic groups. They are trained to become men and women of competence, commitment, compassion and conscience. Equity and access in availability, special attention to the weaker sections and representation of women in all aspects ensure promotion of social justice.

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

Remedial classes were conducted to help the slow learners improve their academic performance.All the seats in aided stream and self-financing stream were filled up. The construction work of New Indoor Stadium has been completed in the month of March 2014.
The Creation of New Big canteen with a capacity of 700 students has been completed.

The UGC has granted extension of Autonomous Status to our College till 2017-2018.

Para Professional courses and Certificate Courses have been conducted regularly.

Soft skill development Programme, Communication Development Programme, Interview Technique Programme conducted by Training and Placement Cell for I,II & III year Students.

The National Seminars conducted in the Department of Commerce and Corporate Secretaryship and Department of Economics is proposed to conduct seminar during May 2014 under the UGC Funds.Faculties presented the papers in various states and National Seminars conducted in Tamil Nadu. Faculties published their papers in Reputed Journals. Students feedback collected by all the Departments as per the UGC direction.

A New Viscom Lab was upgraded in the Department of visual Communication.

Exam Results are reviewed by Academic Council & Governing Body regularly.

IQAC Newsletter published in November 2013 and another newsletter to be published in May 2014.

Academic Audit have also been conducted by all the departments.

The Board of Studies meetings in all the subjects have been conducted regularly along with the Academic Council & Governing Body Meetings.

Students participated and Won Prizes in Inter Collegiate Competition.

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

-Transparency in administration

-Technology adoption for Teaching, learning and Research activities

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Mass Cleaning Program,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 upgrade and update the college website with a new format
- To implement the quality measures planned for the third phase of College with Potential for Excellence Scheme.
- To organize a National Seminar on Teaching-Learning Process
- To conduct an orientation and training 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

R. Vijayaraghavan

Dr. R. Vijayaraghavan

Associate Prof & Head. Dept. of Commerce

Name & Signature of the Coordinator, IQAC

Prof. V. Chandrasekhar

Name& Signature of the Chairperson, IQAC