

## 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

#### I. Details of the Institution

1.1 Name of the Institution	Asan Memorial College of Arts & Science
1.2 Address Line 1	Velachery-Tambaram Road
Address Line 2	Jaladampet
City/Town	Chennai
State	Tamilnadu
Pin Code	600100
Institution e-mail address	asanedn@gmail.com
Contact Nos.	22460216/22460032/22461418
Name of the Head of the Institution:	Dr. S. Ramanathan
Tel. No. with STD Code:	044-22460877
Mobile:	9677043483
Name of the IQAC Co-ordinator:	Dr.M. Jaya
Mobile:	9884139473
IQAC e-mail address:	asaniqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) 13421

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/59/RAR/28/ dated 21/4/2012

1.5 Website address:

www.asaneducation.com

Web-link of the AQAR:

www.amcas.in/academics.html/AQAR2014-2015.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	1 <sup>st</sup> Cycle	B	-	2003	2008
2	2 <sup>nd</sup> Cycle	B	2.87	2012	2017
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

16/03/2004

1.8 AQAR for the year (for example 2010-11)

2014-15

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

- i. AQAR 2012-13 submitted to NACC on 08/05/2014 (DD/MM/YYYY)4
- ii. AQAR 2013-14 submitted to NACC on 07/07/2014 (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)

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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     UGC-CPE

DST Star Scheme     UGC-CE

UGC-Special Assistance Programme     DST-FIST

UGC-Innovative PG programmes     Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="16"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="10"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	
2.9 Total No. of members	<input type="text" value="40"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="-"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="2"/>
Students	<input type="text" value="2"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="1"/>
International	<input type="text" value="-"/>
National	<input type="text" value="1"/>
State	<input type="text" value="-"/>
Institution Level	<input type="text" value="-"/>
(ii) Themes	<input type="text" value="“Quality Enrichment –A Pinnacle for Higher Educational Institutions” on 21/02/2015."/>

2.14 Significant Activities and contributions made by IQAC

- Publication of Book on Quality Enrichment – “A Pinnacle for Higher Educational Institutions” with ISBN No. 978-93-82570-51-6.
- Faculty Development Programme for all the faculty members was organised on December 6<sup>th</sup> 2014 and February 25<sup>th</sup> 2015.

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
➤ To Organise a National Conference on Quality Enrichment.	The Conference was organised successfully on 21 <sup>st</sup> February 2015. Dr. S. Thirumurugan, COE, University of Madras, Chennai inaugurated the Conference and released the book. Dr.J. Vasanthakumar, IQAC Director & Dean, Department of Agriculture, Annamalai University, graces the occasion as Guest of Honour. The Valedictory Address was delivered by Dr. Thangam Menon, Director, Dr. ALMPGIBMS, Chennai.
➤ Faculty Development Programme	Organised successfully on 6 <sup>th</sup> December 2014 and 25 <sup>th</sup> February 2015.

\* 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

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## Part – B

### Criterion – I

#### I. 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	-	-	-	-
PG	4	-	-	-
UG	15	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	19	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	-

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.

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

B.Com. (Corporate Secretaryship)
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	64	60	-	4	-

2.2 No. of permanent faculty with Ph.D.

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
	19	3	-	-	-	-	-	-	19	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	9	3
Presented papers	16	32	4
Resource Persons	-	1	-

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

- Specialised workshops
- Soft skills Orientation Programme.
- E-learning & E-resources
- Guest Lectures by Industrialist/ Practitioners/ University professors.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Shift I						
B.Sc. Hotel Management	22	30	45	15	-	90
B.A. English	11	-	19	19	-	38
B.B.A.	50	2.5	37.5	40	-	80
B.Com.	63	9.5	36.5	36.5	-	82.54
B.Sc. Biochemistry	4	25	-	-	-	25
B.Sc. Microbiology	-	-	-	-	-	-
B.Sc. Computer Science	46	-	67.39	-	-	67.39
B.Sc. Visual Communication	37	5.37	51.32	8.1	-	64.8
M.C.A.	16	43.75	56.25	-	-	100
M.B.A.	49	1	72	20	-	93
M.Sc. Biochemistry	5	40	20	-	-	60
M.Sc. Microbiology	7	12.04	61.92	12.04	-	86
M.Phil. Microbiology	7	-	28	-	-	28
M.Phil. Biochemistry	5	-	80	-	-	80
Shift II						
B.Com. (General)	39	10	20	25	27	82
B.Com. (A&F)	-	-	-	-	-	-
B.B.A.	8	-	-	25	25	50
B.C.A.	32	-	34	6	-	40
B.Sc. Maths	4	-	25	-	-	25



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

- i. PTA meeting organised by each Department individually and the suggestions & ideas are received.
- ii. Feedback forms collected from students by an administrative staff to avoid biased information.
- iii. Principal organised a meeting based on the feedback and suggestions.
- iv. Periodical staff meeting organised to discuss about the possible changes needed for quality improvement
- v. Performance of students is evaluated through Assignments/ Monthly tests/ Presentations/ Group Discussions periodically. Special remedial classes are conducted for the needy students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	9
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	17
Others	1

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	43	12	-	5
Technical Staff	62	7	-	32

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Staff are provided with OD permission to present research papers in National & International Conferences.
- Staff are provided with registration fee for presenting papers in National & International Conferences.
- Staff are encouraged to register for Ph. D. programme
- Application / Proposals for mini projects are encouraged.
- The Ph.D. awarded staff are appreciated with an increment.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
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	18	1	-
Non-Peer Review Journals	1	-	-
e-Journals	1	5	-
Conference proceedings	9	13	-

#### 3.5 Details on Impact factor of publications:

Range  Average  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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- A cleaning drive organised by the students to clean Pallikaranai Marsh Land
- Marina clear drive
- Stationery items donated to orphanage
- Cancer Hospital visit was organised and Horlicks Bottles were presented to the patients.

## 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	11527	-	-	11527
Class rooms	42	-		42
Laboratories	6	-		6
Seminar Halls	3	-		3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	1		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others	-	-		-

#### 4.2 Computerization of administration and library

General Office Automation Software: Multi user version –Modules covered are courses, classes, students module, teachers and non teaching staff module, Fees structure creation, fees collection auto receipt printing, all collection and defaulters statement, bus management, bus fees and hostel fees collection, pay roll and PF form 3A & 6 A software.

Library Automation Software: Bar code label printing, OPAC facility, MS SQL server edition with OPAC for local network usage, Multi user version.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17530	2653289.64	171	107863	17701	2761152.64
Reference Books	1766	281986	20	4000	1786	285986
e-Books	-	-	-	-	-	-
Journals	74	149124	51	91200	125	240324
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	135	-	15	-	150	-
Others (specify) Delnet	-	16500	-	-	-	16500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	191	154	108	-	-	6	31	-
Added	-	-	-	-	-	-	-	-
Total	191	154	108	-	-	6	31	-

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

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4.6 Amount spent on maintenance in lakhs : Rs.

i) ICT	5,58,240
ii) Campus Infrastructure and facilities	2,50,000
iii) Equipments	2,44,020
iv) Others	15,36,000
<b>Total :</b>	<b>25,88,260</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College has various clubs & committees like Anti-Ragging Committee, Grievance Redressal Committee, Women’s Studies Cell, Gender Sensitization Committee, Rotaract, NSS, RRC, YRC, Consumer Club etc., to provide all the support services needed for the students. IQAC makes the clubs to function effectively and encourage them to actively participate in various clubs.
- Professional counselling is provided to the needy students.
- Awareness programme was organised in co-ordination with Chennai Corporation officials on H1N1 awareness.
- Awareness on Stem Cell Donation, Environmental protection and conservation, blood donations camps and a talk on its importance were organised in the college for bringing awareness to the student community.

#### 5.2 Efforts made by the institution for tracking the progression

The progress of the students is tracked on a continuous basis. The academic performance is evaluated through Assignments, Monthly tests, Mid Model and Model Examinations. Underperforming students are given additional coaching and remedial classes to improve the performance. Feedbacks are received to evaluate the Faculty members’ performance and suitable measures are initiated to improve the performance.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1811	134	-	-

#### (b) No. of students outside the state

217

#### (c) No. of international students

-

Men	No	%	Women	No	%
	1142	59		803	41

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
332	223	33	986	-	1574	424	283	34	1204	-	1945

Demand ratio 99.8%

Dropout % 2.88%

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

An awareness programme on the competitive examination and a technical session for analytical skills is taken by career launcher, Chennai on 3<sup>rd</sup> February 2015.

No. of students beneficiaries 140

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	6
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	8

5.6 Details of student counselling and career guidance

- Professional Counsellor is appointed and counselling is provided to the needy students on selected days on a weekly basis.
- Career guidance cell effectively functions and provide placement assistance to the students.
- Specialised workshops and training programmes are organised for final year students to provide the necessary skills needed for employment.

No. of students benefitted 185

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	143	105	10

5.8 Details of gender sensitization programmes

- Women Studies Cell actively organises programmes and events on gender sensitization.
- College proposes to organise a one day programme on Rights of Women in coordination with NHRC, New Delhi exclusively for women students on the forthcoming academic year (2015-2016).



## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	97	3,23,280
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ - \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:** To educate individuals to become intellectually enlightened, professionally capable, morally upright and socially committed.

**Mission:** To equip young men and women with knowledge and skill

- To impart value based education and foster right attitude, good character and human values.
- To develop the learners personality and prepare him/her for the larger world outside.
- To conserve rich traditions and cultivate respect our heritage.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The college follows the curriculum designed by the University of Madras

The faculty members of our college serve as subject experts, board of study members of the University and Autonomous colleges and contribute in the development and formulation of syllabus for various disciplines.

6.3.2 Teaching and Learning

- ICT based teaching methods
- Guest Lectures by subject experts, industrialists and University Professors.
- Academic oriented workshops, Inter-collegiate events, seminars at State, National & International Conferences are organised regularly.

6.3.3 Examination and Evaluation

- College follows the rules and regulations of University of Madras in the conduct of University Examination
- Mid model and Model examinations are conducted regularly
- Internal evaluation through projects, assignments, field trips, creativity and presentations

#### 6.3.4 Research and Development

- Research students work on innovative topics and coordinate with Universities, industries through M.O.U. and workshops
- Faculty members publish Research Paper in peer reviewed journals
- Faculty members actively participate and present papers in the National and International conferences.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is strengthened every year by adding latest books and Journals
- Online database and library information facility is provided for faculty and students

#### 6.3.6 Human Resource Management

- Group Insurance Scheme
- Equal contribution of employer 12 % to Provident Fund
- All the necessary facilities are provided

#### 6.3.7 Faculty and Staff recruitment

- Recruitment is as per the UGC norms
- A panel consisting of a Chairman, Principal and Subject Expert will carry on the recruitment process.

#### 6.3.8 Industry Interaction / Collaboration

Industrial Visits of our students to different industries like:

- ❖ Sri Kaleeswari Refineries Ltd., Chennai.
- ❖ Madras Stock Exchange
- ❖ Hatsun Agro Products Ltd. Chennai.
- ❖ Arul Moulders Pvt. Ltd., Chennai.
- ❖ Srinivasa Fashions Pvt. Ltd., Chennai.
- ❖ Parle-G Chennai.
- ❖ Parle-G Chennai
- ❖ Woory's Auto Mobiles, Chennai.
- ❖ Medimix Pvt. Ltd. Chennai.
- ❖ CLRI, Chennai
- ❖ Medox Bio-Tech Pvt. Ltd.

✂ MOU with Knowledge Capital Investment Group on May 2014

### 6.3.9 Admission of Students

Admission cell follows the University Norms based on the results

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	2

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	-	-	-	-
Administrative	-	-	-	-

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?

University streamlines and modernises the examination related works and results are published online

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

-

6.11 Activities and support from the Alumni Association

- Alumni records are maintained in all the departments
- Alumni meetings are also conducted and their suggestions are implemented for improvement

6.12 Activities and support from the Parent – Teacher Association

- Each department individually organises PTA meeting to develop coordination with the parents
- The suggestions and ideas of parents are implemented wherever necessary.
- Students' attendance, model exam marks, punctuality of their wards is informed to the parents.

#### 6.13 Development programmes for support staff

-

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

- Bio-gas plant & Effluent treatment plant were installed inside the campus
- NSS organises a special day programme with their volunteers for cleaning the campus
- Sewage Treatment Plant
- Rainwater Harvesting System

### 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.

- ICT based learning
- Formation of ENACTUS Club to encourage entrepreneurship among the students.
- Students are encouraged to put stalls in various events
- Pongal Santhai was organised exclusively for students to put various types of stalls and the students who are able to make profit are recognised through prizes and certificates

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

- Students counselling planned and arranged accordingly for their betterment.
- Social initiatives planned and appropriate steps are taken to provide social benefits through various clubs.
- Plan for expansion of another department and executed – B.Com. (C.S.) was started during the academic year (2014-15).
- Plan for providing expertise training to students for soft skills were implemented by organising workshops and training programmes in Soft skills exclusively for the final year students by professionals.
- Planned to give career guidance and through Placement cell's effective functioning, students who opt for placement got good placement.
- Scholarships were arranged for the eligible students.
- Staff are encouraged to do Research and pursue doctoral programme and additional increment is given to the faculty members who have completed their doctorate.

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

- Soft skill Development Workshops
- Specialised Workshops
- Guest Lectures by subject experts, industrialists, University Professors

7.4 Contribution to environmental awareness / protection

- EVS Exhibition organised to create awareness among the students
- Photography competition on environmental awareness was organised
- Nature club organised various competitions like essay writing, oratorical competition, drawing etc., to create environment awareness among the student community.
- A cleaning drive organised by the students to clean Pallikaranai Marsh Land

7.5 Whether environmental audit was conducted? Yes  No

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

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

- To organise Faculty Development Programme for each semester
- Specialised workshop on Innovative and Best Practices in Teaching

*Name Dr. M. Jaya*  
*Head, Dept. of Commerce*

*Name Dr. S. Ramanathan,*  
*Principal*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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