

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 - 16

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.

044-22460216/22460032/22461418

Name of the Head of the Institution:

Dr. S. Ramanathan

Tel. No. with STD Code:

044-22460877

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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 st Cycle	B	-	2003	2008
2	2 nd Cycle	B	2.87	2012	2017
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

1.8 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)
- ii. AQAR 2013-14 submitted to NACC on 07/07/2014 (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NACC on 01/07/2015 (DD/MM/YYYY)
- iv. AQAR _____ (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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="14"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="13"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="13"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="46"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Faculty Development Programme	The Faculty Development Programme was inaugurated by Dr. S. Thirumagan , Controller of Examinations, University of Madras, Chennai and delivered a magnificent inaugural address. The resource person Mr. L. Ramanan , Founder and Subject Member Expert in Robust Engineering & RAISE Consultancy Services, Bangalore motivated the faculty members in the right direction to mould the future generations.

* 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	14	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others (M.Phil.,)	2	-	-	-
Total	20	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	-
Annual	2

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.

Updated by University of Madras

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

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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
71	67	-	4	-

2.2 No. of permanent faculty with Ph.D.

24

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
18	-	-	-	-	-	-	-	18	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

7
2
33

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	9	-
Presented papers	20	14	-
Resource Persons	-	3	4

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

- Case Study Method of Teaching
 - Industry Academia Interface
 - Practical Learning and Industry Exposure

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

167

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

7	-	-
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2.10 Average percentage of attendance of students

75

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	45	33	54	7	-	94
B.A. English	16	-	-	30	20	50
B.B.A.	53	1.89	22.64	32.08	-	56.61
B.Com. (G)	64	9.37	65.64	18.75	-	93.75
B.Com. (C.A.)	49	2.04	53.06	22.45	-	77.55
B.Sc. Biochemistry	-	-	-	-	-	-
B.Sc. Microbiology	92	71	26	3	-	100
B.Sc. Computer Science	40	15	30	13	-	58
B.Sc. Visual Communication	18	6	66	28	-	100
M.C.A.	16	37.5	56.25	-	-	93.75
M.B.A.	32	6.25	84.37	9.38	-	100
M.Sc. Biochemistry	1	1	-	-	-	100
M.Sc. Microbiology	8	40	59	1	-	100
M.Phil. Microbiology	6	17	66	-	-	83
M.Phil. Biochemistry	3	-	3	-	-	100
Shift II						
B.Com. (General)	38	11	21	47	5	84
B.Com. (A&F)	26	-	44	-	-	44
B.B.A.	14	-	3	-	-	21.4
B.C.A.	48	2	18.8	4.2	25	50

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 convened meetings based on the feedback and suggestions.
- iv. Periodical staff meetings were 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	4
HRD programmes	10
Orientation programmes	8
Faculty exchange programmes	3
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	5

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	32	-	2	-
Technical Staff	3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty Members are motivated and given support to register for Ph.D. programme.
- Faculty members awarded with doctorate degree are motivated with an additional increment by the management.
- Faculty members are facilitated to participate and present papers in National and International Conferences by providing On Duty Facility and Registration Fee.
- Faculty Members are allowed to apply for Micro Projects in their subject specialisation

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	21	6	-
Non-Peer Review Journals	-	-	-
e-Journals	3	-	-
Conference proceedings	3	-	-

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	-	-	-	-	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

1

-

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	2		
NCC	-	NSS	10	Any other	1

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

- Food was prepared by the college and provided to the flood victims during the November & December 2015. Note books, calculators and other stationary items were provided to the students affected by the flood.
- NSS Volunteers visited and donated Provision items to Bala Vihar – A home and Day Care Centre for Mentally Challenged on 27th June 2016.
- National Awakening Day was celebrated on 15th September 2015.
- Tree Plantation was done on Dr. A.P.J. Kalam’s 84th Birth Anniversary celebration in the college premises on 15th October 2015.
- NSS Volunteers of our college took pledge on National Voters Day on 25th January 2016.
- A special NSS Camp on “Healthy Youth and Healthy India” was organised from 22nd to 28th June 2016. 100 students participated in the camp and helped the needy people at Medavakkam. The camp was inaugurated by the Principal and Valedictory address was delivered by Dr. G. Baskaran, NSS Co-ordinator, University of Madras, Chennai.

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.

Anti-virus software is installed in all the systems

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17701	27,61,152.64	805	2,05,538	18506	29,66,690.64
Reference Books	1786	2,81,986	16	52,086	1802	335072
e-Books	-	-	-	-	-	-
Journals	77	1,26,324	-	-	29	40,324
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	65	-	-	-	65	-
Others (specify)	-	16,500	-	16,500	-	16,500
Total	17701	27,61,152.64	805	2,05,538	18506	29,66,690.64

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.)

-

4.6 Amount spent on maintenance in lakhs :

i) ICT	24,000
ii) Campus Infrastructure and facilities	5,13,000
iii) Equipments	58,000
iv) Others	60,000
Total	6,55,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC co-ordinates the various clubs of the college and facilitate student support services at varied levels. The various clubs & committees are Anti-Ragging Committee, Grievance Redressal Committee, Women’s Studies Cell, Gender Sensitization Committee, Rotaract, NSS, RRC, YRC, Alumni Association, Literary and Dramatics Club, Consumer Club, etc.
- Enactus club encourages students to put stalls in various events to encourage entrepreneurship interest.
- Placement support is provided to the interested students by the Career Guidance Bureau.
- 5 students attended a meeting on “Prevention of Dengue Fever” organised by Tamil Nadu Government and University of Madras on 8th October 2015.
- Various days like National Awakening Day, Dr. A.P.J. Abdul Kalam’s Birth Anniversary, National Voter’s Day etc., were celebrated in the campus to bring 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
	1864	133	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1153	57.73		844	42.27%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
424	283	34	1204	-	1945	256	335	39	1377	-	2007

Demand ratio 85.6% Dropout % 0.25%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="5"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="4"/>

5.6 Details of student counselling and career guidance

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

No. of students benefitted

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
16	222	166	18

5.8 Details of gender sensitization programmes

-

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	136	4,73,240
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 for 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

- College is affiliated to University of Madras and follows the curriculum developed by the University.
- Dr. S. Ramanathan, Principal is a syndicate member of University of Madras and University Nominee for Affiliated Colleges.
- The faculty members actively participated in the curriculum development of various Universities and institutions by serving as a member of Board of Studies and Panel Experts.

6.3.2 Teaching and Learning

- Subject Oriented Workshops
- Industry Academia Interface
- ICT Based Learning
- Conference and Seminars at National and International Level on a periodic basis
- Academic oriented Guest Lectures

6.3.3 Examination and Evaluation

- Examination and Evaluation pattern as per the regulations of University of Madras
- Model Examinations
- Students are evaluated on a continuous basis through projects, assignments, field trips, group discussions, 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 State, National and International conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is updated with latest publications of books and journals.
- Online database and library information facility is provided for faculty and students

6.3.6 Human Resource Management

- All the necessary facilities are provided
- Contributions of Employer to Provident Fund

6.3.7 Faculty and Staff recruitment

- College adheres to the direction of University.
- Interview carried out by a panel which consists of Chairman, Principal and Subject Experts

6.3.8 Industry Interaction / Collaboration

Industrial visits of our students to different Industries like:

- Madhavaram Milk Co-operative Society, Chennai
- Srinivasa Fashions, Maraimalainagar, Chennai
- HiTech Engineering Ltd., Ambattur, Chennai
- Stock Exchange Board of India, Chennai

Industry Collaboration

☞ MOU with Knowledge Capital Investment Group

6.3.9 Admission of Students

Admission cell follows the University Norms based on the results

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	1

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

- PTA meetings are organised by each department
- The progress of their wards are informed
- Attendance, Punctuality, Examination results are informed to the parents and corrective measures are taken for the needy students.
- Constructive suggestions given by the parents are incorporated and implemented wherever possible.

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 organised 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.

- Industry Academic Interface
- Entrepreneurship skills are encouraged through various club activities.
- A special club called “ENACTUS” operates to find out the entrepreneurship skills among the students across the departments and co-ordinate them in a productive way.
- Specialised workshops are organised by inviting the experts from industry, academic community and placement officers to fine tune the students and equip them with the indispensable employability skills.

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

- Counselling is provided by professional counsellor and students who need counselling are benefitted by the counsellors’ advice.
- Imparting Social responsibility in the mind of younger generation is one of the main responsibilities of the Higher Educational Institutions. Chennai city is affected by an unprecedented Flood damage. Our college students join hands in helping the needy people by providing various types of services like cooking the food in our own Hotel Management Department and providing food for the flood affected people, providing stationary and other essential items to the affected school children, etc., Some of them took part in Rescue Team also.
- B.Com. (Corporate Secretaryship) Department is started in the academic year 2014 -15 with the full strength of 70 students. Further affiliation for second year students is completed as per the regulations of University of Madras.
- Employability skills are enriched for the final year students by organising exclusive workshops like C2C (College to Corporate) Transition.
- Placement cell functions effectively and organise both On-campus and Off-campus placement drive and students opted for placement is provided with employment.
- Students are benefitted by the Scholarship provided by the Government.
- Faculty members are encouraged to do Research, Ph.D. and additional increment is given to the Ph.D. completed staff.

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

- Industry Academia Interface
- Guest Lectures by subject experts, industrialists, University Professors
- Specialised Workshops

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

7.4 Contribution to environmental awareness / protection

- EVS Exhibition organised to create awareness among the UG students
- Photography competition on environmental awareness was organised
- Campus cleaning drive was organised by the NSS students
- National Awakening Day
- Voters ID Card Drive
- Student Volunteers for Election Duty

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

- Propose to organise a National level seminar on Higher Education

Name Dr. M. Jaya
IQAC Coordinator

Name Dr. S. Ramanathan
Chairperson, IQAC

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Annexure I

Abbreviations:

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