

Mohamed Sathak College of Arts and Science

*(Affiliated to the University of Madras, Approved by UGC, & AICTE and
Reaccredited by NAAC with 'B' Grade)*

Sponsored By Mohamed Sathak Trust

Sholinganallur, Chennai-600119, Tamilnadu

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE

முகம்மது சத்தாக் கலை அறிவியல் கல்லூரி

ALHAJ SHEIK ABOOBACKER SAHIB AUDITORIUM

***The Annual Quality Assurance Report (AQAR) of
the IQAC
Academic year 2016 – 2017***

***Submitted to
National Assessment and Accreditation Council
P.O.Box No.1075, Nagarbhavi, Bangaluru-560072***

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

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

2016-17

I. Details of the Institution

1.1 Name of the Institution

Mohamed Sathak College of Arts & Science

1.2 Address Line 1

NO 13, Medavakkam Road

Address Line 2

Shollinganallur, Chennai

City/Town

Chennai

State

Tamilnadu

Pin Code

600119

Institution e-mail address

msscassprincipal@gmail.com,
iqac@msscartsandscience-edu.in

Contact Nos.

044-24501115/24500212

Name of the Head of the Institution:

Dr.R.Meganathan

Tel. No. with STD Code:

044-24501115

Mobile:

08870717071

Name of the IQAC Co-ordinator:

Dr.M.Syed Ali

Mobile:

09842052929

IQAC e-mail address:

iqac@mscartsandscience-edu.in
mscasiqac2016@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 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)

NAAC/WH/Cert-A&A/EC (14TH SC)/15/2/2016/

1.5 Website address:

<http://www.mscartsandscience-edu.in>

Web-link of the AQAR:

<http://www.mscartsandscience-edu.in/AQAR2013-2014.pdf>

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⁺	-	2007	5 Years
2	2nd Cycle	B	2.10	2016	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2007

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 : 2012-2013 (19/08/2015)
- ii. AQAR: 2013-2014 (19/08/2015)
- iii. AQAR: 2014-2015 (09/02/2016)

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Scienc	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<div style="border: 1px solid black; padding: 5px; display: inline-block;">AICTE – MBA and MCA</div>								

1.11 Name of the Affiliating University (for the Colleges)

**University of Madras,
Chennai, Tamilnadu**

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="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	04

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:

- ❖ Remedial coaching for backward students to enhance their learning capability.
- ❖ Career guidance and programmes for campus recruitments for final year students.
- ❖ Conduct of Academic Audit for faculties.
- ❖ All India Survey on Higher Education databases prepared.
- ❖ MOUs with several Academic and Industries bodies.
- ❖ Online attendance and student's databases maintenance through College Management Software.
- ❖ Conducted Alumni Meet of every year on Middle of February.
- ❖ Conducted Parents Teacher meeting.
- ❖ Faculty members are encouraged to take up research and also incorporate research in teaching.
- ❖ Faculty members are encouraged to carry out research in emerging areas of study and encouraged the students research work published in peer reviewed journals.
- ❖ Foreign Students meet to address their grievances.

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
CCTV Based on the suggestions from Police department, IQAC recommended for the installation of CCTV cameras advantage parts of the college.	CCTV cameras were installed at different points of College as per the advice of the security experts. TV monitors were fixed at offices of Principal and Academic Director for vigilance.
Enhancing Research Activities.	Staff members of various department published research articles in International and national journals.
Remedial measures for weak students	Free remedial coaching classes were organized for slow learners and failures.
Effective Waste Management-waste as resources	Vermi-composting of organic waste by earthworms was established by our students.
Faculty Development Programme	Yoga classes , Stress management, Motivation talk to Staff and Students and Time Management conducted by various non academic bodies like HCL company and ICTACT, Chennai, Tamilnadu)

* 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

“The Management approved AQAR and promised to give constant support to quality academic life in the campus”.

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	03			
M.Phil	03			
PG	11			
UG	17	01 B.COM (Bank Management)		
PG Diploma	02			
Advanced Diploma	-			
Diploma	01			
Certificate	-			
Others	-			
Total	37			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programmes follow semester pattern except M.Phil and Diploma
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.

Regulation & Syllabus may be updated by the University and the changes will be followed in the college accordingly

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

B.Com – Bank Management

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
182	150	29	-	03

2.2 No. of permanent faculty with Ph.D.

41

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
35	35	0	0	0	0	0	0	35	35

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	01	01
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	9	0
Presented papers	4	3	0
Resource Persons	0	6	0

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

- | |
|--|
| <ul style="list-style-type: none"> • Smart Class Room and Audio Visual Aids prepared for all subjects • Conduct of ICT based learning and evaluation • Guest Lectures were organized • Class room seminars by students • Field visits were organized • Seminars organized by Departments |
|--|

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

94+90=184

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

- Faculty members who are in their respective Board of studies University of Madras are involved in curricula, restructuring and syllabi revision.

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

01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

**UG Programmes:
2013-2016**

S. No.	Title of the Programme		Total No. of students appeared	Division				
				Distinction %	I %	II %	III %	Pass %
1.	B.Com.	General	178	-	26.97	8.43	-	35.4
2.	B.Com.	Accounting & Finance	63	3.17	31.74	14.28	-	49.19
3.	B.Com.	Inf. System Management	48	4	29	32	-	65
4	B.B.A	Business Administration	114	Nil	17	12	Nil	29
5	B.Sc.	Computer Science	135	11.11	20.0	9.62	-	40.74
6	B.C.A.	Computer Application	145	-	25.51	6.89	8.96	41.37
7	B.Sc.	Elect. and Commn. Science	46	13	22	7	-	42
8	B.Sc.	Biochemistry	42	-	02.38	07.14	04.76	14.28
9	B.Sc.	Microbiology	34	8.8	50	-	-	58.8
10	B.Sc.	Biotechnology	41	7.3	31.7	26.8	-	65.8
11	B.Sc.	Hotel and Cat. Management	15	33.33	53.33	13.33	-	100
12	B.Sc.	Visual Communication	23	-	43.47	-	-	43.47
13	B.B.A	Bus.Administration, Shift -II	09	Nil	Nil	34	Nil	34
14	B.C.A.	Computer Application	68	2.94	11.76	1.47	-	16.17
15	B.Sc.	Computer Science, Shift -II	34	-	2.94	2.94	-	5.88

**PG Programmes:
(2014-2016)**

S. No.	Title of the Programme		Total no. of students appeared	Division				
				Distinction	I	II	III	Pass
1.	M.B.A.	Master of Business Administration	35	-	94	-	-	94
2.	M.C.A.	Master of Computer Application	34	29.41	64.7	-	-	94
3.	M.Sc.	Biochemistry	7	-	14.28	-	-	14.28
4.	M.Sc.	Applied Microbiology	7	28.5	28.5	-	-	57
5.	M.Sc.	Biotechnology	9	11	66.6	-	-	77.6
6.	M.Sc.	Computer Science	4	50	50	-	-	100
7.	M.Sc.	Information Technology	4	25	50	-	-	75
8.	M.Sc.	Applied Electronics	7	100	-	-	-	100
9.	M.Sc.	Mathematics	9		4	1	-	55
10.	M.Sc.	Visual Communications	2	0	0	0	0	0
11.	M.Com.	Master of Commerce	14	7.14	28.57	21.42	-	57.14

M.Phil. Programmes (2015-16):

S. No.	Title of the Programme		Total No. of students appeared	Division				
				Distinction	I	II	III	Pass
1.	M.Phil.	Biochemistry	1	0	0	0	0	0
2.	M.Phil.	Microbiology	1	0	0	0	0	0
3.	M.Phil.	Biotechnology	4	0	75	0	0	75

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

- i. Annual Academic Audit of faculty members by External Experts**
- ii. Monitoring the teaching and learning process through Teachers lesson plan and notes of lesson**
- iii. Evaluation of teaching learning process by collecting subject wise feedback from students**
- iv. Class wise Review of students' progress by the Principal**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	31
Summer / Winter schools, Workshops, etc.	-
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	3	-	-	-
Technical Staff	18	-	-	

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 to take up Minor / Major projects funded by University Grant Commission and Other funding agencies.
- Financial incentives were offered to instigate staff members to attend and present papers in various Seminars / Conferences / Workshops / Symposia, etc.,
- **Formation of Research committee:**
The IQAC is instrumental in the establishment of a Research committee in the College. The Research committee is headed by the Head of the institution. IQAC Coordinator, Head's of Bioscience Departments and faculties who are guiding Ph.D research scholars will be the members.

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	22	5	-
Non-Peer Review Journals	6	3	-
e-Journals	6	1	-
Conference proceedings	5	17	-

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	-	-	-	-	-
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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="-"/>

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

- NSS/YRC units of the college conducted Blood Donation camp in association with Indian Red Cross Society on 3.10.2016. The camp was inaugurated by college Dean, Academic Director and Principal. More than, 100 volunteers donated blood.
- NSS Special camp was conducted from 03.03.2017-09.03.2017 at Perumbakkam village near Medavakkam to Sholinganallur Road, Chennai. Nearly 150 NSS volunteers of both boys and girls attended the camp for 7 days and stayed in the camp and had done many activities like tree plantation in 5 streets of perumbakkam. Health camp was conducted for villagers, nearly 200 participants including elders, children had undergone cleaning of the locations near the rationshop, community hall and temple. Every day evening between 3.00 pm and 5.00pm special lectures were also given on cancer awareness, voter awareness, Global warming to village. The camp was inaugurated by college Dean, Academic Director and Principal, The chief Guest was Dr.G.Bhaskaran, NSS Coordinator, University of Madras. Valedictory address was given by Dr.J.Sulaiman, NSS Programme officer, The New College, Chennai.
- Medicinal garden was created by planting medicinal plants by the department of Biotechnology using vermicomposting method with decomposition of organic wastes
- Women health and social awareness programmes were conducted by Women's Cell.

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	10.34 Acres	-	-	10.34 Acres
Class rooms	100 (92)	-	-	100 (92)
Laboratories	18	3	Management	21
Seminar Halls	5	-	-	5
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	69	17	-	86
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.18,00,000	Rs80,1818.87	Management	Rs 98,00,000

4.2 Computerization of administration and library

Library, admission, fees collection and academic time table, absentees statement and student SMS system are computerized by college management software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27879	Rs.8363700	174	49164	28053	8412864
Reference Books	784	352800	-	-	784	352800
e-Books	5000	7800	-	-	5000	*
Journals	107	165480	-	-	107	165480
e-Journals	8181	7800	-	-	8181	7800*
Digital Database	-	-	-	-	-	-
CD & Video	420	Free Cost	-	-	420	Free Cost
Others (specify) BACK VOLUMES	2297	57035	-	-	2297	57035

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	419	220	25	10	5	15	19	23
Added	125	100	25					
Total	543	320	50	10	5	15	19	23

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

Periodic training is given to HODs and one staff from each department for timetable creation and lesson plan creation in the college management software

4.6 Amount spent on maintenance in lakhs :

i) ICT	29,73,750.00/-
ii) Campus Infrastructure and facilities	27,87,950.00/-
iii) Equipments	06,21,834.00/-
iv) Others	Rs. 03,24,837/-
Total :	67,08,371.00/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation was conducted on the day first for the new entrants to make them familiar with the College and the activities.
- Academic College Calendar was issued to all the students.
- Scholarship like Govt. Scholarships for SC/ST and Minorities are provided to the students.
- Periodical review of the teaching -learning process is done at the end of each semester
- Suggestions were given to remodel and strengthen the mentor system and remedial coaching practices.
- Procured the result analysis of the department and recommended follow-up action
- Modern teaching methods of smart classes suggested.

5.2 Efforts made by the institution for tracking the progression

- Student profile is collected by the concerned departments.
- Seminars are conducted in classrooms in connection with the curriculum.
- Internal marks of students are recorded and compared it with their previous marks.
- Staff –in-charge for the classes monitors and helps the students to improve their academic performance by counselling and keep track of the attendance status of the students in his/her class.
- With the help of the ERP monitoring system the student’s attendance is made easy and monthly statement of attendance is procured. The respective Heads of Departments give stiff warning to the students who lack attendance which helps in improving the attendance.
- Parent-teacher meets are held at regular intervals and parents are apprised of their ward’s academic performance and attendance position.
- Heads of the departments and the Principal meet is held to discuss on the progress of students in academics. The college council headed by the Principal meets often in a semester to discuss various matters of the college, particularly on student progression.
- The suggestions and feedback from the council members help the college in creating a suitable system to enhance the academic performance of the students in each and every semester.
- Class teachers help the students regarding academic and non-academic matters when they approach them for any help.

- A healthy teacher-student relationship is maintained which helps the students to improve their academics.
- Peer group study and coaching classes are conducted for slow learners and those students at the risk of failure. For slow learners, unit tests are conducted, reference materials are provided. Remedial coaching classes are regularly conducted by various departments.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
952	53	08	08	33

(b) No. of students outside the state

38

(c) No. of international students

26

Men	No	%	Women	No	%
	1040	69		473	31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
64	295	8	1146	0	1513	71	272	6	1036	0	1385

Demand ratio 1:1.5

Dropout % 5%

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

- Coaching classes for NET/ SET Exams for Final Year UG students are conducted regularly by MBA Faculty.
- Guest lecture on Career Guidance and Interview Skills are organized by various depts for the benefit of the students.

No. of students beneficiaries

50%

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The students counselling and career guidance cell offers counselling and assistance to students. The College Doctor Dr.Kanimozhi offers her services in this cell.
- Guest lecture on Career Development and Interview Skills are organized by Department BBA.
- Soft skills training for 100 hours was conducted for all final year students of B.Com, BBA,MBA,BCA by external training firm in our college campus
- Tutorial system is followed where each student is assigned to a staff (tutor) throughout the period of study. The tutor offers counselling and guidance to the student on a one to one basis.

No. of students benefitted

All Students of the College (Both UG and PG)

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
12	300	12	40

5.8 Details of gender sensitization programmes

- Women Wellness and Stress Management lectures were done by the Women Cell.
- International Women Day is being celebrated every year on 8th March in the College Various activities are conducted for girl students.
- Fabric painting classes were conducted only for girls students one day in a week by ED cell.

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 *	27	3,04,500.00
Financial support from government	SC/ST-188 (Renewal)	15,28,871.00 Yet to received from government for the year 2016-17
	SC/ST-158 (fresher's)	11,91,380.00 Yet to received from government for the year 2016-17
Merit-Cum-Means Scholarship for professional and technical courses CS	02	50,000.00
Post Matric Scholarship schemes minorities	07	44700.00
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

***25% of fee discount for those who secured above 85% marks in HSC**

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

- Blood Donation Camp is organized regularly by NSS Wing of the College
- Tree saplings plantation drive was done by NSS and MSW students.
- Relief assistance measures were taken by NSS and MSW students after Vardha Cyclone- Dec 2016.
- HIV/AIDS testing camp conducted by our students
- Festival of Harvest was conducted by Hotel and Catering Dept students on 10th Jan 2017
- The students of BBA visited ANNAI FATHIMA ILLAM on March 6th 2017 and contributed clothes, food materials, Stationeries and Medicines to the inmates.

5.13 Major grievances of students (if any) redressed:

The girl students are being provided Sanitary Napkins and for this Vending Machines were installed for the girl students and Women staff.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To promote Technical, Scientific and Management Education and to train the students belonging to all strata of society, particularly the youth of the backward communities, and to promote and upgrade the Technological and Managerial skills and increase the human recourse of the Nation.

Mission

To empower young men and women of quality to be leaders in the fields of Science, Management and Industry, so that these trained and educated students with secular values and emotional balance could play their roles efficiently and transform the country into an advanced nation and a global leader.

6.2 Does the Institution has a management Information System

- Yes, all the data with respect to students, staff and other details are collected and entered in the College Management Software.
- The necessary reports are taken for action plan.

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

6.3.1 Curriculum Development

- As an affiliated college the curriculum designed by the University of Madras is followed Necessary recommendations in the syllabus are given to University of Madras through the members of Board of studies in the respective subjects.
- Apart from regular UG PG, MPhil courses the college offers PhD Programme in the courses like Biotechnology, Microbiology and Biochemistry. The college also offers Diploma courses:
 - ✓ Diploma in catering Technology
 - ✓ Post graduate diploma in E-Business Management
 - ✓ P.G. Diploma in Gene Manipulation technology

6.3.2 Teaching and Learning

- Remedial classes are conducted for failures
- Coaching classes for weaker students and special classes are conducted for interested students,
- ICT-enabled teaching-learning process has made students as active participants in the classroom.
- 10MBPS Internet Broad band connectivity is given to all the departments

6.3.3 Examination and Evaluation

A Variety of assessment methods are being used for examination and evaluation.

The entire syllabus is divided into core, elective and foundation as per the regulation of University of Madras

In addition, the college trains the students to face the examination by conducting CIA Test and Model examinations. The students are given practices to deliver seminars, to write assignments, project and practical tests

6.3.4 Research and Development

- OD is granted to staff members and students to participate in Conferences.
- Staff and students are constantly encouraged to publish research papers in reputed journals.
- Offer PhD Programme in three Departments
 - ❖ Biotechnology
 - ❖ Microbiology
 - ❖ Biochemistry
- The Research committee encourages the faculties and students in newly emerging and challenging areas. The staff and students are encouraged to participate in conference, seminar and Workshop.
- The staff members assist the students to get fundings by writing minor proposals.
- The experts in different fields are arranged for various ideas in promoting research
- The minority and merit scholarships are obtained from the government for the research scholars.

- Nearly 6000 e-Journals and e-books are made available to the students for promotion of research.

Institutional tie up

This college has institutional tie up with the following:

- University of Madras Central library
- American and British council Libraries.
- Department Libraries with relevant books, Digital library for updating the current information and online books, Journals Broad band connectivity to all the departments.

6.3.6 Human Resource Management

1. The management makes appointments through prescribed procedures
2. At the end of each academic year the workload of the department is prepared and sent to the Principal.
3. Vacancies are notified and may be filled during the beginning of the Academic year. We shape the attitude and behaviour pattern of the students towards academic excellence and better citizen of future INDIA.
4. We acknowledge the skills and qualifications of the faculty along with their experience. We allot proper job to each staff.
5. The management selects the skilled and competent people for appointments as per the prescribed recommendations.
6. The application is received after given an advertisement in the papers. The screening is done by the Heads and finalised by the senior authorities.
7. The Staff members are given stress relief programmes.

6.3.7 Faculty and Staff recruitment

- Advertisement is given in the leading News Papers about the vacancy position. Interview call letters are sent to the shortlisted candidates for the interview. Interview is held along with the Management committee members in case of new appointments.
- Oral Test, Observation of Handling Class.
- Candidates with NET/ SLET qualification or Ph.D are given preference
- Arrange for Panel Interview for the selected candidate in the subjects for the approval of the University of Madras.

6.3.8 Industry Interaction / Collaboration

- Industrial visits are arranged after getting the permission from the concerned organisations.
- We have applied for the Memorandum of Understanding (**MoU**) with **Indian Overseas Bank** on 14th July 2016.
- MoU with Livewire for M.Sc students projects

6.3.9 Admission of Students

- Students are be admitted on the basis of their subjects as per the University norms and interest on first come first serve basis. Fee will be waived for the deserving students.
- Out of the total amount of 1758 applications received, 1513 students were admitted for the year 2016- 17 as per the rules and regulations of the Government of Tamilnadu and University of Madras
- Admission of students are made as per norms of university of Madras and Tamilnadu Government.
- Students are selected for admission on the basis of past academic record, interviews or a combination of these two depending on the course to which admission is sought.
- Students are permitted to choose their course.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Employees Provident Fund • ESI • Availability of Dispensary inside the campus
Non teaching	<ul style="list-style-type: none"> • Employees Provident Fund • ESI • Dispensary • Wards of the non teaching staff are given free seats in the college
Students	<ul style="list-style-type: none"> • Dispensary • Concessional Bus pass and Train & Air fare are extended to the Students • Accident Insurance

6.5 Total corpus fund generated

1.10 crore

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	Eminent and University professors from Reputed University	Yes	Principal
Administrative	Nil	-	Nil	

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?

- As an Affiliated college of University of Madras it was reviewed by the university periodically
- However the college obtains regular feedback from officials of the college and Heads and class counsellors of the department on matters concerned with CIA Model and Semester Examinations to increase the student's academic performance and these insights are carefully taken into account for implementation on regular basis.
- On the basis of result analysis and student feedback

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

- The parent university is positively facilitating the process of autonomy as well as sustenance of autonomy through its commissions.
- Promotes Academic freedom.
- The university has enough autonomous status given to all affiliated colleges for their academic improvement and for best innovations and improvement in students

6.11 Activities and support from the Alumni Association

- Alumni fee is collected from all the final year students.
- Facilities are provided in the Campus by the Management through the Alumni fund which is collected from the students.
- We conducted Alumni meet once in a year.

6.12 Activities and support from the Parent – Teacher Association

- PTA meeting is conducted twice in a year in the month of September and February to discuss the performance and progress of wards both in studies and interpersonal development.
- Feedbacks from the parents are obtained to make the changes in the mode of operations.
- Counselling and necessary guidance is also provided to the parents of the wards if necessary.

6.13 Development programmes for support staff

Updating computer skills for administrative work

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

- Garden and lawns are well maintained
- Medicinal garden is created, Vermi composting has been developed.
- LED lights are fitted in the Computer Laboratories.
- The campus is well cleaned by NSS Units of the college. Usage of CFL bulbs in place of other bulbs in a phased manner planned.
- Trying to implement a paperless office by corresponding through email
- Students are encouraged to participate in the green club activities.
- We encourage plastic free activities in the campus.

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.

- ✚ Two smart class rooms are equipped with audio-visual teaching aids
- ✚ Students SMS system is in vogue.
- ✚ Summer Internships are made mandatory for PG students.
- ✚ An awareness competition training given on “Debate and Face speech training”
- ✚ Summer Internship and training programmes are arranged for PG students in collaborative research institute regularly
- ✚ Introduced Academic Audit with an aim to restructuring curriculum, Examination reforms, Networking of higher education and growth through invited External Experts
- ✚ College extension activities are grouped under NSS/YRC/RRC Units to build social responsibility
- ✚ Adolescence counselling is given to the girl students by Women Cell during this academic year
- ✚ Alumni association meeting is held constantly
- ✚ Practicing Vermi-composting and creating awareness to local people on organic manure usage.
- ✚ Initiating Medicinal plant garden in the college campus and create consciousness among the students on its importance,
- ✚ ICT Faculty development programme introduced to train the staff members for effective and innovative teaching methods in simple language in collaboration with ICTACT
- ✚ Training programme in enhancing Communication and Interview skills is introduced for students,
- ✚ Placement training is given to Final year UG students with collaboration of Tata Consultancy Services
- ✚ Final year Visual Communication students are given compulsory Media Internship for a month learning practical approach in printing media , Electronic media, Radio public relation , Ad Agency and Film Industry.

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 for slow and weaker students to improve their academic performance and as a social responsibility,
- Bridge course was conducted for the first year students
- Visual communication Department conducted Seminar based on Film studies, Television video production(Short film, Documentaries and Ad films)
- CCTV Cameras setup is installed in important points in the college campus to improve the security aspects in the college
- NSS/YRC/RRC units conducted Orientation programme, Blood Donation programme, Disaster Training programmes for the volunteers to promote Community linkage , Social responsibility and commitment to social service,
- National level conference was organized successfully on ‘Emerging Trends in Management of Infectious diseases & Public Health’
- Students are constantly motivated to participate in various conference and seminars
- The college has been Reaccredited with ‘B’ grade
- Women centres conducted programmes based on ‘Responsibility within the college campus’ on 02/08/2016
- Entrepreneurial Development skill programmes were conducted
- Staff Discipline Committee was formed to monitor the students classes and activities.
- The Department of Business Administration has proudly conducted **ASPIRANTS MBA 2017**, An Inter-College Competition on 23rd March 2017. List of Events Conducted:
 1. Ad zap
 2. Business Quiz
 1. Product Packaging and
 2. 4. Poster Designing

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

- The management motivates the staff members to upgrade themselves by granting leave/OD for attending conferences, Seminar and workshops
- Two smart class rooms are equipped with audio-visual teaching aids.
- Mentoring system was introduced to look after the student's progression in academic matter and help students deal with issues related to life on campus.

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

7.4 Contribution to environmental awareness / protection

- Rain water harvestings
- Reverse Osmosis plant
- Green campus and Herbal garden
- Waste management (Composting and Vermicomposting)

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- High quality academic programmes at both graduate and PG.
- Highly qualified faculty, committed to student welfare.
- Staff are motivated to conduct and attend workshops , seminars & conferences
- Encouragement is given by the College for various extension activities.

Weakness:

- Insufficient student strength in some PG programmes.
- Slow progress in identifying funding agencies for research projects.

Opportunities:

- Good soft skills programmes helps in Employability skills
- Increased opportunities to develop and establish new programmes to meet the new and growing demands of society.
- Industry exposure and training programme.

Challenges:

- Perception that all educational processes should be directed towards preparing students for jobs.
- Implementations of Innovative programmes.

8. Plans of institution for next year

- Introduction of Eco- Friendly infrastructures facilities.
- Faculty Development and Exchange Programmes.
- Enhance Research Activities and Publications.
- Academic and Administrative Audit
- To permanent affiliation from the University of Madras
- To have more MoU 'S with industrial sector.
- To procure funds from various national and international bodies for sustenance of research.

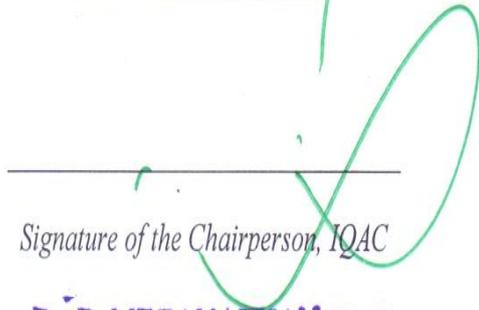
Name: *Dr.M.Syed Ali*



Signature of the Coordinator, IQAC



Name: *Dr.R.Meganathan*



Signature of the Chairperson, IQAC

**Dr. R. MEGANATHAN, Ph.D.,
PRINCIPAL**

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Annexure I

Academic Calendar-2016-2017

June 2016

Date	Day	Programme
15	Wednesday	Commencement of New academic Year
21	Tuesday	World Yoga Day
30	Thursday	Publication of University Results

July 2016

Date	Day	Programme
7	Thursday	Ramzan - Holiday
11	Monday	World Population Day
28	Thursday	World Nature Conservation Day

August 2016

Date	Day	Programme
4	Thursday	IQAC Meetings
15	Monday	Independence Day
22	Monday	CIA Examination Odd Semester
25	Thursday	Krishna Jayanthi Holiday

September 2016

Date	Day	Programme
5	Monday	Teachers Day Celebrations
10	Saturday	Parents Teachers Association Meeting
13	Tuesday	Bakrid Holiday
16	Friday	World Ozone Day
23	Friday	IQAC Meeting

October 2016

Date	Day	Programme
2	Sunday	Gandhi Jayanthi Holiday
3	Monday	World Habitat Day
17	Monday	University Theory Model Examination
27	Thursday	IQAC Meetings
29	Saturday	Deepavali

November 2016

Date	Day	Programme
1-22		UG/PG University Theory examinations begin for Semester I/III/V
23	Wednesday	College Re opens for Even Semester
29	Tuesday	IQAC Meeting

December 2016

Date	Day	Programme
11	Sunday	UNICEF Day
12	Monday	Milad-Un-Nabi-Holiday
25	Sunday	Christmas

January 2017

Date	Day	Programme
3	Tuesday	College Re Opens after valuation
24	Tuesday	IQAC Meeting
26	Thursday	Republic Day

February 2017

Date	Day	Programme
4	Saturday	World Cancer Day
6	Monday	CIA Examination for Even Semester
18	Saturday	Parents Teachers Meeting
28	Tuesday	National Science Day

March 2017

Date	Day	Programme
3	Friday	World Wildlife Day
8	Wednesday	World Women's Day
15	Wednesday	Commencement of UG/PG University Practical Examinations
22	Wednesday	World Water Day

April and May 2017

Date	Day	Programme
01.04.2017- 29.04.2017		Commencement of UG/PG University Theory Examinations
30.4.2017- 13.06.2017		Summer Vacation

Annexure II

STUDENTS FEEDBACK ON TEACHING LEARNING AND EVALUATION

Attributes	Very	Good	Satisfactory	Poor	Very
	Good				Poor
Knowledge in the subject with latest development	65.15	28.08	5.77	1.00	0.00
Teacher's interest in the subject taught	64.85	30.69	2.85	1.61	0.00
Method of teaching and ability to make students understand the subject	54.62	40.23	3.85	1.30	0.00
Completion of portions and coverage of units	69.85	26.23	3.92	0.00	0.00
Communication in English	56.85	36.69	6.08	0.38	0.00
Maintain discipline within the class room	56.69	39.62	2.77	0.77	0.15

Effective use of class time, punctuality and regularity to the class	62.46	32.38	5.08	0.08	0.00
Providing Lecture notes and study materials to the students	63.08	31.77	5.15	0.00	0.00
Training and motivating the students to face the semester and competitive examination	56.08	34.77	8.08	1.08	0.00
Establishes rapport with students and provides a cordial, safe and orderly environment conducive to learning	44.31	45.00	9.69	1.00	0.00
Conducts periodical class test, seminars and remedial classes	48.77	41.85	8.13	1.02	0.23
Assistance / Guidance in the Laboratory	53.54	41.15	4.00	1.00	0.31

Students Feedback on Campus Environment

Attributes	%	%	%	%	%
	Very Good	Good	Satisfactory	Poor	Very Poor
Buildings and class rooms	52.08	33.54	12.08	1.68	0.62
Laboratory - Equipment, Computer facilities, etc...	52.31	43.54	2.08	1.38	0.69
Library - Books, Journals accessibility	63.62	32.54	2.08	1.23	0.54
Accessibility of the Head and other members of the faculty	69.08	18.54	11.38	0.77	0.23
Impression about Extra academic activities - NSS / YRC / Club activities /Association activities / others	52.54	41.23	4.00	1.62	0.62
Sports and games - Performance, facilities, etc..	57.62	30.62	9.92	1.23	0.62
Basic amenities: Drinking water, Toilet, etc..	52.77	35.62	9.08	1.69	0.85
Students welfare - Canteen, Bike stand etc..	56.62	36.31	3.85	2.15	1.08

College office - students support services like scholarship, certificate, etc.	54.62	31.62	11.15	2.08	0.54
Guidance and counseling (Placement, campus recruitment, coaching classes, etc..)	50.00	38.69	10.08	0.77	0.46
Other facilities like Clinic, ATM, Bank, Generator etc.	62.23	28.92	7.54	1.15	0.15
Overall Assessment about the college	63.92	28.15	6.54	1.08	0.31
