

# Annual Quality Assurance Report (AQAR) of Internal Quality Assurance Cell

2016-17



**Submitted By**

**Internal Quality Assurance Cell  
Madurai Institute of Social Sciences,  
Alagarkoil Road, Madurai-2**

**To**

**National Assessment and Accreditation Council  
Bengaluru**

# Madurai Institute of Social Sciences

## The Annual Quality Assurance Report (AQAR) 2016-2017

Here we are submitting the annual self-reviewed progress report of the Institution through IQAC to the NAAC for the academic year 2016-2017 is presented here

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

**Madurai Institute of Social Sciences (Autonomous)**

1.2 Address Line 1

**9, Alagar Koil Road**

City/Town

**TAMIL NADU**

State

**TAMIL NADU**

Pin Code

**625002**

Institution e-mail address

**mdu.miss@gmail.com**

Contact Nos.

**0452-2537997**

Name of the Head of the Institution:

**DR.D.JANET VASANTHA KUMARI**

Tel. No. with STD Code:

**0452-2537142**

Mobile:

**+91 97897 19172**

Name of the IQAC Co-ordinator:

**DR.S.MURUGESAN**

Mobile:

**94435 31010**

IQAC e-mail address:

**mdu.miss@gmail.com**

1.3 NAAC Track ID

**TNCOGN13281**

1.4 NAAC Executive Committee No. & Date:

**EC(SC) 01RAR/55Dated 05-05-2014**

1.5 Website address:

**www.misscollege.edu.in**

Web-link of the AQAR:

**<http://www.misscollege.edu.in/AQAR2016-17.doc>**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.50	2007	5 years
2	2 <sup>nd</sup> Cycle	A	3.07	2014	5 years

1.7 Date of Establishment of IQAC:

**29-07-2007**

1.8 AQAR for the year

**2016-17**

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 2013-14 submitted to NAAC on 12-11-2014
- ii. AQAR 2014-15 submitted to NAAC on 11-12-2015
- iii. AQAR 2015-16 submitted to NAAC on 10-11-2017

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)

**Computer Science and Information Technology**

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

**Madurai Kamaraj University**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

UGC

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

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

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

- Induction Programme was organised for the newly recruited teachers.
- Faculty development programme
- Orientation on IQAC
- Orientation on goal settings.
- Orientation on Academic Performance Indicator
- Faculty Development Programme on Academic Achievements
- Use of ICT facilities in the class rooms

2.14 Significant Activities and contributions made by IQAC

- Special coaching classes were conducted to the students to improve the English language
- Organised training programme for the members of the Quality Circle with the help of Quality Circle Forum of India.
- FDP was conducted on Academic Performance Indicators for the newly recruited teachers

## 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

<b>Plan of Action</b>	<b>Achievements</b>
Planned to conduct more outreach programme	<ul style="list-style-type: none"> <li>➤ Awareness among children on good touch and bad touch for 50 tribal children</li> <li>➤ Awareness rally for Child labour eradication</li> <li>➤ Awareness rally on Evil effects of Drug abuse</li> <li>➤ Awareness programme on Child Marriage</li> <li>➤ Leprosy Eradication Awareness Programme</li> <li>➤ Medical check up at rural Place-Karuppayurani village</li> </ul>
To improve Students Health	<ul style="list-style-type: none"> <li>➤ Awareness on Mental health</li> <li>➤ Dengue Awareness</li> <li>➤ Reproductive Health Awareness</li> </ul>
Emergency Preparedness Programme	<ul style="list-style-type: none"> <li>➤ Disaster Management</li> </ul>
Liaison with other Professional Organisation	<ul style="list-style-type: none"> <li>➤ Attended Business Quiz organized by NIPM Madurai chapter</li> <li>➤ Attended the seminar organized by Madurai Management Association</li> <li>➤ Enrichment Programme organized by MISS Alumni</li> </ul>
Planned to conduct Study Tour	All department have organized study tour to different places
Workshop and Seminars	<ul style="list-style-type: none"> <li>➤ Challenges in Business HR and Role of HR</li> <li>➤ HR Challenges in Software Industry</li> <li>➤ Disability Management</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Training on Child Labour to Hotel Owners</li> <li>➤ Training on Child protection and Child issues RPF personnel</li> <li>➤ Data Interpretation and Report Writing</li> </ul>
Skill oriented programme	<ul style="list-style-type: none"> <li>➤ Skill training programme on PRA</li> <li>➤ Workshop on Application of Software</li> <li>➤ Workshop on “ Family &amp; Marital Counselling</li> <li>➤ Life skills</li> <li>➤ Workshop on Data Analysis and Research Methodology using SPSS</li> <li>➤ Training on Tally was given to B.Com Students</li> </ul>
Intra and inter departmental Competition	<ul style="list-style-type: none"> <li>➤ Quiz on Chaucer 2017 by Elrond Club</li> <li>➤ Intra Fiesta 2017 Program by Elrond Club</li> <li>➤ CS&amp;IT conducted INTRA DEPARTMENT Competitions</li> <li>➤ Participated in Inter Collegiate Programme organized by Madurai School Management and won cash prizes and certificates</li> <li>➤ Hostel Day was celebrated</li> </ul>

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body



Provide the details of the action taken

IQAC meeting was held twice in a year. Based on the deliberation held at IQAC action plan was drafted. The plan was meticulously carried out by the IQAC. The final report was also placed before the IQAC for approval.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>1</b>	-	<b>1</b>	-
PG	<b>4</b>	-	<b>2</b>	<b>20</b>
UG	<b>7</b>	-	<b>7</b>	-
PG Diploma	<b>2</b>	-	<b>1</b>	-
Advanced Diploma	-	-	-	-
Diploma	<b>1</b>	-	<b>1</b>	-
Certificate	-	-	-	-
M.Phil	<b>2</b>	-	<b>1</b>	-
<b>Total</b>	<b>17</b>	-	<b>13</b>	<b>20</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	<b>12</b>
Trimester	-
Annual	<b>3</b>

##### 1.3 Feedback from stakeholders\*

*(On all aspects)*

Alumni  Parents  Employers  Students

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

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

Yes, there was a revision of syllabus

Based on the feedback collected from Students, staffs, Alumni, and employers, the suggestions were placed before the Board of Studies for Approval. The board went through the syllabus and finally approved to place it before Academic Council.

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

Steps has been taken to introduce B.Sc Psychology from the academic year 2017-2018

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>32</b>	<b>29</b>	<b>3</b>	-	

2.2 No. of permanent faculty with Ph.D.

**3**

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
-	8	-	-		-	-	-	-	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

<b>07</b>	<b>15</b>	<b>3</b>
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>2</b>	<b>6</b>	<b>4</b>
Presented papers	<b>4</b>	<b>3</b>	
Resource Persons	<b>1</b>		<b>9</b>

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

- ✓ Mini Project compulsory for PG students in addition to regular project
- ✓ Learning based activities were strengthened
- ✓ Group Discussion is used as method of teaching Learning Process

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

182

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

- ✓ Efforts are made to reduce the wastage of papers in the answer booklets
- ✓ Efforts are made to strengthen the Remedial teachings

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

Details	No. of Faculty Members
Member of Board of Study	35
Faculty	35
Curriculum Development workshop	35

The faculty members of the departments were involved in the collecting feedback from the students, Alumni and the employer. In our college, faculty members of each department were members of the Board of Studies. The curriculum development workshop also conducted for the staff members of the all the departments.

2.10 Average percentage of attendance of students

84

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
<b>MSW ( A)</b>	<b>19</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>100</b>
<b>MSW (S)</b>	<b>16</b>	<b>87.5</b>	<b>-</b>	<b>6.25</b>	<b>93.75</b>
<b>MBA</b>	<b>23</b>	<b>86.95</b>		<b>-</b>	<b>86.95</b>
<b>MSC CS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BSW</b>	<b>26</b>	<b>69.24</b>	<b>30.76</b>	<b>-</b>	<b>100</b>
<b>B.COM CA</b>	<b>33</b>	<b>60.60</b>	<b>18.18</b>	<b>-</b>	<b>78.78</b>
<b>B.COM</b>	<b>42</b>	<b>26.19</b>	<b>40.47</b>	<b>9.52</b>	<b>76.19</b>
<b>BBA</b>	<b>17</b>	<b>17.64</b>	<b>52.94</b>	<b>23.52</b>	<b>94.11</b>
<b>B.A. ENGLISH</b>	<b>11</b>	<b>-</b>	<b>54.54</b>	<b>9.09</b>	<b>63.63</b>
<b>BSC CS</b>	<b>18</b>	<b>61.11</b>	<b>22.22</b>	<b>-</b>	<b>83.33</b>
<b>BSC IT</b>	<b>16</b>	<b>43.75</b>	<b>25.0</b>	<b>-</b>	<b>68.75</b>
<b>M.Phil –SW</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>M.Phil-MGT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PGDC</b>	<b>28</b>	<b>42.85</b>	<b>14.28</b>	<b>0</b>	<b>57.14</b>

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

- Completion of syllabus was reviewed with teachers and students once in month
- IQAC helps to sets the targets of results and reviews them and suggests the remedies to overcome.
- Training to the faculty members to strengthen the evaluation of teaching and learning process

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	2
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	35
Others	2

## 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	<b>12</b>	<b>6</b>	-	<b>6</b>
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Members were invited to address the students to sensitize on promotion of research
- Students were encouraged to do mini research and motivated them to present it in International Research Conferences

#### 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	-	11	-	-
Outlay in Rs. Lakhs	-	18.05	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>6</b>		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			<b>2</b>

#### 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	0.3	College	45,000	45,000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	0.3	College	45,000	45,000

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			9
Sponsoring agencies		NISD			college

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	<b>50,000</b>
Total	<b>50,000</b>		

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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

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

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

JRF	<b>NIL</b>	SRF	<b>NIL</b>	Project Fellows	<b>NIL</b>	Any other	<b>NIL</b>
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3.21 No. of students Participated in NSS events:

University level	<b>550</b>	State level	<b>0</b>
National level	<b>0</b>	International level	<b>0</b>

3.22 No. of students participated in NCC events:

University level	<b>NIL</b>	State level	<b>NIL</b>
National level	<b>NIL</b>	International level	<b>NIL</b>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="7"/>	Any other	<input type="text" value="5"/>

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

- ❖ Awareness among children on good touch and bad touch for 50 tribal children
- ❖ Dengue Awareness
- ❖ Rally on Dengue Awareness
- ❖ Rally on Anti child labour
- ❖ Anti- Child labour Awareness programme at Schools
- ❖ Rally on Drug Abuse Awareness
- ❖ Awareness programme on Child Marriage
- ❖ Free Medical Camp at Karuppayurani Village
- ❖ Leprosy Eradication Awareness Programme
- ❖ Participated in Semmai Karuvela Trees Eradiation Awareness Rally organized by Madurai Collectorate
- ❖ Awareness Rally on World Eradication TB Day
- ❖ Awareness on Dementia



## 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	13.15	-		13.15
Class rooms	31	3		34
Laboratories	-	-		-
Seminar Halls	3	-		-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Efforts were made to improve the existing systems

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13200	3343042	985	829641	14185	4172683
Reference Books	2740	137630	259	218150	2999	355780
e-Books	-	-	-	-	-	-
Journals	73	183000	12	40230	85	223230
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	356	11,036	83	2573	439	13609
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	-	-	-	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

Digitalisation of fees payment receipt was introduced

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	2,00,000
iii) Equipments	4,00,000
iv) Others-Furniture	4,00,000
<b>Total :</b>	<b>10,00,000</b>

### Criterion – V

## 5. Student Support and Progression

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

- ♦ The IQAC in association with various centers of excellence created awareness on student support services.
- ♦ The IQAC created awareness on career guidance to the students
- ♦ The IQAC motivated the faculty members to organize various students centered programmes like quiz, debate etc.
- ♦ Peer teaching was strengthened
- ♦ The faculty members from department of social work offered counselling to the students.

5.2 Efforts made by the institution for tracking the progression

- ❖ Through Alumni meeting
- ❖ Parent teacher meeting, monitoring the peer group learning
- ❖ Conducting pre internal tests
- ❖ E –learning groups through email and whatsapp

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
672	132	9	31

(b) No. of students outside the state

2

(c) No. of international students

-

	No	%		No	%
Men	596	71.38	Women	239	28.62

Last Year 2015-2016						This Year 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
13	202	3	541	0	764	16	208	5	606	0	835

Demand ratio

Dropout %

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

Coaching classes for TNPSC –Asst. Commissioner of Labour

Motivational classes for NET / SLET

No. of students beneficiaries

47

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

- Disciplinary cases were referred to student support centre- Counselling centre
- Career guidance programme was organised with the support of Alumni Association
- The faculties of department of Medical and Psychiatric Social Work are supporting the running students support centre

No. of students benefitted

47

### 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
11	113	28	29

### 5.8 Details of gender sensitization programmes

- Women's Day celebrated
- Awareness Programme on Gender Sensitisation
- Seminar was conducted through centre for Women's Studies

### 5.9 Students Activities

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

State/ University level

10

National level

-

International level

-

No. of students participated in cultural events

State/ University level

25

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	12	41000
Financial support from government	94	534799
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:**

Madurai Institute of Social Sciences, as a learning organisation, strives to educate and develop Human Resources to serve mankind and to establish global peace and prosperity

**Mission:**

Providing Quality Education with affordable cost by designing academic agenda in tune with the changing needs of the society, scanning the external environment through strategic planning, building faculty power in tune with the modern trend in teaching, interacting creativity with the Government and the civil society, promoting applied and action research on governance and community problems and establishing systems management.

**6.2 Does the Institution has a management Information System**

Yes,  
The college office has management Information systems

An Online Public Access Catalogue (OPAC) supported by Rovin LMS GOLD software is installed in the library to enable the staff and students for speedy access to library catalogue.

**6.3 Quality improvement strategies adopted by the institution for each of the following:****6.3.1 Curriculum Development**

- In tune with the spirit of Autonomous systems, the curriculum is modified regularly
- Feedback about the syllabus was received from students, teachers, Alumni, Parents, and from employer
- The students are taken on study tour to gain firsthand knowledge and also emerging development in their respective fields.

**6.3.2 Teaching and Learning**

- ✓ Regular lesson plans are designed by the teachers which is monitored
- ✓ Monitoring of classes and arrangement of substitution are well organized
- ✓ Projector in every department
- ✓ Encouraged to use of ICT Facilities
- ✓ Debate
- ✓ Quiz
- ✓ Role Play
- ✓ Experiential Learning –study tour

### 6.3.3 Examination and Evaluation

- ❖ Centralised question paper settings for Internal examinations
- ❖ Single evaluation by external examiners for the all courses of 2015 batch onwards was introduced.
- ❖ Re-evaluation of answer scripts is permitted
- ❖ Question papers are set by external examiners

### 6.3.4 Research and Development

- ◆ Encouraging the teaching faculty to pursue Ph.D and motivating them to present and publish papers in their respective discipline.
- ◆ Staff members and research scholars present their research work in academic Conferences.
- ◆ The staff members and research scholars publish their research work in National /International / Peer reviewed journals

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

- ❖ The library conducts an Orientation Programme to the First year students in the beginning of the year on use of the library resources
- ❖ Departments are provided with LCD
- ❖ INFLIBNET facilities

### 6.3.6 Human Resource Management

- ✓ The Principal at the end of each academic year reviews the existing positions in tune with workload and identifies personnel for various teaching and non-teaching positions and the management makes appointments.
- ✓ Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff, need-based training/workshops are organised.

6.3.7 Faculty and Staff recruitment

Based on the academic audit , faculty and staff members were recruited through advertisement.

6.3.8 Industry Interaction / Collaboration

The college has strong network with professional forums like National Institute of Personnel Management, Madurai Management Association etc.

6.3.9 Admission of Students

Admission of students done as per Govt.norms

6.4 Welfare schemes for

Teaching	Employees Provident fund was introduced from the month of joining the college
Non teaching	Special allowances were given during the needy days.
Students	Fee concession is sanctioned for the deserving students

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	N		YES	Dean
Administrative	YES	JDCE office	YES	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No



For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The Examination committee meets regularly to revise and update rules related to examination and handling of students discipline

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

Not applicable

6.11 Activities and support from the Alumni Association

- Alumni interacts with teachers and students regularly
- Alumni periodically visits for campus recruitment
- Training the students
- Arranging the industrial visits

6.12 Activities and support from the Parent – Teacher Association

- ✓ Departments organise a one-on-one dialogue with parents whose wards need further support and counselling services to enhance performance.
- ✓ The PTA meets twice in a year and extends support in developmental activities of the college

6.13 Development programmes for support staff

- ◆ Training programme was organised on enhancement of office automation skills
- ◆ Training on handling students

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

- ✓ Energy conservation by installing LED lamps in the campus
- ✓ Nature club is functioning in our 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.

- ✓ To strengthen the research and development activities, frequent meeting conducted
- ✓ Peer teaching and Learning in practice
- ✓ E-Learning –Lecture notes uploaded
- ✓ Pre-placement training through Soft Skills and Aptitude Training
- ✓ Lectures and interactive sessions with distinguished alumni.
- ✓ News Paper Readings in class room compulsory for PG classes

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

Activities carried out as per plan

7.3 Give two Best Practices of the institution

#### **Extension Activities through various centre of excellence**

Our college has 20 centres of excellence. Through these centres various activities like awareness generation, health camp, debate, quiz, Swatch Bharath, Neighbourhood Youth Parliament, Legal Intervention among affected children, etc. These programmes help to understand the linkages between syllabus and field. It also helps to improve various extra soft skills of the students.

#### Peer Team Learning

The entire students are grouped into each of 5-7 members. In each group one member will act as Peer Team leader and leader will act as a resource teacher.

7.4 Contribution to environmental awareness / protection

- ✓ The students are involved in the tree plantation programme
- ✓ Guest lectures are organised by inviting environmental activist
- ✓ Environmental studies paper was introduced for second year as part of the University Curriculum

7.5 Whether environmental audit was conducted? Yes  No

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

NIL

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

Planned to do more academic enrichment activities

*Dr.S.Murugesan*

*Signature of the Coordinator, IQAC*

*Dr.D.Janet Vasantha Kumari*

*Signature of the Chairperson, IQAC*