

# Annual Quality Assurance Report (AQAR) of the IQAC

2013-14



**Submitted By**

**Internal Quality Assurance Cell**

**Madurai Institute of Social Sciences,**

**Alagarkoil Road, Madurai-2**

**To**

**National Assessment and Accreditation Council**

**Bengaluru**

## 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. *The AQAR period would be the Academic Year, July 1, 2013 to June 30, 2014.*

### 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	MADURAI
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.M.KANNAN
Tel. No. with STD Code:	0452-2537142
Mobile:	+91 98940 09300

Name of the IQAC Co-ordinator: **DR.S.MURUGESAN**

Mobile: **+91 94435 31010**

IQAC e-mail address: **mdu.miss@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879) **TNCOGN13281**

1.4 NAAC Executive Committee No. & Date: **EC(SC)01/RAR/55 dated 05-05-2014**

1.5 Website address: **www.misscollege.edu.in**

Web-link of the AQAR: **<http://www.misscollege.edu.in/AQAR2013-14.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 **2013-14**

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 2008-09 submitted to NAAC on 22/07/2010
- ii. AQAR 2009-10 submitted to NAAC on 18/09/2010
- iii. AQAR 2010-11 submitted to NAAC on 22/09/2011
- iv. AQAR 2011-12 submitted to NAAC on 12/06/2012
- v. AQAR 2012-13 submitted to NAAC on 29/11/2013

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  Management

Others (Specify)  Computer Science & 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	<input type="text" value="UGC"/>	<input checked="" type="checkbox"/>	
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="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
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/Parents

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

Orientation on NAAC Report Preparation Team  
 Be the Best  
 Lateral Thinking, What is it ?  
 Quality Circle

2.14 Significant Activities and contributions made by IQAC

- Memorandum of Understanding was signed with Malaysian University
- Member of American Library at Chennai
- Publication of article in E-Journals
- Conducting Academic Audit to strengthen the quality of education
- Provided more opportunity to the students to involve in community services through Role play, Awareness camp etc.
- Encouraged the Students to associate with Government Machinery in distribution of welfare Schemes
- Sensitized the students on environment cleanliness
- Placement Cell strengthened with additional provision of Internet, Printer and Computer
- Implemented more personality development, career assessment programme and pre placement programme for the students
- Conducted more number of faculty development programmes
- Workshops, Seminars and Conferences were organised
- Introduction of on-line attendance marking

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To strengthen Remedial classes	Needy students were benefitted
To encourage the students to participate in sports and Games	Achieved district level prizes
To conduct more number of activity based learning to students	Assessment Centre, Educational Tour PRA Training Awareness through Street Theatre Rally on Mental Health Awareness rally on Suicide Prevention Industrial Visits
To conduct skill development programme	Counselling therapeutic skills Skills training for Student Council members Training on Quality Circle for Council members
Innovation in Teaching methodology	Resource materials were created on various subjects through PPT LCD projectors provided to all departments PPT presentation Use of online portals
To encourage the faculty members to submit research proposals to UGC	Twelve Minor Research Proposals were submitted to UGC-SERO Three Minor Research Proposals was sanctioned
To speed up major research projects	Data collection and Analysis were completed for three major research projects

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

**Provide the details of the action taken**

Points	Action Taken
Decided to establish fully furnished IQAC	Proposal was sent to the UGC and the UGC also has sanctioned Rs.3,00,000 to establish full fledge IQAC
Academic Audit	Academic Audit meetings were held twice a year
Workshops /Seminars Organised	State level seminar on Corporate Social Responsibility



## 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	1	-	1	-
PG	4	-	3	20
UG	7	-	7	-
PG Diploma	2	-	2	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
M.Phil	1	-	1	-
<b>Total</b>	15	-	14	20
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: Choice Based Credit Systems

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

Pattern	Number of programmes
Semester	12
Trimester	NIL
Annual	2

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual

➤ See the Annexure :1.

1.4 Whether there is any revision/update of regulation or syllabi,

YES

Salient Aspects

Yes, the Post Graduate Programme in Social Work offers specialisation in HRM as the employers at present expect the candidates be specialised in Industrial Relations also and hence we have revised syllabus and changed the nomenclature of the course to MSW in HRM & IR.

1.5 Any new Department/Centre introduced during the year.

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	53	49	4	-	-

2.2 No. of permanent faculty with Ph.D. 

6
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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
	-	7	-	-	-	-	-	-	-	7

2.4 No. of Guest and Visiting faculty and Temporary faculty 

07
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15
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3
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	2	12
Presented papers	-	-	12
Resource Persons	-	-	3

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

The Faculties and students are encouraged to use ICT facilities
Wi-fi campus
Students are encouraged to do research using PRA technique
Z-A approach in teaching learning process
E-learning was strengthened among the students and faculties
Reading materials were shared among the students
Role Playing and Scenario based analysis
Management case review
Exposing the students to Case Work Practice

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

197

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

We are following the double valuation system since the introduction of Autonomy in our college. We are randomly checking double valued answer sheets from the academic year 2013-14.

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

53

53

53

2.10 Average percentage of attendance of students

89.5 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSW	55	-	34	16	-	50
MBA	37	-	21	12	-	33
MSc CS& IT	5	2	3	-	-	5
B.SW	20	-	8	6	5	19
B.COM	25	-	3	6	3	12
B.COM CA	41	2	10	18	-	30
BBA	7	-	2	2	-	4
B.A. Eng.	49	-	2	18	12	32
B.SC CS	24	7	7	9	-	23
B.SC IT	32	2	18	5	-	25
M.Phil	-	-	-	-	-	-
PGDC	-	-	-	-	-	-

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

The IQAC has taken substantial effort to bring out academic excellence in the campus.

- The Lesson plans were prepared before the commencement of classes.
- The Principal with help of Dean monitored the completion of syllabus.

- Weekly reports were collected from faculty and the students and if some faculty members faced difficulty in completing the syllabi as per lesson plan, the Principal used to instruct and enable the faculty members to complete the syllabi
- Established smart class rooms and encouraged the faculty members to use ICT facilities.
- Learning resources were created in the form of PPT
- The faculty members were encouraged to use INFLIBNET facilities in the library for promoting research activities.
- Orientation programme was organised to prepare proposals for Major and Minor research projects
- Supportive role in the preparation of academic calendar and teaching schedules
- Teachers were encouraged to publish their articles in journals
- A team of faculty members conducted academic audit twice in this year.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	17
Faculty exchange programme	1
Staff training conducted by the university	-
Staff training conducted by other institutions	-
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	8	2	-	4
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Orientation programme was conducted to the faculty members on Research proposal development
- Notifications of research projects from UGC- SERO was brought to the notice of faculty members and facilitated them to apply for research projects
- IQAC is encouraging the faculty members to attend more seminars.
- Faculty development programme on SPSS was conducted

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	-	-
Outlay in Rs. Lakhs	-	17.769	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	3	12
Outlay in Rs. Lakhs	-	-	4.225	37.36

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 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 (Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects	One year	SERO-UGC	5,55,000	4,22,500
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	-	-	5,55,000	4,22,500

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	National	State	University	College
Number	1	1		
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	4.225	From Management of University/College	-
Total	4.225		

3.16 No. of patents received this year

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

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

2

NIL

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

1

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

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

University level	310	State level	20
National level	5	International level	NIL

3.22 No. of students participated in NCC events:

University level	NIL	State level	NIL
National level	NIL	International level	NIL



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="NIL"/>	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" value="NIL"/>	College forum	<input type="text" value="26"/>
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text"/>

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

- ✓ Rally was organised to create awareness on prevention of Suicides
- ✓ Street Play was performed on Suicide Prevention, Problems of the aged, eradication of beggars, Zero Child Marriage, etc.
- ✓ Counselling to the families approaching district police office for various problems
- ✓ Awareness programme on Tobacco abuse was conducted in 27 villages in East Block, Madurai District.

## 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	3.15 Acres	10.0 Acres	Management	13.15
Class rooms	31	-	UGC & Management	31
Laboratories	-	-	-	-
Seminar Halls	3	-	Management	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	90	30	UGC	120
Value of the equipment purchased during the year (Rs. in Lakhs)	-	8,99,440 + 7,06138=16,05578 (computers & equipments)	UGC	16,05578

#### 4.2 Computerization of administration and library

College office, Controller of Examinations, Dean Office, Library, Departments, Placement cell, IQAC cell have been computerised with internet connectivity.

The faculty members can access the library through online

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,894	8,27,400	85			
Reference Books	2261	3,17,000	23	39,500	2284	3,56,500
e-Books	-	-	-	-	-	-
Journals	85	1,10,000	17	21,600	102	131600
e-Journals	-	-	-	-	-	-
Digital Database	1	7000	-	-	-	7000
CD & Video	418	10,000	-	-	418	10,000
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others *
Existing	90	4	4	1	-	1	7	-
Added	30	-	-	-	-	-	-	-
Total	120	4	4	1	-	1	7	-

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

Wi-fi enabled campus
Net working in campus
Knowledge pro-office automation software

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

i) ICT	-
ii) Campus Infrastructure and facilities	42.0
iii) Equipments	7.06138
iv) Others AMC	0.87
<b>Total :</b>	<b>49.93138</b>

## Criterion – V

### 5. Student Support and Progression

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

The IQAC conducts meeting for members of the students' council and the students' council regularly interact with class representatives and thus plays an active role in enhancing the awareness about various student support services available in the campus.

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

We have introduced the AAA (Ambition, Actual, and Achievement) booklet for the students at the time of joining in our college. The students enter the personal details and update their academic performance. Each student has an Enabler teacher (mentor). The students interact with Enabler teachers regularly. The students get guidance on academic affairs, to set goals, personal counselling, and career counselling.

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

UG	PG	Ph. D.	Others
173	54	10	25

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

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

1
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No	%
166	63.36

Women

No	%
96	36.64

2012-13						2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	114	-	272	-	401	7	63	-	142	2	214

Demand ratio 0.31

Dropout % 5.6

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

Coaching classes for NET/SLET examinations

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Through Student support and guidance centre, we are conducting awareness programme on various social issues

Individual Counselling services offered

Career guidance programmes for UG and PG students

No. of students benefitted

12

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
34	125	16	28

## 5.8 Details of gender sensitization programmes

The Centre for Women Studies organises guest lecture to sensitize the students.  
15 days Para legal training was given to the students especially female students

## 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 in Rs.
Financial support from institution	-	-
Financial support from government	358	20,69,230
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: Yes, 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.

**Objectives:**

- To develop worthy citizens with required moral values, professional knowledge, skills and positive frame of mind
- To impart education in accordance with the changing needs of society
- To inculcate scientific temper in the minds of the students
- To provide opportunity to the students to have a closer linkages with the civil society
- To sensitize the student communities on the social realities and to prepare them to adequately respond to those realities.
- To offer courses those are field relevant and increase the employability of the students.

## 6.2 Does the Institution has a Management Information System

Yes,

The college office was partially automated and planned to install full fledged MIS for student's admission, fees payment, and attendance and to generate transfer certificates.

The Office of Controller of Examinations has been fully automated by FLAIR software to facilitate preparation of Hall tickets, generate marks statement, and for timely publication of results.

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.

The preparation of salary bill is done by the software provided by the Government of Tamil Nadu.

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

### 6.3.1 Curriculum Development

Through feedback mechanism from different stake holders including Alumni, the curriculum is modified as and when needed.

### 6.3.2 Teaching and Learning

- ✓ Use of ICT facilities to enhance teaching and learning
- ✓ Preparation of lesson plan before the commencement of semester
- ✓ E-learning
- ✓ Development of Resource materials in the form of PPT for the all the subjects
- ✓ Remedial classes for weak students
- ✓ Special and guest lecturers for updating latest development in the field



### 6.3.3 Examination and Evaluation

- Frequent tests were conducted and feedback was given to the students
- The performance of the students was discussed with parents before the commencement of the Semester Examinations

### 6.3.4 Research and Development

- ✓ The data collection for three Major Research Projects were carried out and the analysis was completed during the year 2013-14
- ✓ 12 faculty members submitted 12 minor research proposals to UGC-SERO and three projects were sanctioned in the year 2013-14
- ✓ 5 faculty members are doing Ph.D., at Madurai Kamaraj University.

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

INFLIBNET facility is made available for students, research scholars, faculty members and external users.

### 6.3.6 Human Resource Management

A well structured HRM team is available comprising external consultant for creation of quality selection policy, training and provision of incentives for quality outcome.

### 6.3.7 Faculty and Staff recruitment

The staff requirement is assessed based on the staff work load. The vacancy notification is done through newspaper, college notice board and also made available to staff members for their referrals. The selection committee is constituted as per the Government norms. A well defined Recruitment Policy has been framed and followed as per Government norms.

### 6.3.8 Industry Interaction / Collaboration

The institution-industry cell interacts with employers through CII forum, National Institute to Personnel Management, and Madurai Productivity council to strengthen placement, for updating the syllabus and special lectures.

### 6.3.9 Admission of Students

- Reaching the catchment areas through programmes, personal contact and distribution of brochures
- Advertisement through local news papers, channels.
- Appropriate selection policy, norms and procedures

6.4 Welfare schemes for

Teaching	Available
Non teaching	Available
Students	Available

6.5 Total corpus fund generated

**Rs. 5,01,26,624.83**

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	NO	-	Yes	Academic Audit
Administrative	NO	-	Yes	management committee

6.8 Does the Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

We are following the double valuation system since the introduction of Autonomy in our college. We are randomly checking double valued answer sheets from the academic year 2013-14. To provide advantage to students, the norms of writing one examination a day is followed.

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 meet conducted at Madurai, Chennai and Bangalore regularly
- Alumni based at Chennai meet once in month
- Supporting the Institution by providing the Guest Lecture
- Assisting the Institution in on campus placement and off campus placement
- Supporting the Institution in revision of syllabus

6.12 Activities and support from the Parent – Teacher Association

- PTA meetings are conducted in every semester
- Getting feedback from PTA
- Getting support from PTA for any innovative initiatives taken by the college

6.13 Development programmes for support staff

- ✓ Computer literacy enhancement programme
- ✓ Induction programme
- ✓ Communication skills for managing the students
- ✓ Training programme in handling Management Information Systems

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

- ✓ Planting saplings in the campus
- ✓ Installing new Rain Water Harvesting in the campus
- ✓ Organising eco-friendly programmes

## 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.

- Compulsory teaching hours introduced for M.Phil students
- Skill based value added courses are introduced to enhance employability.

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

- ✓ Conducted Remedial classes in the last hour of the day
- ✓ Encouraging the students to participate in sports and Games by providing financial assistance
- ✓ Organising field visits and trips for hands- on experience
- ✓ Conducting skill development programmes with external field experts
- ✓ Inter-departmental activities to strengthen the teaching methodology
- ✓ Organising orientation programmes and providing seed money to faculty members to submit research proposals

### 7.3 Give two Best Practices of the institution

#### **Best Practices**

#### **1. Teaching the table manners while having food**

##### **The Context**

It was found that during the lunch time the students spilled over the food and spoiled the class environment

##### **The Objectives**

1. To inculcate the table manners while having food during lunch time
2. To explain the consequences of wasting the food

##### **The Practice**

Orientation programme for all the students about the importance of table manners and consequences of wasting food.

The staff members, student council members, NSS volunteers and quality circle members were formed as a group on rotation basis for monitoring purpose.

##### **Obstacles faced /problems encountered**

Few of the students were not serious about this practice, hence implementation was not effective. This matter was discussed in Quality Circle. Based on the suggestions offered, interested and duty conscious student representatives and staff members were given the responsibility to supervise and regulate the table manners.

##### **Evidence of success**

The students at various levels have shown change in their eating behaviour and understood the importance of table manners & consequences of food wastages. This point was highlighted in the Parent Teachers Meeting and appreciated by the parents.

#### **2. English language Training for students**

##### **The Context**

Though the college is situated in the heart of city, many of the students are from rural area, poor socio-economic background, first generation, and have studied in vernacular languages in their schooling. This has reflected in their academic performance adversely in the college.

##### **The Objectives**

1. To improve the writing skills in English
2. To enhance the skills of spoken English

## The Practice

Some of the academically bright students were identified and trained in the teaching methodologies so as to enable them to teach the fellow students. One of our faculty members has evolved a simple teaching methodology for improving English language based on his research and training experience. The duration of the course was planned as 90 hours. The students will be taught the basics of English grammar through the principle of repeated teaching and learning. By this method the students have to repeatedly write the grammar and discuss the same in group discussion among the students.

## Obstacles faced /problems encountered

Due to preoccupation of students in regular academic schedule, they were unable to pay due attention sometimes.

## Evidence of success

The students who followed the schedule committedly were able to write and speak better English. This was evident in seminars, assignments, field work reports, internal test and final semester examinations.

### 7.4 Contribution to environmental awareness / protection

✓ Rain water harvesting
✓ Herbal Garden

7.5 Whether environmental audit was conducted?      Yes                      No

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>As usual SWOT analysis was carried out for the college. The newly joined faculty members were also oriented regarding the organizational culture. Faculty members were encouraged to prepare major and minor research, seminar proposals and also to present papers in various seminars.</p> <p>The management was kind enough to accept and add more infrastructure facilities to have better academic environment.</p> <p><b>STRENGTH-S</b> Experienced Faculty members Providing feedback immediately after the internal exams Monitoring the behavioral components of the students</p> <p><b>WEAKNESS – W</b></p> <p>First Generation Students Poor language skills mainly because of Tamil medium background Students from poor socio – economic-educational background</p>
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**OPPORTUNITIES – O**

Alumni support for placement activities  
Guest faculty in the respective fields  
Technical support by the field work organizations.  
Modification of syllabus for betterment by various stake holders

**THREATS – T**

Competition from other colleges  
Attrition of Faculty members  
Less concentration on studies due to pre occupation with economic activities

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

To strengthen the remedial classes  
To reinforce the English language training  
To organize more number of seminars  
To carry out more number of major and minor research projects.  
To strengthen the Alumni network  
To Achieve cent percent results in examinations

*Dr.S.Murugesan*

*Signature of the Coordinator, IQAC*

*Dr.M.Kannan*

*Signature of the Chairperson, IQAC*

Annexure : 1 ( 1.13 )

**Madurai Institute of Social Sciences, Madurai-2****Internal Quality Assurance Cell****Feedback from the Stake Holders****Analysis of Students' feedback**

The IQAC cell collected feedback from the students on all aspects i.e courses, teaching and overall. We have collected feedback at the end of odd semester with the help of Head of the department. The collected data was sent to the research cell of our college for analysis. The report was discussed with in the IQAC meeting with the management and Head of the department

**STUDENT QUESTIONNAIRE****FORMAT NO.1.**

Please rate the courses on the following attributes using the 10 – point scale shown:

10	9	8	7	6	5	4	3	2	1
Very Good ←————→ Very Poor									

<b>COURSES</b>		
A1	Learning value (in terms of skills, concepts, knowledge, analytical abilities or broadening perspective.)	7.1
A2	Applicability / relevance to real life situation	8.03
A3	Depth of the course content	8.05
A4	Extent of coverage of course	7.33
A5	Clarity and relevance of reading material	6.05
A6	Extent of effort required by students	5.45
A7	Relevance / learning value of project / report	6.67
A8	Overall rating	7.52



**STUDENT QUESTIONNAIRE  
FORMAT NO.2**

You may tick off more than one answer to a question to the extent that it does not invalidate your response.

Code		Items	Select your response			
	C1	The syllabus was	challenging ( 3.5)	Adequate ( 92.9)	Inadequate (2.73)	Dull (0.87)
	C2	Your background for benefiting from the course was	More than adequate (17.1)	2. Adequate (82.9)		
	C3	Was the course conceptually difficult to understand?	Easy (7.7)	Manageable (87.57)	Difficult (3.43)	Very Difficult (1.3)
	C4	How much of the syllabus was taught in class	90% - 100% ( 10.15)	75% - 90% (89.77)	50% - 75% (0.8)	Less than 50% ( 0.0)
	C5	What is your opinion about the library holdings for the course?	Excellent (17.90)	Adequate (79.98)	Inadequate (1.23)	Very Poor (0.89)
	C6	Were you able to get the prescribed readings?	Easily (96.12)	With Difficulty (3.88)	Not at all (0.00)	
	C7	How well did the teacher prepare for class?	Thoroughly (21.94)	Well (77.33)	Poorly (0.73)	Indifferently (0.0)
	C8	How well was the teacher able to communicate?	Effectively (89.71)	Invariably (7.73)	Passably (2.56)	4. Badly
	C9	Did the teacher encourage student participation in Class?	Yes (95.02)	Attempted (4.98)	No (0.0)	
	C10	If yes, which of the following methods were used?	Encouraged questions (91.7)	Discussion in class (89.45)	Discussion outside class (54.76)	
	C11	How helpful was the teacher in advising?	Helpful (95.84)	Unhelpful (1.10)	Sometimes helpful (2.39)	Sometimes unhelpful (0.73)
	C12	Was the teacher	Courteous (95.55)	Rude (3.89)	Indifferent (0.56)	
	C13	Did the internal assessment work	Fairly (84.91)	Regularly (99.67)	Helpfully (97.34)	
	C14	What effect do you think the internal assessment will have on your course grade?	Improve it (99.77)	Lower it (0.23)	No effect (0.0)	
	C15	How did the teacher provide feedback on your performance?	Regularly ( 97.87)	In time (96.32)	with helpful Comments (97.11)	4.
	C16	Were your assignments	Yes, fully (95.22)	Yes, partly (4.78)	No (0.0)	
	C17	Were you provided with a course and lecture outline at the beginning?	Yes (100)	No (0.0)		
	C18	Was it helpful?	Yes (97.36)	No (2.64)		
	C19	Was it followed?	Yes (91.94)	No (8.06)		
	C20.					

**OVERALL RATING OF PROGRAMME BY STUDENTS  
STUDENT QUESTIONNAIRE  
FORMAT NO.3.**

<b>Code</b>	<b>S. No</b>	<b>Items</b>	<b>Very Good (1)</b>	<b>Good (2)</b>	<b>Average (3)</b>	<b>Poor (4)</b>	<b>Very Poor (5)</b>
	<b>D1</b>	Academic Content	<b>14.23</b>	<b>62.33</b>	<b>11.23</b>	<b>7.55</b>	<b>4.33</b>
	<b>D2</b>	Usefulness of teaching materials	<b>8.33</b>	<b>45.67</b>	<b>24.06</b>	<b>11.52</b>	<b>10.43</b>
	<b>D3</b>	Usefulness of study – groups in further learning	<b>5.21</b>	<b>33.76</b>	<b>35.89</b>	<b>15.9</b>	<b>9.24</b>
	<b>D4</b>	Timeliness of practical work	<b>23.77</b>	<b>56.87</b>	<b>10.11</b>	<b>4.76</b>	<b>4.49</b>
	<b>D5</b>	Educative value of mid-programme	<b>18.45</b>	<b>51.34</b>	<b>15.75</b>	<b>7.86</b>	<b>6.6</b>
	<b>D6</b>	Giving and getting helpful feedback	<b>21.56</b>	<b>57.33</b>	<b>9.87</b>	<b>6.54</b>	<b>4.7</b>
	<b>D7</b>	Fairness of evaluation	<b>13.28</b>	<b>75.88</b>	<b>7.54</b>	<b>2.05</b>	<b>1.25</b>
	<b>D8</b>	Interaction with faculty	<b>8.75</b>	<b>45.6</b>	<b>13.87</b>	<b>25.56</b>	<b>6.22</b>
	<b>D9</b>	Interaction with administrative members	<b>6.34</b>	<b>54.32</b>	<b>24.33</b>	<b>12.37</b>	<b>2.64</b>
	<b>D10</b>	Library Facilities	<b>32.41</b>	<b>56.56</b>	<b>8.22</b>	<b>1.25</b>	<b>1.56</b>
	<b>D11</b>	Computer Facilities	<b>24.89</b>	<b>58.23</b>	<b>9.78</b>	<b>4.32</b>	<b>2.78</b>
	<b>D12</b>	Hostel Facilities	<b>27.34</b>	<b>58.65</b>	<b>7.45</b>	<b>5.44</b>	<b>1.12</b>
	<b>D13</b>	Recreational Facilities	<b>2.56</b>	<b>8.77</b>	<b>43.78</b>	<b>33.45</b>	<b>11.44</b>
	<b>D14</b>	Extra-curricular Activities	<b>11.65</b>	<b>9.34</b>	<b>39.87</b>	<b>24.78</b>	<b>14.36</b>
	<b>D15</b>	Sports Facilities	<b>8.77</b>	<b>10.65</b>	<b>34.87</b>	<b>28.65</b>	<b>17.06</b>