

# Annual Quality Assurance Report (AQAR)

2017-2018



*Submitted by*

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

Run by Capt.D.V.R. Foundation for HRD, Re accredited with 'A' Grade by NAAC  
Alagarkoil Road, Madurai-2

*Submitted To*

**National Assessment and Accreditation Council**

**Bengaluru**

# Madurai Institute of Social Sciences

## The Annual Quality Assurance Report (AQAR) of the IQAC -2017-2018 (Autonomous College)

Herewith we are submitting the annual self-reviewed progress report of Institutions through IQAC to the NAAC for the academic year 2017-2018 is presented here

### Part – A

#### Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution : Madurai Institute of Social Sciences
  - Name of the Head of the institution : Dr.D.JANET VASANTHA KUMARI
  - Designation : PRINCIPAL
  - Does the institution function from own campus: YES
  - Phone no. /Alternate phone no. : 0452-2537142, 2537997
  - Mobile no. : +91 97897 19172
  - Registered Email : mdu.miss@gmail.com
  - Alternate Email : murugesansuba@gmail.com
  - Address :9. Alagar Koil Road
  - City/Town :MADURAI
  - State/UT :TAMIL NADU
  - Pin Code : 625002
2. Institutional status:
  - Autonomous Status ( provide the date of Conformant of Autonomous Status): 27-01-2009
  - Type of Institution: Co-education/Men/Women : Co-education
  - Location : Rural/Semi-urban/Urban : Urban
  - Financial Status : Grants-in aid/ UGC 2f and 12 (B) / Self financing

- Name of the IQAC Co-ordinator/Director : Dr.S.MURUGESAN
- Phone no. /Alternate phone no. : 0452-2537142, 2537997
- Mobile : 9443531010
- IQAC e-mail address : mdu.miss@gmail.com
- Alternate Email address : murugesansuba@gmail.com

3. Website address : [www.misscollege.edu.in](http://www.misscollege.edu.in)

Web-link of the AQAR: (Previous Academic Year):

[http://www.misscollege.edu.in/pdf/2016-2017 Madurai Institute of Social Sciences Madurai Tamilnadu.pdf](http://www.misscollege.edu.in/pdf/2016-2017%20Madurai%20Institute%20of%20Social%20Sciences%20Madurai%20Tamilnadu.pdf)

4. Whether Academic Calendar prepared during the year? YES

if yes, whether it is uploaded in the Institutional website: YES

[http://www.misscollege.edu.in/pdf/Academic Plan 2017-2018](http://www.misscollege.edu.in/pdf/Academic%20Plan%202017-2018)

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B++	80.50	2007	From 31.03.2007
2 <sup>nd</sup>	A	3.07	2014	From:05-05-2014 to: 04-05-2019

6. Date of Establishment of IQAC : 29-7-2007

#### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Academic Audit	26-06-2018 & 27-06-2018	-
Feedback	05-04-2018	255
Orientation on Examination	31-07-2017	645

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines : Yes

\*upload latest notification of formation of IQAC

[http://www.misscollege.edu.in/iq\\_composition.html](http://www.misscollege.edu.in/iq_composition.html)

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... YES

<http://misscollege.edu.in/mom.html>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: - Year: - NA

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- \*Seminar on Writing a Research Proposal
- \*Seminar on HR and Capacity Building
- \*Participation from stakeholders
- \* Orientation Programme for Fresher's of both Under Graduates and Post Graduates
- \*Faculty Development Programme
- \* Introduced outcome based teaching pedagogy in all courses and programmes

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Workshops and Seminars	<ol style="list-style-type: none"> <li>1. Seminar on Labour Law</li> <li>2. Writing Research Proposal</li> <li>3. Community Policing for Crime Prevention</li> <li>4. Corporate Expectations</li> <li>5. Research Seminar Review of Literature</li> <li>6. Learning Disability</li> <li>7. Demonetization and Its Impact</li> <li>8. Seminar HR and Capacity Building</li> </ol>

	<ol style="list-style-type: none"> <li>9. Seminar on Documentations skills</li> <li>10. Ecology and Development</li> <li>11. Gender Sensitization</li> <li>12. Recent Trends in HR</li> <li>13. Relationship between Language and Literature</li> <li>14. Special Economic Zone</li> <li>15. Poverty Alleviation Programme</li> <li>16. Legislations for Women</li> <li>17. Substance Abuse and Menace</li> <li>18. Seminar on Practical Auditing</li> <li>19. Youth Empowerment</li> <li>20. Recent Trends on Stock Exchange and Mutual Funds</li> </ol>
Awareness Programme	<ol style="list-style-type: none"> <li>1. Motivational and Computer Based Courses</li> <li>2. Free Legal Aid Awareness Camp</li> <li>3. Dengue Awareness and Prevention Programme</li> <li>4. Awareness –Cycle Rally on participation of youth in Grama Sabha Meeting</li> <li>5. Cancer Awareness Programme</li> <li>6. Mini Marathon on AIDS Awareness</li> <li>7. Awareness Programme for Young Adolescents</li> <li>8. Road Safety Awareness Programme</li> <li>9. Mini marathon World Youth Day</li> <li>10. Awareness on Religious Harmony</li> <li>11. Awareness Programme on Legal Intervention Among Affected Childline</li> <li>12. Substance Abuse and Menace</li> </ol>
Skills Oriented Programme	<ol style="list-style-type: none"> <li>1. Workshop on Life Skills</li> <li>2. Workshop on Application of Software</li> <li>3. Workshop on Case History and MSE</li> <li>4. Introduction to Android and Python Programming</li> <li>5. Neighbour hood Youth Parliament</li> <li>6. Workshop on Mock-Interview</li> <li>7. Meet and Mingle Sales Day</li> </ol>
Extension Activities	<ol style="list-style-type: none"> <li>1. Tree sapling planting in Poyikaikaraipatti to Nayakkanpatti</li> <li>2. Dengue Awareness and Prevention Programme</li> <li>3. Community Policing for Crime Prevention</li> <li>4. Cancer Awareness at Alagarkoil</li> <li>5. Awareness of Religious Harmony</li> <li>6. Ecology and Development-at Appanthirupathy village</li> </ol>
Celebrations of Important Dates	<ol style="list-style-type: none"> <li>1. International Yoga Day</li> <li>2. Independence day</li> <li>3. Foundation Day</li> <li>4. Alumni Day</li> <li>5. Republic Day</li> <li>6. Women’s Day</li> <li>7. Consumer Rights Day</li> <li>8. Human Rights Day</li> <li>9. World Mental Health Day</li> </ol>

Extra-Curricular	<ol style="list-style-type: none"> <li>1. Sports</li> <li>2. Red Ribbon Club</li> <li>3. Youth Red Cross Club</li> <li>4. Consumer Club</li> <li>5. Students Quality Circle</li> <li>6. Elrond Club</li> <li>7. Nature Club</li> </ol>
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14. Whether the AQAR was placed before statutory body? Yes /No: **YES**

Name of the Statutory body :      Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:**      NO      Date:

16. Whether institutional data submitted to AISHE: YES

Year: 2017-18      Date of Submission: 28-02-2018

17. Does the Institution have Management Information System?

**Yes**

ROVAN LMS – Library Management System Software is implemented from 2009 and it helps to manage and helps to control the resources in the library better and to serve the students. The following operational modules of our library are 1. Acquisition 2.Catalogue 3.Serials 4.OPAC 5.Circulation6.Administration **Flair – ERMS** is a tool to synchronize the processes of Academics, Administration and Management of activities across the institution. It eases the work of the institution with effective time management, cost efficiency and thereby reducing the dependency. The following operational modules are Admission 2.Fee Management 3.Students Attendance4.Examinations

## **Part-B**

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Design and Development**

##### 1.1.1 Programmes for which syllabus revision was carried out during the Academic year

Name of programme	Programme Code	Dates of revision
B.Sc ( CS)	07BSCCS	29-11-2017
B.Sc( IT)	14BSCIT	29-11-2017
B.Com ( CA)	10BCOMCA	30-11-2017
B.Com	13BCOM	30-11-2017
B.S.W	11BSW	28-11-2017
BBA	15BBA	29-11-2017
B.A. English	16BAE	28-11-2017

##### 1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
01MSW		Life Skills – MSWV12	
01MSW		Therapeutic Skills for Social Workers –MSWV21	
01MSW		Basic Accounting Procedure- MSWV31	
01MSW		Application of Software in HR MSWHRV32	
01MSW		Participatory Rural Appraisal- MSWMPV32	
01MSW		Advocacy- MSWCDV32	
01MSW		Resume Writing, Facing Interview & GD- MSWV41	
01MSW		Management Aptitude Test Lab - MSWHRV42	
11BSW		Self - Development-BSWN11	
11BSW		IT Skills for Social Workers-BSWS32	
11BSW		Life Skills Education-BSWS33	
11BSW		Basics of Participatory Rural Appraisal –BSWS61	
07B.Sc CS		Office Automation	
07B.Sc CS		Internet applications	
07B.Sc CS		Multi Media Lab	
07B.Sc CS		Quantitative Aptitude	
07B.Sc CS		Networking Lab	
07B.Sc IT		Office Automation	
07B.Sc IT		Internet applications	
07B.Sc IT		Multi Media Lab	
07B.Sc IT		Quantitative Aptitude	
07B.Sc IT		Networking Lab	
10B.Com CA		Visual basic Lab	
10B.Com CA		Financial Accounting	
10B.Com CA		Partnership Accounting	
10B.Com CA		M.S. Office Lab	
10B.Com CA		Corporate accounting	
10B.Com CA		Cost Accounting	
10B.Com CA		Multi media Technology	
10B.Com CA		Management Accounting	
13B.Com		Tally	
13B.Com		Financial Accounting	
13B.Com		M.S. Office Lab	
13B.Com		Entrepreneurship development	
13B.Com		Income Tax	
15B.B.A.		Entrepreneurship development	
15B.B.A.		Communication skills	
15B.B.A.		Tally	
15B.B.A.		Management Accounting	
15B.B.A.		Cost and Management Accounting	
15B.B.A.		Personality development	
<b>1.2 Academic Flexibility</b>			
1.2.1 New programmes/courses introduced during the Academic year			
Programme/Course		Date of introduction	

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
MSW			2008-2009		
B.Com			2008-2009		
B.Com CA			2008-2009		
B.SC CS			2008-2009		
B.SC IT			2008-2009		
BBA			2009-2010		
B.S.W.			2008-2009		
B.A. English			2010-2011		
M.B.A.			2011-2012		
Already adopted (mention the year)					
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Positive Psychology		09-05-2012		62	
Disaster Management		09-05-2012		51	
Industrial Social Work		13-05-2016		52	
Therapeutic Skills		13-05-2016		52	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
MSW			122		
BSW			118		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<b>ACTION INITIATED AS PER THE FEEDBACK COLLECTED FROM THE STAKEHOLDERS</b>					
<p>As part of strengthening the teaching learning process, structured feedback was collected from the students, alumni, parents, employers and the teachers. The collected data was scrutinized and analysed for improving the teaching learning factors of the college. Some of the major initiatives taken based on the feedback are listed out below.</p> <ol style="list-style-type: none"> <li>1. As it was reported by the alumni and students on the effectiveness of using ICT, it was further insisted that all the teaching members should use ICT in the class room. They are instructed to use topic related videos and multimedia presentation in the class.</li> <li>2. In order to improve the online educational resources, the concept of UGC MOOC programmes are introduced to the students and adequate support was given to the students to</li> </ol>					



register for such programmes

3. In order to enhance the job opportunities, the placement cell of PG department of Social Work has introduced more skill oriented training programmes for the students.
4. As per the recommendation of the parents, the parents meeting were made as a compulsory one in all the semester.
5. The parents were appreciated the effort of the college to maintaining the discipline of the students. As per the recommendation of the parents, wearing helmet has made a strict rule to enter the campus with 2 wheelers
6. As per the recommendation of the employers, it was initiated to bring the experts from the people to share their experiences with the students. It was made compulsory for all the specialisation of MSW programme to organise seminars with the support of experts from their own field.
7. The periodical upgradation of the syllabus and its presentation, approval in the BoS is another effort taken by the college to improve the quality of teaching learning.
8. For the teachers a separate place was kept in the college canteen as per the recommendation of the teachers.
9. As per the recommendation of the alumni, the interface with the alumni and present students was introduced. The alumni members working in different field are invited to interact with the present students.
10. During the study tours of the present batch students of all courses, it was initiated to meet the members of alumni chapters in the respective places.

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
PG Social Work Aided	50	90	41
UG Commerce	60	82	60
UG Commerce with CA	40	62	48
UG Computer Science	40	43	31
UG Information Technology	40	32	25
UG English	60	50	32
UG Business Administration	60	71	57
UG Social Work	40	80	47
PG Social Work Self	36	40	26

### **2.2 Catering to Student Diversity**

**2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	887	180	26	5	6

**2.3 Teaching - Learning Process****2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
25	25	YES	4	1	YES

**2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)**

YES, Mentoring the students takes different forms in our institute. Actual Ambition and Achievement (AAA) form is the basic records that act as baseline documentation and plays a vital role in helping the students to understand their conditions and their growth with active involvement of mentor (Enabler Teacher) in the institute environment. All the teachers are assigned specified number of students and the students spend more than two hours a week with mentor (Enabler Teacher) concerned individually. The meetings are recorded in the AAA Form. The mentor (enabler teacher) records the attendance of the mentee, their family background, marks obtained, their achievements, goals etc. The mentors counsel them and take all necessary steps to meet the students psychological as well as emotional needs too.

The mentor helps the students to achieve his/her goals during the course of study.

The mentor (Enabler Teacher) refers those who require specialised professional services to Student Support Centre.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1067	39	27.36

**2.4 Teacher Profile and Quality****2.4.1 Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
5	3	5	3	5

**2.4.2 Honours and recognitions received by teachers**

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level,	Designation	Name of the award, fellowship, received from Government or recognized bodies

	<i>national level, international level</i>		
2017-2018	Dr.D.Janet Vasantha Kumari	Principal	Member, Sexual Harassment Committee, Madurai District Rural Police
2017-2018	Dr.D.Janet Vasantha Kumari	Principal	Member, Management Committee, The Christian Mission Hospital, Madurai
2017-2018	Dr.S.Murugesan	Associate Professor	Chairman, National Institute of Personnel Management, Madurai
2017-2018	Dr.S.Murugesan	Associate Professor	Member, Board of Studies, Kodaikanal Christian College
2017-2018	Mrs.Joyce Jeyarani	Asst. Professor	Life Member, ISPSW
2017-2018	Mr.M.Nisanth	Asst. Professor	Member, BOS Madurai Kamaraj University
2017-2018	Mr.S.Charles	Asst. Professor	Nodal Director, Childline

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
MSW A	01MSWA	April 2018	25-04-2018	03-06-2018
B.Com	13BCOM	April 2018	02-05-2018	
B.Com CA	10BCOMCA	April 2018	02-05-2018	
B.SC CS	07BSCCS	April 2018	03-05-2018	
B.SC IT	14BSCIT	April 2018	03-05-2018	
B.A. English	16BAE	April 2018	09-05-2018	
B.B.A	15BBA	April 2018	05-05-2018	
B.SW	11BSW	April 2018	27-04-2018	
MSW Self	12MSWS	April 2018	25-04-2018	
PGDC	03PGDC	April 2018	04-05-2018	

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

**\*Do not include re-evaluation/ re-totalling**

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
-	-	-

## 2.6 Student Performance and Learning Outcomes

2.6.1 Programme outcomes, programme specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)

[http://misscollege.edu.in/pdf/Programme Outcome all courses 25-01-19.pdf](http://misscollege.edu.in/pdf/Programme_Outcome_all_courses_25-01-19.pdf)

[http://misscollege.edu.in/pdf/Programme specific outcomes.pdf](http://misscollege.edu.in/pdf/Programme_specific_outcomes.pdf)

[http://misscollege.edu.in/pdf/Course Outcome for All Courses.pdf](http://misscollege.edu.in/pdf/Course_Outcome_for_All_Courses.pdf)

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage
01MSWA	PG Social Work Aided	27	27	100
13BCOM	UG Commerce	12	8	66.66
10BCOMCA	UG Commerce with CA	16	14	87.5
07BSCCS	UG Computer Science	21	16	76
14BSCIT	UG Information Technology	9	8	88.9
16BAE	UG English	5	4	80
15BBA	UG Business Administration	20	12	60
11BSW	UG Social Work	37	30	81.08
12MSWS	PG Social Work Self	20	19	95
03PGDC	Counselling	34	26	76.47

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

[http://www.misscollege.edu.in/pdf/Student Satisfaction Survey %202017-2018.pdf](http://www.misscollege.edu.in/pdf/Student_Satisfaction_Survey_%202017-2018.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research,

Yes if yes give details

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant
Dr P.Ramasamy	25000	2017-2018	6 months
Dr.P.Ramasamy	22000	2017-2018	6 Months

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

Name of the teacher awarded the	Name of the Award	Date of Award	Awarding Agency

	fellowship			
National	-	-	-	-
International	-	-	-	-

### 3.2 Resource Mobilization for Research

#### 3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	--	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	6 months	College	47,000	2017-2018
Students Research Projects (other than compulsory by the College)	3 months	College	1,08,000	2017-2018
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total			1,55,000	

#### 3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

NIL

### 3.3 Innovation Ecosystem

#### 3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
-	-	-

#### 3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

#### 3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
	MISS-IC	College
Name of the Start-up	Nature of Start-up	Date of commencement
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<b>3.4 Research Publications and Awards</b>						
<b>3.4.1 Ph. Ds awarded during the year</b>						
Name of the Department				No. of Ph. Ds Awarded		
-				-		
<b>3.4.2 Research Publications in the Journals notified on UGC website during the year</b>						
	Department	No. of Publication		Average Impact Factor, if any		
National	Social Work	-		-		
International	Social Work	8		3.352		
<b>3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>						
Department				No. of publication		
Social Work				2		
<b>3.4.4 Patents published/awarded during the year</b>						
Patent Details	Patent status Published/ Filed		Patent Number	Date of Award		
-	-		-	-		
<b>3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-
<b>3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)</b>						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-
<b>3.4.7 Faculty participation in Seminars/Conferences and Symposia during the year :</b>						
No. of Faculty		International level	National level	State level	Local level	
Attended Seminars/ Workshops		4	-	-	-	
Presented papers		6	3	-	-	
Resource Persons		1	-	2	-	

<b>3.5 Consultancy</b>				
3.5.1 Revenue generated from Consultancy during the year				
Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)	
-	-	-	-	
3.5.2 Revenue generated from Corporate Training by the institution during the year				
Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
Dept of Social Work	Inter-generation bonding	NISD	1,94,400/-	1000
Dept of Social Work	Three day Training Program on Special Care for Children affected Drug Abuse for Govt. NGO Functionaries	NISD	1,65,186/-	40
Dept of Social Work	Three day Training Program on Special Care for Children affected Drug Abuse for Govt. NGO Functionaries	NISD	1,65,186/-	30
Dept of Social Work	Stress Management	HR & CE Madurai	-	55
Dept of Social Work	Stress Management	HR & CE Palani	-	60
Dept of Social Work	Personality Development	AIADMK Amma Pervai	-	150
Dept of Social Work	Psychological Well being of Police Personnel	Police Battalion Government of Tamilnadu	-	300
<b>3.6 Extension Activities</b>				
3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities	
Free Legal Aid	District Legal Aid Authority	5	29	
Yoga Day Celebration	MISS	2	35	
Swatch Bharath – MISS	MISS	2	45	
Swatch Bharath- Race Course Road	Madurai Corporation	2	56	
Vaigai River Cleaning	Madurai Corporation	2	50	

AIDS Awareness Programme	MISS	3	50
Swatch Bharath – MISS campus	MISS	2	24
Swatch Bharath – MISS campus	MISS	2	47
Dengue Awareness and Prevention Programme	Health Awareness Centre, MISS	2	45
Awareness Rally on People Participation in Grama Sabha	Dept of Social Work-CD	5	94
Cancer Awareness Programme	Health Awareness Centre, MISS	2	37
AIDS Prevention Control Unit Mini Marathon Race course	MISS	2	98
Awareness Programme for Young Adolescents	Centre for Women's Studies	2	87
Road Safety Awareness Programme	MISS	2	65
Seminar on Girl Child Education	Family Planning Association of India, Madurai	3	54

**3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year**

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
-	-	-	-

**3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year**

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
Swachh Bharat	Madurai Corporation	Cleaning	2	100
AIDS Awareness	YRG Care	Awareness	2	100
Gender Issue	Lady Doak College, Madurai	Awareness	2	100
Clean Vaigai	Madurai Corporation	Cleaning the Vaigai River	2	100

**3.7 Collaborations**

**3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year**

Nature of Activity	Participant	Source of financial	Duration
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		support	
-	-	-	-

3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Following data is compiled from the Block Placement / Summer Placement / Internship Reports submitted by students for training and placement.

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
On the Job Training	Block Placement	Rising Star mobiles Limited, Chennai	May to June 2018	Miss.J.Annam
On the Job Training	Block Placement	Motherson Automotive Limited, Pondicherry	May to June 2018	Mr.N.Dhamocharan
On the Job Training	Block Placement	ZF Electronics, Madurai	May to June 2018	Mr. R. Karuppannan
Industries for internship	Block Placement	GKN Drive ( India) Limited, Chennai	May to June 2018	Ms. M. Kruthiga
Industries for internship	Block Placement	Hanon Automotive Systems, Maraimalai Nagar, Chennai	May to June 2018	Mr. J. Kumaragurubaran
Industries for internship	Block Placement	JM Fricttech India Pvt. Ltd, Kancheepuram	May to June 2018	Mr. B. Louis Albert
Industries for internship	Block Placement	Apollo Tyres, Chennai	May to June 2018	Ms. V. Meenasankari
On the Job Training	Block Placement	JK Fenner India Limited, Madurai	May to June 2018	Ms. S. Muthukumari
On the Job Training	Block Placement	Meenakshi Hospitals, Tanjavure	May to June 2018	Mr.R.Manikandan
Industries for internship	Block Placement	GAIN UP Industries, Batlagundu	May to June 2018	Miss.Pandipriya
Industries for internship	Block Placement	Tempel Precision Metal Products, Chennai	May to June 2018	Mr. T. Pal Kannan
Industries for internship	Block Placement	JK Fenner, Madurai	May to June 2018	Ms. G. Priyanka
Industries for internship	Block Placement	L & T Valves, Chennai	May to June 2018	Mr.A.Vignesh
Industries for internship	Block Placement	GKN Drive ( India) Limited, Chennai	May to	Ms. D. Sathya Raja Priya

			June 2018	
Industries for internship	Block Placement	JM Fricttech India Pvt. Ltd, Kancheepuram	May to June 2018	Ms. S. Alamelumangai
Industries for internship	Block Placement	JM Fricttech India Pvt. Ltd, Kancheepuram	May to June 2018	Mr. S. Ananda Padmanabhan
On the Job Training	Block Placement	Residency Towers, Chennai	May to June 2018	Mr. S. Anandhkumar
On the Job Training	Block Placement	TVS and Sons Private Limited, Madurai	May to June 2018	Mr. R. Madhana Sundharan
Industries for internship	Block Placement	YONGSAN Automotive Limited, Chennai	May to June 2018	Mr. T. Subanalli
Industries for internship	Block Placement	YONGSAN Automotive Limited, Chennai	May to June 2018	Mr. K. Vignesh
Industries for internship	Block Placement	Apollo Tyres, Chennai	May to June 2018	Ms. V. Vithyapriya
On the Job Training	Block Placement	Rising Star mobiles Limited, Chennai	May to June 2018	Ms. Smiruthi R R
NGO	Block Placement	Thozhamai, Chennai	May to June 2018	Mr. M. Anbu
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Ms. R. Kalai Selvi
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Mr. K. Malaichamy
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Mr. S. Maruthu Raj
NGO	Block Placement	Nuthana Trust, Kayakumari	May to June 2018	Mr. Murugan M
NGO	Block Placement	World Vision India, Bengaluru	May to June 2018	Mr. M. Godson Samuel
NGO	Block Placement	ICICI Foundation, Viruthu Nagar	May to June 2018	Ms. S. Mareeshwari
NGO	Block Placement	People's Action for Development, Vembar	May to	Mr. V. Munies

			June 2018	
NGO	Block Placement	Centre for Rural Education and Development, Vadipatti	May to June 2018	Ms. Sneha Priyadarshini R
Industries for internship	Block Placement	TVS and Sons Limited, Madurai	May to June 2018	Mr. N. Suresh
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Ms. S.Muthu
NGO	Block Placement	World Vision India, Bengaluru	May to June 2018	Mr. Saravana Kumar M
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Mr. P. Sathiskumar
On the Job Training	Block Placement	Samastha Micro Finance Limited, Madurai	May to June 2018	Mr. A. Thirumalai
Hospital	Block Placement	NIMHANS, Bengaluru	May to June 2018	Ms. B.S.Charumathi
Trust	Block Placement	Don Bosco Trust, Madurai	May to June 2018	Mr. M. Dineshpandi
Hospital	Block Placement	AKRURA Hospital, Madurai	May to June 2018	Mr. M. Manoj
NGO	Block Placement	TRADA (Total Response to Alcohol and Drug Abuse), Kottayam	May to June 2018	Ms. P. Priyatharshini
NGO	Block Placement	TRADA (Total Response to Alcohol and Drug Abuse), Kottayam	May to June 2018	Ms. Rinty Jenson C
Hospital	Block Placement	MMHRC, Madurai	May to June 2018	Ms. S. Ramyasri
Hospital	Block Placement	AHANA Hospital, Madurai	May to June 2018	Ms. Sindiya R
Hospital	Block Placement	NIMHANS, Bengaluru	May to June 2018	Mr. N. Vinoth Kumar
Hospital	Block Placement	Aathmik Institute of Mental Health and Neuro Sciences, Madurai	May to June 2018	Ms. R. Vinithra
NGO	Block Placement	Bud's Special School and Rehabilitation Centre,	May to	Ms. Vaishna S S

		Kadakkal	June 2018	
Hospital	Block Placement	NIMHANS, Bengaluru	May to June 2018	Ms. V. Yamunadevi

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
-	-	-	-

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
13,00,000	13,00,000

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	13.15	-
Class rooms	35	3
Laboratories	-	-
Seminar Halls	3	-
Classrooms with LCD facilities	3	-
Classrooms with Wi-Fi/ LAN	35	3
Seminar halls with ICT facilities	3	-
Video Centre	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4,00,00
Others	-	5,54,00

### 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Rovan LMS	Partially	2013	2009

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14185	4172683	39	16145	14224	4188282

Reference Books	2999	355780	16	4480	3015	360260
e-Books	-	-	-	-	-	-
Journals	85	223230	8	11850	93	235080
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	439	13609	-	-	439	13609
Library automation	1	10000	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
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### 4.3 IT Infrastructure

#### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others (Library)
Existing	154		8 MBPS	12	98	8	21	8	7
Added	-	-	-	-		-	-	-	-
Total	154		8 MBPS	12	98	8	21	8	7

#### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

**8 MBPS**

#### 4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

### 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13,00,000	700000	600000	600000

**4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)**

There is a regular maintenance of computers by the qualified professionals appointed by the college. The software used in the Controller of Examination office is under Annual Maintenance contract with Flair Software Systems. The outsiders can utilise the Library by getting written permission from the Principal.

**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Support**

**5.1.1 Scholarships and Financial Support**

	Name / Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	-	1	6500
Financial support from other sources			
a) National	Tamil Nadu-Govt Scholarship - <i>Adidiravida</i>	11	83,000
	Tamil Nadu-Govt Scholarship -Backward class	7	10,038
b) International		-	

**5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Life Skills	20-08-2017	120	NIMHANS
Remedial Coaching	-		MISS
Yoga	-	45	Madurai Gandhi Museum
Meditation	-	65	MISS
Language Lab	-	79	MISS
Personal Counselling and Mentoring	-	All	MISS
Coaching for NET/SLET	-	---	-
Coaching for Appearing Management Trainee Examinations	--	22	National Institute of Personnel Management Madurai Chapter, MISS HR Alumni Chennai chapter

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-2018	-	118	78	-	-

#### 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
-	-	-

### 5.2 Student Progression

#### 5.2.1 Details of campus placement during the year

On campus		Off Campus	
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Rising Star Mobile limited, Chennai	20	2	-
Ramco cements, Chennai	4	-	-
Samastha Micro finance	18	7	-
TVS Sons limited	4	1	-
Meenakshi Hospital, Tanjavure	3	1	-
Motherson Automotive Equipments Pvt limited, Pondicherry	3	1	-
ZF Electronics Limited	3	1	-
Residency Towers, Chennai	5	2	-
JK Fenner India Limited	3	1	32

#### UG

#### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	33	B.SW	Social Work	Madurai Institute of Social Sciences	
		B.Com CA	Commerce	Bishop Heber	
		B.A. English	English		

		B.Sc ( CS)	Computer Science	College Bharathidasan University  American College	

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Volley Ball	UG & PG	40
Badminton	UG & PG	30
Kho-Kho	UG & PG	25
Pongal day celebrations	UG & PG	800
Inter dept.cultural meet	UG & PG	800

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student



-	-	-	-	-	-	-
<p><b>5.3.2 Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)</b></p> <p>Student's Council of MISS was formed under the leadership of Mr. K. Malaichamy, II MSW - CD. Dr.D.Janet Vasanthakumari is the Faculty Advisor for the Council. The council had organized various programmes for the welfare of the students. Mrs. Brindha and Mrs P. Sangeetha were the Faculty Co-ordinators. Student's Council meeting was conducted on every Friday between 3.30 pm to 4.30 pm. During that time the activities were planned regarding organizing events, reducing of late comers, checking of ID card, haircuts and dress code. The roles of the Committee members were discussed. Morning Prayer, an unique event in MISS, is being coordinated by the Students Council.</p> <p>Many issues such as late comers, absenteeism, dress code, haircut and other conflicts were resolved by the Students Council. They co-ordinated all important events inside the college such as Pongal day celebration, Independence day, Republic Day, Alumni Day and College day. They organized parade and Guest of Honor during Independence day and Republic day. Parade was organized by Late Commando Mr. Selva Kumar, Vice – Chairman of Student's Council.</p> <p><b>Students Representation in Academic &amp; Administrative bodies/committees</b></p> <ol style="list-style-type: none"> <li>1. Academic Council</li> <li>2. Anti Ragging Committee</li> <li>3. Sexual Harassment Committee</li> <li>4. Hostel Committee</li> <li>5. Internal Quality Assurance Cell</li> </ol>						
<p><b>5.3 Alumni Engagement</b></p>						
<p><b>5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</b></p> <p>Yes Alumni association is functioning from the college campus and has branches at Chennai, Bangalore, Coimbatore, Neyveli, Pondicherry, Tirunelveli and Trichy. Alumni Association of our college helps in <i>On campus and Off campus interview</i></p>						
<p><b>5.3.2 No. of registered Alumni: 1</b></p> <p>-</p>						
<p><b>5.3.3 Alumni contribution during the year (in Rupees) :</b> -</p>						
<p><b>5.3.4 Meetings/activities organized by Alumni Association :</b></p> <ul style="list-style-type: none"> <li>✓ Annual meeting of Alumni Association is held every year on 2<sup>nd</sup> October.</li> <li>✓ Chapter level meetings are organised at Chennai, Madurai and Bangalore</li> <li>✓ Alumni extends support by delivering Guest Lectures</li> <li>✓ MISS Alumni Chennai chapter is finally registered after 17 years of existence.</li> <li>✓ MISS Alumni Chennai chapter helps in placement of our students both On campus and Off campus.</li> <li>✓ Alumni is helping us in field work placements of our students</li> <li>✓ Alumni serve as external examiner for VIVA VOICE examination of Social Work Students</li> <li>✓ Alumni conducts MOCK INTERVIEW for both UG and PG Students</li> </ul>						

- ✓ MISS Alumni Chennai chapter conducts monthly meetings regularly for professional development and networking
- ✓ Alumni supports in organising National level and State conferences, seminars by external subject experts.

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

#### **Decentralisation and Participative Management**

Decentralisation is to distribution of academic and administrative powers or functions to lower level of authority. It makes significant impact on the policy, planning and management of higher education.

The institute has mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The Governing body, IQAC, Academic Council, student's union council, teaching staff council, non-teaching staff association are various bodies are empowered to propose, formulate and execute their plan within the frame work of governance

Each department and faculty function as independent unit and they can decide and implement student centred programmes and activities. The Heads of department present their annual academic plan at the beginning of every academic year before the IQAC for approval and monitoring.

The management representatives with Principal attend the staff meeting and motivate them to do as per their plan.

The internal Audit Committee has empowered to do the assessment systematically at the end of the every year and give their suggestion to the management for better coordination and implementation.

The institute promotes a culture of participative management by involving the staff and students in various activities. The teachers, non-teaching staff, students representatives were members of IQAC, Board of Studies, Academic Council, Anti-Ragging committee, Grievance redressal Committee, Sexual Harassment committee. They can freely express their academic plan for approval and guidance from the Principal and Management.

<b>Committee / Cell / Coordinator</b>	<b>Roles and Responsibilities</b>
Principal	Implementation and monitoring of academic and administrative duties
IQAC	Academic activities and monitoring progress of various teaching/learning processes
Controller of Examinations	CIA & Semester examination activities
Research Coordinator	Academic and research activities
Field Work Coordinator	Field Work Placement, monitoring and coordinating the viva examinations
Placement Coordinator	Training and Placement activities-On campus and Off campus related work
Centres In-charge	Coordinating with various centres in charge and assisting them in implementing various activities
NSS Coordinator	NSS activities
Library Committee	Management of learning resources
Ant-ragging committee	Prevention and action against ragging cases

Students Council	Planning, execution and supervision of activities of student association
Student grievances redressal committee	Attending and redressal of students problems
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:	
YES	
<b>6.2 Strategy Development and Deployment</b>	
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
❖ Curriculum Development	The college gets feedback from the stake holders such as Students, Alumni, employers, and parents regularly through mail and also having personal interaction. The inputs received are analysed by the subject teacher and faculty members of the department. A draft curriculum was placed before the Board of Studies for discussion and approval. The syllabus passed in the BOS are placed before the Academic Council Field work, industrial visit and educational excursion are made compulsory for both Undergraduate and Post graduate levels
❖ Teaching and Learning	Syllabus is updated every year to cater the needs of the society. Remedial classes were conducted for slow learners Lesson plan was prepared for all courses ICT enabled tools were used along with the lecture session Review meeting was conducted once in a month to assess the completion of syllabus At the end of the semester, feedback was collected from the students
❖ Examination and Evaluation	Centralised valuation for internal assessment Standardised operation procedure for conducting the examinations. Three internals were conducted for which question bank was prepared by the faculties and submitted to the CoE. Examinations were scheduled based on the calendar of the college which was prepared in the beginning of the semester. Results were reviewed by the passing board which consists of the HoDs.
❖ Research and Development	Seed money was provided to the students and faculties for their innovative and need based projects to promote research culture in the institution
❖ Library, ICT and Physical Infrastructure / Instrumentation	Readers' club motivated the students to review books, journals and magazines. Library committee ensures the purchase of books and journals in the library.
❖ Human Resource Management	Faculties are encouraged to participate in FDPs, seminars and workshops. Conducted FDPs, seminars and workshops
❖ Industry Interaction / Collaboration	The college has excellent collaboration with a number of industries and service organisations. The Department of Social Work send their students for Training and Internship programmes every year.

<p>❖ Admission of Students</p> <p>Students were admitted to the UG courses based on the guidelines of the Madurai Kamaraj University.</p> <p>For the PG courses, entrance test was conducted followed by Group Discussion and Personal Interview students were admitted. Community roaster is also followed in the aided course.</p>					
6.2.2 : Implementation of e-governance in areas of operations:					
<p>❖ Planning and Development</p> <p>Implemented SMS system for dissemination of information including regular notice to all stakeholders.</p> <p>Setting up virtual learning system through Skype from distant corners of the world</p> <p>Use of email groups and whatapps groups</p>					
<p>❖ Administration</p> <p>Data submitted for government treasury portal for online release of Pension and other retirement benefits.</p>					
<p>❖ Finance and Accounts</p> <p>Fully computerised office and accounts section . Maintenance the college accounts through Tally.</p> <p>The preparation of salary bill is done by the software provided by the Government of Tamil Nadu.</p> <p>The preparation of receipts are done by FALIR ERM software</p>					
<p>❖ Student Admission and Support</p> <p>The college office was automated and a full-fledged MIS for student's admission, fees payment, and attendance and to generate transfer certificates.</p> <p>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.</p>					
<p>❖ Examination</p> <p>The office of the Controller of examinations has been fully computerized. The Office of Controller of Examinations has been fully automated by FLAIR software to create attendance, to facilitate preparation of Hall tickets, generate marks statement, consolidated mark statement, and for timely publication of results.</p>					
<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
-	-	-	-	-	
6.3.2 Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	Role of IQAC		02-08-2017	27	

2017-18	Students Quality Circle		10-08-2018	25	
2017-18	Faculty Development Programme		29-08-2018	28	
2017-18		Admission Procedure and Public Relations	14-02-2018	24	14
2017-18		Used of Excel office work	11-09-2017	12	7
2017-18		On line Preparation of Receipt	14-06-2017	-	7
2017-18		Accounting procedure	11-01-2018	-	8

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

6.3.4 Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
-	-	-	-

6.3.5 Welfare schemes for

Teaching	Applicable State Government employee schemes Advances
Non teaching	Applicable State Government employee schemes Advances
Students	Scholarships for OBC, SC, ST and minorities.

## 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

**Internal Audit:** The Governing Body of the College regularly conducts informal audit of the receipts and expenditures pertaining to the annual College budget and oversees whether the expenditures incurred under various heads are spent judiciously / appropriately for the intended purpose.

A balance of accounts statement is also published to maintain financial transparency and accountability.

**External Audit:** Annual external audit is conducted by the Office of the Accountant General, and local JDCE office of Government of Tamil Nadu.

6.4.2 Funds / Grants received from management, non-government bodies, individuals,

philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
-		-		-
6.4.2 Total corpus fund generated -				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	IQAC	YES	IQAC
Administrative	YES	AG Office and Local JDCE Office	YES	-
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>During the year 2017-2018, two Parent-Teacher Association (PTA) Meeting was held to discuss various issues concerning students and the overall institutional development.</p> <p>Parents who are members of PTA actively participate in the important functions of the College and give valuable feedback and suggestions.</p> <p>Parents and members of the PTA usually participate in Foundation Day celebrations of our college</p>				
6.5.3 Development programmes for support staff (at least three)				
1.Admission Procedure 2.Public Relations 3. Excel 4. On line Preparation of Receipt 5. Accounting procedure				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. Revision of curriculum 2. Guest Lecture on Quality Circle 3. Orientation programme organised on Outcome based education				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : Yes b. Participation in NIRF : No c. ISO Certification : No d. NBA or any other quality audit :No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--- --to-----)	Number of participants
2017-18	IQAC Meeting	11-8-2017 & 16-02-2018	5 PM TO 6 PM & 3.30 pm to 4.30 PM	13 & 14

2017-18	Collection of Monthly Attendance for all classes	End of the month	-	Teachers and students
2017-18	Drafting of rules and regulations	Beginning of semester	One month	Principal, COE IQAC coordinator, and HODS

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Seminar on Importance Of Girl Child Programme	26-01-2018	34	103
Gender Sensitisation	09-02-2018	41	13

#### 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

##### Energy conservation

The College conducts awareness programmes on energy conservation and implement energy conservation measures. The entire out campus, office rooms, computer lab are fitted with LED lamps. HVLS fans are fitted in the indoor stadium to reduce energy consumption. During the lunch hours, the power was shutdown to minimise wastage of electricity. The class rooms are airy and well illuminated for the maximum use of natural lighting during the day time. Almost all the computer monitors in use are either LED, or LCD types to ensure minimum usage of electricity and also to reduce the level of radiation.

#### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	-
Provision for lift	NO	-
Ramp/ Rails	YES	-
Braille Software/facilities	NO	-
Rest Rooms	YES	-
Scribes for examination	YES	-
Special skill development for differently abled students	NA	-
Any other similar facility	-	-

#### 7.1.4 Inclusion and Situatedness

##### Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-2018	7	7	2017-2018	YOGA Day, Tree sapling Plantation Swatch Bharath Vaigai River Cleaning Grama Sabha AIDS Awareness Childline awareness	Health Environment Cleanliness Advocacy Child issues	457 and 5 faculties



<b>7.1.5 Human Values and Professional Ethics</b>						
Code of conduct (handbooks) for various stakeholders						
<b>Title</b>	<b>Date of Publication</b>			<b>Follow up (maximum 100 words each)</b>		
Code of Conduct For Teachers	1974					
Code of Conduct for Students	1972					
Code of Conduct for Non-teaching staff	1972					
Code of Conduct for Research Scholars	1991					
<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>						
<b>Activity</b>	<b>Duration (from-----to-----)</b>			<b>Number of participants</b>		
Daily Morning Prayer	Daily 10 minutes			All Students		
Thirukural Recital	Daily 10 minutes			All students		
Vivekananda's Preaching	5 minutes			All students		
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>						
<ul style="list-style-type: none"> <li>• Students were encouraged to come by bicycle</li> <li>• Students were insisted to not to use the plastic carry bags inside the campus</li> <li>• Students and teachers from same geographical area were encouraged to use single two wheeler for two persons instead of coming in separate two wheelers</li> <li>• Encouraged staffs to use the one side sheet without wasting</li> <li>• Herbal garden was maintained</li> </ul>						
<b>7.2 Best Practices</b>						
Describe at least two institutional best practices						
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link						
<b>Sl No</b>	<b>Title</b>	<b>The context</b>	<b>The objectives</b>	<b>Practice</b>	<b>Obstacles/problems faced</b>	<b>Evidence of Success</b>
1.	<b>'BE SAFE ALWAYS'</b>	The unsafe riding of two wheeler without helmet led to accident and mortality & morbidity	<ul style="list-style-type: none"> <li>• Generating awareness among students on safe riding using helmet</li> <li>• Monitor the use of helmet</li> <li>• Reduce the mortality and morbidity due to accident</li> </ul>	<ul style="list-style-type: none"> <li>• Providing awareness with the support of traffic police</li> <li>• Encourage the students to sensitise the general public in collaboration with Madurai City Police</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient time for generating awareness</li> <li>• It was difficult to convince the students at the initial stage</li> </ul>	<p>Students started to ride bike with helmet</p> <p>Bike rally was conducted</p>

2.	SAVE ENERGY	Introduction of LED light for energy conservation by Government of India	Reduce the electrical consumption	<ul style="list-style-type: none"> <li>Replaced the old tube lights by LED Lights</li> <li>Reading the metre daily to understand the level of consumption</li> </ul>	Lack of mechanisms for disposing tube lights	Consumption of electricity is reduced
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### 7.3 Institutional Distinctiveness

**Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust (Provide the web link of the institution in not more than 500 words)**

The vision statement of the college states that “Madurai Institute of Social Sciences, as a learning organization, strives to educate and develop Human Resources to serve mankind and to establish global peace and prosperity”. In order to cater the developmental needs of the students and society, the college has established 20 Centres namely, Center for Vivekananda Study, Health awareness centre, Centre for Human Resource Development, Center for Madurai Studies, Center for Local Bodies, Center for Women Studies, Center for Studies in Poverty, Center for Gandhian Studies, Center for Entrepreneurship Development, Center for Disaster Management, Center for Buddha Studies, Center for Jesus Studies, Center for Thirumoolar Studies, Center for Thiruvalluvar Studies, Center for Information Technology for Social Development, Center for Muhammad Nabi Studies , Students Support Centre etc. Through these centres innovative programmes are initiated for the students and community members. The extension activities are undertaken through the centres. The students are also getting opportunities to develop their leadership qualities and abilities through these centres by organising different programmes. As part of the field work MSW and BSW students linking their field work activities with the centres and contributing much to the development of the people.

### 8. Future Plans of action for next academic year (500 words)

1. In continuation to the decisions, it was decided to introduce POs, PSOs and COs in all the academic programmes in the college. The teachers will be prepared the teaching plans linked with the outcomes
2. All the departments in the college will be visiting service agencies as part of the extension activities
3. It was decided to motivate and encourage the students to join for the MOOC courses offered through the SWAYAM platform of UGC
4. It was decided to conduct more guest lecturers and invited talks as part of the Golden Jubilee Celebration of the College
5. Apply for the NAAC 3<sup>rd</sup> Cycle Re-Accreditation

Name: Dr.S.Murugesan  
Signature of the Coordinator, IQAC

Name: Dr.D.Janet Vasantha Kumari  
Signature of the Chairperson, IQAC

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