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

2015-16



Submitted By

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

To

National Assessment and Accreditation Council

Bengaluru

Madurai Institute of Social Sciences

The Annual Quality Assurance Report (AQAR) 2015-16

Here we are submitting the annual self-reviewed progress report of the institution through IQAC to the NAAC for the academic year 2015-16 is presented here.

Part – A 1. Details of the Institution Madurai Institute of Social Sciences (Autonomous) 1.1 Name of the Institution 9, Alagar Koil Road 1.2 Address Line 1 **MADURAI** City/Town TAMIL NADU State 625002 Pin Code mdu.miss@gmail.com Institution e-mail address 0452-2537997 Contact Nos. **DR.M.KANNAN** Name of the Head of the Institution: Tel. No. with STD Code: 0452-2537142 Mobile: +91 9894009300

1.8 AQAR for the year

IQAC e-mail address:

1.3 NAAC Track ID

1.5 Website address:

Web-link of the AQAR:

1.4 NAAC Executive Committee No. & Date:

http://www.misscollege.edu.in/AQAR2015-16.doc

29.07.2007

www.misscollege.edu.in

1.6 Accreditation Details

Sl. No.	Cuala	Grade	CGPA	Year of	Validity
SI. NO.	Cycle	Urade	CUFA	Accreditation	Period
1	1 st Cycle	B++	80.50	2007	5 years
2	2 nd Cycle	А	3.07	2014	5 years

1.7 Date of Establishment of IQAC :

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

TNCOGN13281

DR.S.MURUGESAN

94435 31010

mdu.miss@gmail.com

Name of the IQAC Co-ordinator:

Mobile:

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

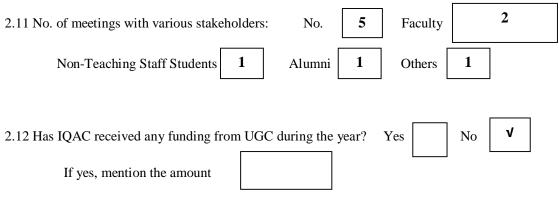
- i. AQAR 2013-14 submitted to NAAC on 12-11-2014
- ii. AQAR 2014-15 submitted to NAAC on 11-12-2015

1.10 Institutional Status	
University	State Central Deemed Private
Affiliated College	Yes 🗸 No
Constituent College	Yes No
Autonomous college of UGC	Yes v No
Regulatory Agency approved Insti	tution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	m Men Women
Urban	✓ Rural Tribal
Financial Status Grant-in-a	aid UGC 2(f) \bigvee UGC 12B \checkmark
1	I + Self Financing
1.11 Type of Faculty/Programme	
Arts v Science	Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering	Health Science Management V
Others (Specify)	Computer Science and Information Technology
1.12 Name of the Affiliating Universi	ty (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. / Universi	ty UGC	V	
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (Specify)	
UGC-COP Programmes 2. IQAC Composition and Activ	ities		
2.1 No. of Teachers	4		

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and	2
Community representatives	
2.7 No. of Employers/ Industrialists	1
	1
2.8 No. of other External Experts	1
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	2

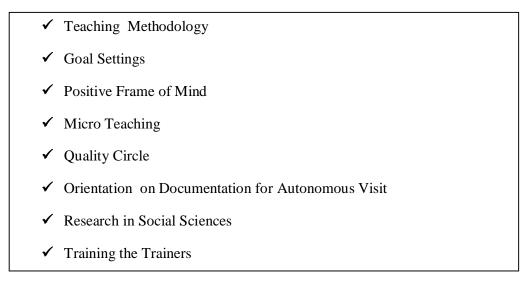


2.13 Seminars and Conferences (only quality related)

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



(ii) Themes



2.14 Significant Activities and contributions made by IQAC

	Strengthening the Actual Ambition Achievement format to monitor the student's progress in Academic.
	Conducted Faculty Development Programme
	Sensitized the students on Positive discipline
۶	More deliberations were held to strengthen the Field Work in Social Work
\triangleright	More Research conferences and meetings were held

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
Planned to conduct more guest lectures	Students were aware of latest developments in the field
To organise Industrial visit / Study Tour	Department of Social Work and Department of Management Studies organised industrial visit to Chennai
Skill development programme	Data base management courses was conducted for MSW HR PRA training was conducted for MSW-CD students Therapeutic Skills was conducted for MSW-MPSW students
Planned to conduct On line classes	Web enabled classes were conducted
Workshops and Training on Resume Writing	Workshops on Resume Writing Training on Speaking skills in Daily Life
Planned to conduct more Seminars on various social issues	Seminar on Cevix and Breast Cancer, Stop "Violence against Women, Global Warming, Disaster Management, Role of NABARD in Rural Development, Gender Sensitization Programme, Higher Education on Cross Roads, Role of Youth in Mitigating Poverty,
Planned to conduct more Awareness programmes	HIV and AIDS Awareness Programme, Nature Cure,

	Entrepreneurship Awareness
	Drug Abuse Rally
	Research Committee meeting was held
	More Research Presentation classes were organised
To strengthen the Research Activities	Guest lecture on various issues in Research was organised
	Orientation was given to Research Scholars
	Role of Youth in Crime Prevention
Planned to conduct competition on various issues	MISS ZAGAL FEST Inter-Departmental Event
	Quiz on Knowing Madurai
	Student's Council
	Consumer Club
Students Club Activities were strengthened	Placement cell
	Quality Circle
	International Yoga Day
	World Mental Health Day
Celebrations of International Day	International Social Work Day
	International Youth Day
	World Consumer Day

2.15 Whether the AQAR was placed in statutory body Yes
✓ No

Management
✓ Syndicate Any other body
Provide the details of the action taken

AQAR report was presented before the IQAC committee and after deliberations and suggestions, it was approved. The same report was presented before the Management Committee (Autonomous). The suggestions given by the committee were incorporated and the AQAR report was approved

Part – B

Criterion – I

1. Curricular Aspects

- Number of value Number of Number of Number of Level of the added / Career existing programmes added self-financing Programme Oriented Programmes during the year programmes programmes PhD 1 1 -_ PG 4 3 20 _ 7 7 UG _ -2 2 PG Diploma --Advanced Diploma _ --Diploma _ _ _ _ Certificate ----M.Phil 2 2 -16 Total 15 20 _ Interdisciplinary _ -_ Innovative ---
- 1.1 Details about Academic Programmes

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	3

1.3 Feedback from stakeholders* (On all aspects)	Alumni	٧	Parents	٧	Employers	٧	Students	٧]
Mode of feedback :	Online	٧	Manual	٧	Co-operating	g sch	ools (for Pl	EI)	

*Please provide an analysis of the feedback in the Annexure

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

 Yes, there is a revision of syllabi
 Application oriented Non-Major Elective- INTRODUCTION TO MS-OFFICE & HTML was introduced for MSW Students by Computer Science department
 Professional Social Work in Human Profession was introduced for Msc (Computer Science students by the Department of Social Work

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

NIL

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of	Total	Asst. Professors	Associate Professors	Professors	Others
permanent faculty	35	33	3	-	-

5

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Profe	ssors	Associa Profess		Profes	sors	Others		Total	
R	V	R	V	R	V	R	V	R	V
-	8	-	-	-	-	-	-		8

2.4 No. of Guest and Visiting faculty and Temporary faculty

07	15	3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	-	2	1
Resource Persons	-	-	4

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

✓ On line classes were introduced
\checkmark ICT facilities were frequently introduced
\checkmark E learning were strengthened –sharing of resources
✓ Screening of film while taking classes in Undergraduates Course
\checkmark Interactive learning through field work, study tour, industrial visits etc.
✓ Access to large volume of journals vis ' INFLIBNET'
✓ Peer Team (Study Group)

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

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

Centralised Examination Systems was introduced to conduct CIA exams uniformly

- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop
 37
 37
 37
- 2.10 Average percentage of attendance of students

Title of the	Total no. of		Division				
Programme	students	I %	II %	III %	Pass %		
	appeared						
MSW (A)	32	85.32	5.56	0	84.85		
MSW (S)	17	67.5	16.67	0	75.83		
MBA	16	57.93	0	0	57.93		
MSC CS & IT	8	62.5	0	0	62.5		
BSW	17	49.04	43.27	0	92.31		
B.COM CA	28	35.72	7.14	0	42.86		
B.COM	22	17.62	27.62	10	55.24		
BBA	6	0	33.33	0	33.33		
B.A. ENGLISH	14	25.76	27.28	25.76	78.79		
BSC CS	31	47.32	0	0	47.32		
BSC IT	28	16.07	0	0	16.07		
M.Phil –SW	1	1	0	0	100		
M.Phil-MGT	10	3	7	0	100		
PGDC	22	6	5	0	50		

2.11 Course /Programme wise distribution of pass percentage :

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

- ✓ Before the commencement of academic year-Academic plan was prepared for every department
- ✓ Lesson plan for every course/subject was prepared
- ✓ Review meetings are conducted to assess the completion of syllabus
- ✓ Orientation to faculties on advanced methods of imparting subjects
- \checkmark Peer Team was strengthened in order to help the slow learners
- ✓ Encouraged the faculties to conduct remedial classes to failed candidates
- ✓ Motivated the faculty members to use ICT facilities

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	37
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	37
Summer / Winter schools, Workshops, etc.	-
Others	nil

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	12	6	-	5
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

- ✓ Research meetings were held frequently
- ✓ External research faculty were invited to address on emerging developments in research
- ✓ Students were encouraged to do mini research survey during the field work
- ✓ To sharpen the research skill, the students were encouraged to present their research proposals in the research conference
- ✓ Orientation on uses of SPSS and word Excel was given to the faculty members

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	11	-	-
Outlay in Rs. Lakhs	-	18.05	-	-

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range	-	Average	-	h-index	-	Nos. in SCOPUS	-
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	0.4	College	50,000	50000
students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.

NIL Chapters in Edited Books

NIL

ii) Without ISBN No.

NIL

3.8 No. of University Departments receiving funds from

3.9 For colleges	UGC- DPE Auton INSP		CAS NII CPE NI CE NI		BT Star S	ne/funds	NIL NIL NIL
		IRE NIL	CE NI		5		NIL
3.10 Revenue generated th	hrough	consultancy	NIL				
3.11 No. of conferences		Level	International	National	State	University	College
organized by the Instit	ntion	Number	-	1	-	1	-
organized by the first	ution	Sponsoring agencies	-	UGC	-	College	-
3.12 No. of faculty served as experts, chairpersons or resource persons 3 3.13 No. of collaborations International National Any other 3.14 No. of linkages created during this year - - 3.15 Total budget for research for current year in lakhs : From Funding agency From Management of University/College Total							

3.16 No. of patents received this year	Type of Patent		Number
	National	Applied	-
	Inational	Granted	-
	International	Applied	-
	International	Granted	-
	Commercialised	Applied	-
	Commercialised	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

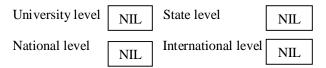
3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them	2 NIL
3.19 No. of Ph.D. awarded by faculty from the	ne Institution NIL
3.20 No. of Research scholars receiving the I	Fellowships (Newly enrolled + existing ones)
JRF NIL SRF N	IL Project Fellows NIL Any other

3.21 No. of students Participated in NSS events:

University level	5	State level	0	
National level	1	International level	0	

NIL

3.22 No. of students participated in NCC events:



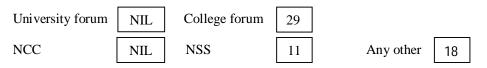
3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized



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

\triangleright	Medical camp at Kallanthiri Village
\triangleright	Suicide Prevention Awareness rally
\succ	Health Check up to the students of MISS
\succ	Personality developmental classes to + 2 students
\triangleright	Drug Abuse Counselling to Corporation Workers
\triangleright	Family Counselling to Self Help Group Members
\triangleright	Health Awareness in Rural villages
\triangleright	Student Counselling to School Teachers
\triangleright	Awareness on Disaster Management

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	-	-	3.15
Class rooms	31	-	-	31
Laboratories	-	_	_	-
Seminar Halls	3	-	-	-
No. of important equipments purchased $(\geq 1-0 \text{ lakh})$ during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	_		-
Others	-	-		-

4.2 Computerization of administration and library

- ✓ Digitisation of printing of Transfer Certificates was introduced
- ✓ Bar coding systems in Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	115	38300	403	319082	518	357382
Reference Books	35	15249	93	164568	128	179817
e-Books	-	-	-	-	-	-
Journals	13	15580	8	37930	21	53510
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

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

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
 - ✓ Wi-fi Enabled Campus
 - ✓ Networking with all departments

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	5,50,000
iv) Others	1,50,000
Total :	7,00,000

Criterion – V 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Activities of Students support centre were made aware through the Prayer Meeting

5.2 Efforts made by the institution for tracking the progression

Review meetings were held once in a month

					I		1					
					UG	PG	Ph. D.	0	ther	s		
					575	164	9		25			
(b) No	(b) No. of students outside the state											
(c) No	(c) No. of international students -											
М	No % 523 68.36 Women 241 31.64											
	Last Year This Year											
General	SC	ST	OBC	Physically Ch	allenged	Total	General	SC	ST	OBC	Physically Challenged	Total
14	258	1	560			833	13	202	3	541	0	764

Demand ratio

Dropout %

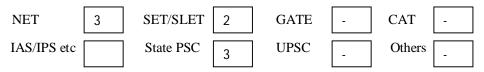
5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for NET/SLET examinations Awareness programme for competitive examinations

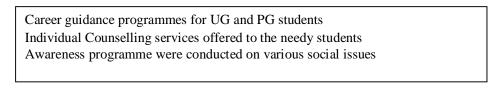
No. of students beneficiaries

27

5.5 No. of students qualified in these examinations



5.6 Details of student counselling and career guidance



No. of students benefitted



5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	97	35	75

5.8 Details of gender sensitization programmes

✓	Awareness Programme on Gender sensitisation
✓	Woman's' Day celebrations with Men students
✓	Activities through Centre for Women's Studies

5.9 Students Activities

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

State/ University level	24	National level	2	International level	-
No. of stude	ents partic	cipated in cultural	events		
State/ University level	32	National level	2	International level	-

	No. of medals /awards v State/ University level				other events International level	-
Cultural	: State/ University level	11	National level	-	International level	-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	45,000
Financial support from government	130	8,97,272
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	2	National level	-	International level	-
Exhibitio	n: State/ University level	1	National level	-	International level	-
5.12 No	o. of social initiatives unde	rtaken by	the students	3		

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission:

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

6.2 Does the Institution has a management Information System

Yes,

The college office was automated and a 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 Rovan 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
 - Feed back about the syllabus was received from students, Alumni, Parents, and from employer
 - The curriculum is modified regularly in tune changes were made in the field
 - Bridge courses

6.3.2 Teaching and Learning

- The training programme was organized to use of ICT facilities to enhance teaching and learning
- Preparation of lesson plan before the commencement of semester
- > Study materials were provided through students in web mode
- Remedial classes for weak students
- Updates in the field was taught by organizing guest lectures
- Peer Teaching
- Language Lab

6.3.3 Examination and Evaluation

~	Centralised Internal examination schedule
✓	Internal Marks scored by the students were discussed with parents
\checkmark	External Question Paper Settings
\checkmark	Supplementary examination for final semester
\checkmark	Question Paper scrutiny by subject experts
\checkmark	Timely publication of Results
\checkmark	Maintenance of question bank in the Library
\checkmark	Revaluation
√	Continuous Internal Assessment comprising Test, Seminar, Assignment

6.3.4 Research and Development

- ✓ Separate research cell is functioning with senior faculty is serving as a coordinator
- ✓ Periodical research meetings were held
- \checkmark Research on various social issues were conducted
- ✓ Faculties with PhD 5

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✤ Well equipped Library
- ✤ INFLIBNET facilities is available in Library
- ✤ Language Lab
- Departments were equipped with LCD facilities
- ✤ Conference hall with LCD facilities
- Smart class rooms

6.3.6 Human Resource Management

~	Human Resources are effectively used for the development of department
✓	Orientation Programme for the teachers are conducted
✓	Faculty Development Programme
✓	Exit Interview

6.3.7 Faculty and Staff recruitment

Based on the workload submitted by the Head of the \checkmark department, the faculty and staff are recruited

6.3.8 Industry Interaction / Collaboration

*	College is associated with National Institute of Personnel Management (A professional forum of HR Managers)
*	Collaborated with Centre for Entrepreneurship Development to conduct job oriented courses
*	Students from all discipline are encouraged to visit Industries

6.3.9 Admission of Students

Admission as per norms of Government of Tamilnadu

6.4 Welfare schemes for

Teaching	Employees Provident Fund is introduced all eligible
	teachers
Non teaching	Employees Provident Fund is introduced all eligible non
	teaching
Students	Fee concession to deserving
	students

6.5 Total corpus fund generated



6.6 Whether annual financial audit has been done	Yes	No	
	v	,	-

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

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

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

For UG Programmes

Y No	

For PG Programmes

Y No

Yes

Yes

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

The Controller of Examination Committee working for the improvement of examination system by having periodical discussion with HODS and External experts

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 Association meets regularly to discuss about the growth of institution and extending support to the college. Extending support by conducting Guest Lectures Placements Arranging organisational visit and Industrial visits 6.12 Activities and support from the Parent – Teacher Association

The PTA meets twice in a year and also support the college in developmental activities of the college.

- 6.13 Development programmes for support staff
 - Training on use of Computer for efficiency of individual
 - Team building programme
- 6.14 Initiatives taken by the institution to make the campus eco-friendly
 - ✓ Tree Planting
 - ✓ Plastic free campus

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
 - ✓ Parameters for Internal Assessment for Field Work was clearly defined
 - ✓ Application oriented NME course was introduced for MSW
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Activities carried out as per plan

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

1. ICT – Teaching Learning Tool

The Context

The pass percentages in few papers are nominally below average

The Objectives

To enhance the teaching learning process,

To improve the pass percentage

To provide a better learning environment

The Practice.

Every department is provided with the ICT facilities and informed to use ICT facilities often in the class room teaching

Obstacle faced / Problem encountered

Preparation of leaning material sometimes is very difficult for faculty members

Evidence of Success

The interests of students in the class rooms have increased and pass percentage also.

II. Teaching Lesson Plan

The Context

The faculty members have to prepare a lesson plan based on the syllabus before the beginning of semester which commences in the month of June & December. Sometimes the faculty is need of extra hours to complete the syllabus which disturbs the routine academic schedule of the college.

The Objectives

To ensure that the syllabus is equally divided and spread over the working days

The entire syllabus was divided into 30 equal topics

The CIA is based on the equal topics

To check the completion of syllabus in time

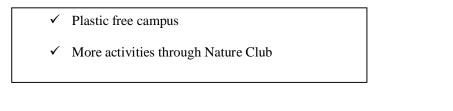
The Practice.

The head of department will check the lesson submitted the faculties to ensure that the syllabus was divided into 30 equal topics. The HOD will review the completion of syllabus in the monthly meeting and also to encouraged the faculty members to use ICT facilities.

Evidence of Success

The syllabus was completed in time and the students have more study holidays to prepare for semester a examination which increases the pass percentage.

7.4 Contribution to environmental awareness / protection



7.5 Whether environmental audit was conducted?

No	

v

Yes

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

Reaching the different sections of the populations through centres of excellence

8. Plans of institution for next year

To Strengthen the curricular and co curricular activities

Name Dr.S.Murugesan

Name Dr.M.Kannan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC