

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

1.1 Name of the Institution

Madurai Institute of Social Sciences (Autonomous)

1.2 Address Line 1

9, Alagar Koil Road

City/Town

MADURAI

State

TAMIL NADU

Pin Code

625002

Institution e-mail address

mdu.miss@gmail.com

Contact Nos.

0452-2537997

Name of the Head of the Institution:

DR.M.KANNAN

Tel. No. with STD Code:

0452-2537142

Mobile:

+91 9894009300

Name of the IQAC Co-ordinator:

DR.S.MURUGESAN

Mobile:

94435 31010

IQAC e-mail address:

mdu.miss@gmail.com

1.3 NAAC Track ID

TNCOGN13281

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.misscollege.edu.in

Web-link of the AQAR:

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

29.07.2007

1.8 AQAR for the year

2015-16

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

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

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science and Information Technology

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

Madurai Kamaraj University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- ✓ Teaching Methodology
- ✓ Goal Settings
- ✓ Positive Frame of Mind
- ✓ Micro Teaching
- ✓ Quality Circle
- ✓ Orientation on Documentation for Autonomous Visit
- ✓ Research in Social Sciences
- ✓ Training the Trainers

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
- More deliberations were held to strengthen the Field Work in Social Work
- 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 Cervix 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,

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

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

1.1 Details about Academic Programmes

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

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* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

- 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 permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	35	33	3	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	8	-	-	-	-	-	-	-	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

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
- ✓ ICT facilities were frequently introduced
- ✓ E learning were strengthened –sharing of resources
- ✓ Screening of film while taking classes in Undergraduates Course
- ✓ 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

182

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

87

2.11 Course /Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
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

2.12 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
- ✓ 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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

<ul style="list-style-type: none">✓ 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
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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

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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	1	-
Sponsoring agencies	-	UGC	-	College	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

2

NIL

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

NIL

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	NIL	College forum	29		
NCC	NIL	NSS	11	Any other	18

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

- Medical camp at Kallanthiri Village
- Suicide Prevention Awareness rally
- Health Check up to the students of MISS
- Personality developmental classes to + 2 students
- Drug Abuse Counselling to Corporation Workers
- Family Counselling to Self Help Group Members
- Health Awareness in Rural villages
- Student Counselling to School Teachers
- 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 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	Departments	Others
Existing	-	-	-	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

✓ 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
575	164	9	25

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%
Men	523	68.36

Women

No	%
241	31.64

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	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

NET	<input type="text" value="3"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="3"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Career guidance programmes for UG and PG students
 Individual Counselling services offered to the needy students
 Awareness programme were conducted on various social issues

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	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 National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	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 National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision:</p> <p>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</p>

Mission:

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

6.2 Does the Institution has a management Information System

Yes,

The college office 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 Rovin LMS GOLD software is installed in the library to enable the staff and students for speedy access to library catalogue.

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

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

6.3.1 Curriculum Development

- 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
- ✓ External Question Paper Settings
- ✓ Supplementary examination for final semester
- ✓ Question Paper scrutiny by subject experts
- ✓ Timely publication of Results
- ✓ Maintenance of question bank in the Library
- ✓ 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
- ✓ 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 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

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The 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

<ul style="list-style-type: none">✓ Plastic free campus✓ More activities through Nature Club

7.5 Whether environmental audit was conducted? Yes No

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
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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

_____***_____