

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

M.O.P. VAISHNAV COLLEGE FOR WOMEN

1.2 Address Line 1

No.20, IV LANE

Address Line 2

NUNGAMBAKKAM HIGH ROAD

City/Town

CHENNAI

State

TAMILNADU

Pin Code

600034

Institution e-mail address

mopvcfw@eth.net

Contact Nos.

044-28330262 / 0677

Name of the Head of the Institution:

Dr. Lalitha Balakrishnan

Tel. No. with STD Code:

044 – 2833 0262 / 0677

Mobile:

99405 57437

Name of the IQAC Co-ordinator:

Dr. Uthira D

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) TNCOGN10164

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Four Star Level		2002	5 years from 2001-2002
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)

1.8 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 _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Madras

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

Autonomy by State/Central Govt. / University	<input type="text" value="√"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (Specify)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="√"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="15"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="31"/>
2.10 No. of IQAC meetings held	<input type="text" value="-"/>

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) NIL

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

During the academic year the college introduced ICT (Information Communication Technology) in many working spheres such as the MIS (Management Information System), Online testing and evaluation and generation of online hall ticket.

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
Planning for in – house intensive summer course	Action Taken – Course modules were prepared and trainers were identified by each department

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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	6	-	6	-
UG	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	19	-	19	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	-

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

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.

The structure of the choice based credit system was revised as per the directions of Tamil Nadu State Council for Higher Education, Government of Tamil Nadu for both UG & PG programmes.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
111	70	28	6	7

2.2 No. of permanent faculty with Ph.D.

17

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
17	-	-	-	-	-	2	-	19	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

25	12	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	10	11
Presented papers	4	10	4
Resource Persons	-	-	5

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

- 1016 Audio Visual Aids
- 451 Class Room Seminars
- 51 Guest Lectures
- ICT based learning
- Practice School
- 161 Documentaries & Commercials
- 4280 Radio Programs
- 18 Student Workshops

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

196

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

The College ensures that all the stakeholders are aware of the evaluation processes that are operative

- The Regulation and Guidelines specifies the evaluation mechanism followed by the college through students' handbook which is issued to the students and faculty members at the beginning of the courses.
- The Class faculty and the Subject faculty orient the students on the various components of continuous internal assessment which are as follows :

The evaluation process is

Assessment type	Nature of test	Weightage in %
Internal	Written test through 2 Internal assessments	25 (12.5% each)
Other components such as Projects, Seminar, Article review, Book review, Paper presentation, Practice school, Quiz etc.,		25
External End semester	Written examination/Practical examination	50

- The Examination dates are displayed on the college website and on the students' notice board prominently.
- Parents can access the details through their wards' user id.
- Industry partners with the college in recruiting the students for internship and lays down norms as they form a part of the evaluation panel.
- UG Students need to score a minimum of 40% and PG Students need to score a minimum of 50% in the continuous internal assessment.
- After the first internal assessment an analysis of the results for each course is done. Poor performance are identified, based on this corrective measures are taken. Progress is ensured by prompt feedback and initiation of corrective action.

Computerization

Office of the Controller of Examinations is completely computerized. Software developed is used in the functioning of following tasks of office of the Controller of Examinations.

- Register Number Generation
- Generation of subject code
- Generation of e-Application form
- Timetable generation
- Generation of e-Hall Ticket
- Printing Attendance Sheet
- Foil Sheet Generation.
- Creating Templates for Question Papers
- Creation & Updating of Examiner's Database
- Mark Entry for both Internal Marks and External Marks
- Reports required for result passing board
- Publication of Results on the college website.

- Through intranet student login from 2010-2011 onwards
- Generation of Mark List.
- Generation of Grade Sheet.
- Generation of Consolidated statement of marks and grades.
- Submission of Permanent Pass Register to the University of Madras for issue of Provisional and Degree certificate.

Redressal of Grievances

The mechanism for Redressal of grievances regarding evaluation is as follows:

- Continuous assessment
 - Information is given to students at the start of the course through regulation and guidelines book.
 - The Internal scores of the students are made known to them through the consolidated Internal assessment mark statement which includes all internal components subject wise, student wise, component wise before the start of the end semester examination.
 - Any discrepancy is corrected through appropriate measures.
 - The marks secured by the students in the continuous assessment are thus being informed to the students before the commencement of the end semester examination.
- End Semester Examination
 - College has a Grievance Redressal Committee consisting of COE, Additional COE and Principal. Any grievance will be addressed by the committee.
 - Revaluation for End semester examination
 - System of Revaluation is available for UG courses.
 - No revaluation since double valuation is followed for PG courses.
 - Provision for revaluation is available upon application and prescribed fee within 10 days from date of publication of results.
 - When application is received for revaluation, photocopies of answer scripts are made available to the students on their request after payment of prescribed fee otherwise revaluation is done and the results are communicated to the students through their respective departments
- Security and confidentiality of the evaluation system
 - Centralized question paper setting

The process of question paper is centralized at the college campus to maintain utmost confidentiality.

 - Printing of question paper is done at the COEs office 7 days before the commencement of examination, after the students go on study holidays.
 - Dummy numbering is done on the answer scripts for masking.

Software has been developed to protect

 - Database
 - Mark sheet generation
 - Mark entry
 - Passing board updating

Hard copies of the following documents are kept under safe custody

- Answer scripts
- Mark statement of every semester
- Consolidated statement of marks
- Reports to the University.

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

1	-	1
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2.10 Average percentage of attendance of students

89.4

2.11 Course/Programme wise distribution of pass percentage :

2.11 Course/Programme wise distribution of pass percentage : (2006 - 2009)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
B.Com (AF)	122	55	65	9	1	98
B. Com (MM)	65	10	44	15	2	98
B. Com (CS)	60	20	28	12	3	95
BBA	69	33	35	1	0	100
B.Sc (ISM)	68	25	38	6	0	100
B.Sc (CS)	50	32	17	2	0	100
B.C.A	46	21	24	0	0	100
B.Sc (Maths)	67	29	32	12	1	97
B.Sc (Vis)	45	23	20	4	0	96
B.Sc (EM)	44	22	19	2	0	93
B.A (Journ)	49	6	39	8	2	98

B.Sc (NND)	45	15	30	2	0	100
B.A. (Socio)	60	16	15	35	13	90

2.11 Course/Programme wise distribution of pass percentage : (2007 - 2009)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
M.Sc (IT)	25	84	12	4	0	100
M.A. (Com)	27	41	59	0	0	100
M.A. (PR)	26	81	19	0	0	100
M.A.(BC)	23	78	22	0	0	100
M.B.A.	59	12	88	0	0	100

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

Yes, the IQAC monitors and evaluates the teaching and learning process by collecting feedback in the form of

- Course Appraisal
- Teacher Appraisal

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	19
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	14
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	53	-	5	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The college has constituted a research committee to monitor and address the issues of research. The role of the research committee includes:

- Identify potential areas of research
- Prepares background information on feasible projects
- Completes and submits project reports for appraisal and funding

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	11	-
Non-Peer Review Journals	-	-	-
e-Journals	-	2	-
Conference proceedings	29	65	1

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	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	1	Department of Science & Technology- Govt of India	-	14 lakhs
Total	-	-	-	14 lakhs

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	-	10	-	-	-
Sponsoring agencies	-	-	-	-	-

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
-	-	-	-	-	-	1

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

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

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 College forum
NCC NSS Any other

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

- Blood donation camp, Eye Camp
- Dental camp, General health awareness program

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: 2009-2010

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	120964 Sq ft	-	Student fees	120964 Sq ft
Class rooms	36	-		36
Laboratories	19	-		19
Seminar Halls	6	-		6
No. of important equipments purchased (≥ 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

Computers in Office- 08

2Computerization of Library

YEAR	Number Of Systems	Barcode Scanners	Printer	Photo copier	Library Software	Infrastructure Added
2009	4	2	1	1	AUTOLIB- VERSION 2.1 (MS-SQL SERVER)	2 SYSTEMS ADDED

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24486	66,92,839.06	816	2,11,531.15	25302	6904370.21
Reference Books	1093	14,90,277.70	30	50,174.28	1123	1540451.98
e-Books						
Journals	95	204943.56	7	33533	102	238476.56
e-Journals						
Digital Database						

CD & Video	438	29,193.81	37	5,193.00	475	34386.81
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	359	287	12	-	-	8	52	
Added						9		
Total	359							

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

359 computers with internet access of 756kbps broadband connection 4 numbers
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4.6 Amount spent on maintenance in lakhs :

i) ICT

15, 74,120

ii) Campus Infrastructure and facilities

2, 63, 95,000

iii) Equipments

5, 00,000

iv) Others

1,842448

Total :

30345954.81

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student representatives were made members of the IQAC quality circle and discussions were held to understand the grievances of the student community.

5.2 Efforts made by the institution for tracking the progression

The IQAC student representatives regularly meet the IQAC co-ordinator and discuss the grievances of the student community.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2591	366	4	-

(b) No. of students outside the state

12

(c) No. of international students

33

Men	No	%	Women	No	%
	-	-		2957	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1817	97	1	938	-	2853	1908	94	1	954	-	2957

Demand ratio - 6:1

Dropout % - 0.65%

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

The Department of Sociology conducted IAS coaching classes

No. of students beneficiaries

70

5.5 No. of students qualified in these examinations

NET	100	SET/SLET	12	GATE	6	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	

GRE TANCET CSIR/NET

ICWA/ACS COMPETITIVE EXAMS

5.6 Details of student counselling and career guidance

The college has an in-house counsellor who takes care of the mental health of the students.

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
21	126	123	-

5.8 Details of gender sensitization programmes

Marriage & Relationships – Finishing School
Dealing with Sexual Harassment – Work Place

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	161	30,74,160
Financial support from government	27	99,007
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

“To provide a unique learning experience which will enable the students to realize their innate potential and mould their overall personality”.

Mission Goals

- Promoting Academic Excellence
- Developing Self – Reliant Individuals
- Providing Career Opportunities and
- Creating Socially Responsible Citizens

6.2 Does the Institution has a management Information System

Yes, the college has an automated management information system to compile information and reports pertaining to the activities and achievements of all the departments and the college.

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

6.3.1 Curriculum Development

- Frequent meetings of Boards of studies to advice the Academic Board on all academic matters associated with the development, implementation, and operation of academic programmes are held followed by academic council meetings.
- The structure of the choice based credit system was revised as per the directions of Tamil Nadu State Council for Higher Education, Government of Tamil Nadu for both UG & PG programmes.

Credit based value additions

- General skill training programmes
 - Communication, Presentation & Learning skills (I Year)
 - Goal Setting & Personal Effectiveness Programme (I Year)
 - Leadership, Career & General Management Skills. (II Year)
- Special Skill training courses offered – 35
- Student Training and Development courses offered - 17
- Interdisciplinary Electives offered - 14

6.3.2 Teaching and Learning

- Well organised learner – centric teaching practices.
- Balanced and appropriate student work – load.
- Clear definition of content and learning outcomes through lesson plans.
- Objective system of monitoring through continuous evaluation
- Periodical curriculum revision and updating based on the feedback by stakeholders.
- Interactive teaching learning process
- Use of audio visual aids – 1016
- Classroom Seminars held – 451
- Guest lectures conducted – 51
- ICT Based Learning-Online Hunt – Exam and Workshop
- 161 documentaries and commercials in high telecast quality
- 5 music albums
- 4380 radio programs for M.O.P. CRS 107.8
- Student Workshops held – 18
- Staff Workshops held - 8

6.3.3 Examination and Evaluation

- System of continuous evaluation comprising 50% internal assessment and 50% end semester evaluation.
- Evaluation mechanism includes both written tests and other methods of evaluation through projects, seminars, articles and book reviews, quiz etc.
- The question paper is set by an external examiner.
- Question bank is prepared which serves as a guide to question paper setters
- Evaluation is done by an external examiner.
- Separate minimum pass for internal and end semester
- Online registration for examinations.
- Results are published through intranet within 1 month from examination.
- Provisions for photocopy of answer paper and revaluation.
- Immediate supplementary exams.

6.3.4 Research and Development

The college has a research committee to monitor and address the issues of research. The following members of the faculty form the core committee:

- Dr. Lalitha Balakrishnan - Chairperson
- Dr. Usha Ravi - Member
- Dr. Kavitha G - Member
- Dr. Jaishree S - Member
- Dr. Uthira D - Member

The role of the research committee:

- Identify potential areas of research
- Prepares background information on feasible projects
- Completes and submits project reports for appraisal and funding
- PROJECT-PLANET EARTH
The project, 'Planet Earth for Women and Children through the Community radio,' was given to MOP CRS 107.8 by the Department of Science and Technology, Government of India.
- School of Food Science developed several new product formulations
- Survey based research projects under taken

Department	Number of projects
School of Food Science	11
BBA	9
BSc (ISM)	7
B.A. Sociology	12
B.A. Journalism	17
M.Sc. Information Technology	13
School of Media	9

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library - Functions for 11 hours a day for 275 days. The library is being used on an average by 800 students every day.

Digital resource centre with continuous Internet connectivity functions for 11 hours a day for 275 days and is optimally used by both Staff and Students as a centre for knowledge management.

The **Computer Labs** also facilitates preparation of audio visual aids for teaching and effective reporting system.

Media Labs are used for preparing the audio/visual documentaries, presentations, e-content and reports.

Micro Processor & Digital Electronics Lab enables the students to acquire and develop their hardware skills on par with the industrial expectations.

Food Science Laboratory is utilized for the following

- Health Cafeteria
- Hotel Mess
- Student Training and Development courses
- Special professional skill courses

Air-conditioned Studio & Shooting floor - Optimally utilized by the students in producing documentary films

Air-conditioned Photography Studio - Used for printing and developing of photographs taken for all College functions.

Press & Photocopier

Printing of

- Question papers
- Workbooks
- Journals of various departments
- Materials of Workshops & Training Programmes
- Invitations
- Survey Questionnaire
- Attendance Registers (Staff & students)
- Study materials
- Monographs
- Books
- Manuals
- Progress Reports
- Applications for admission of students

Conference Halls and Seminar Halls are utilized to conduct meetings, programmes and functions such as

- Staff council meetings
- Meeting of Board of studies
- Management committee meetings
- National and State Level Seminars, Industry Institutional Interface Collaborative seminars and conferences with other organizations/Institutions.
- Activities of all Departments and Cultural activities of the students

6.3.6 Human Resource Management

- Under the IQAC Cell, Training and development programs for Faculty members are systematically planned and conducted.
- Faculty members attend orientation and refresher programs.
- Faculty members are motivated to acquire additional qualifications
- Faculty members are encouraged to present and publish papers in international and national forums.
- Faculty serve as resource persons in other institution and organisations.
- Faculty also extend consultancy services.
- Participative management is practised through
 - Committee approach to management
 - The college has various committees comprising of chairperson and faculty members team which monitors and manages different academic and administrative responsibilities.
- Representation of teaching and non-teaching staff in all committees / bodies.
- Decisions are taken based on structured and informal feedback from all stake holders.
- The College grooms leadership at various levels through
 - Vice – Principal
 - Controller of Examinations & Additional Controller of Examinations
 - Deans for
 - Academics
 - Student activities
 - Heads of departments
 - Deputy headship in larger departments
 - Administrative head with support staff

6.3.7 Faculty and Staff recruitment

Measures taken by the College for attracting and retaining eminent Faculty members

- Excellent pay package
- Financial Incentives for acquiring additional Qualifications
- Long Leave during need is granted
- Flexible Working hours on need basis
- Awards for acquiring additional Qualifications
- Recognition through awards for outstanding performances.
- Faculty Development programmes – workshops, seminars, conferences.
- Training and Induction programmes for non-teaching staff.

6.3.8 Industry Interaction / Collaboration

- Participation of industry in curriculum development
 - Guest lectures
 - Colloquia
 - Seminars
 - Workshops
- Colloquia – 22 sessions were held.
- Seminars – 1 International, 5 National, 1 State and 3 Seminars were held.
- Management Education Programme was conducted by the Department of MBA on the topic “Strategies for Management in the New World Order”
- Interfacing through corporate consultancy
 - Factory and field visits
 - Intensive Internships
- Factory and field visits undertaken – 21
- Internship prominent employers - 150

6.3.9 Admission of Students

Entrance exam was conducted on a MCQ to test the cognitive, analytical and higher order thinking of the students

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Medical insurance • Provident fund benefit. • Gratuity scheme. • Maternity leave with pay. • Need based flexible working hours for teaching staff. • Fee waiver for children studying at M.O.P
Non teaching	<ul style="list-style-type: none"> • Medical insurance • Provident fund benefit • Gratuity scheme • ESI benefit for class IV staff. • Uniforms for class IV staff. • Free mid day meal for class IV staff. • Festival advances for class IV staff. • Sponsorship for higher studies • Fee waiver for children studying at M.O.P • Scholarships for children studying in schools and other colleges
Students	<ul style="list-style-type: none"> Group medical insurance Scholarships

6.5 Total corpus fund generated

Fixed Deposits

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	—	Yes	Academic audit council comprising Principal/Vice Principal, Head of the department conducts audit twice every semester.
Administrative	Financial audit is done	Statutory auditors	Yes	Administrative audit by Secretary, Principal, Administrative Head. Financial audit by auditors.

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?

- System of continuous evaluation comprising 50% internal assessment and 50% end semester evaluation.
- Evaluation mechanism includes both written tests and other methods of evaluation through projects, seminars, articles and book reviews, quiz etc.
- Incorporating ICT tools in internal components through online test, online hunt, online MCQ's test
- Separate minimum pass for internal and end semester
- Results are published through intranet within 1 month from examination.
- Provisions for photocopy of answer paper and revaluation.
- Immediate supplementary exams.

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

- The University acts as a coordinating link between UGC / NAAC / MHRD and the college for faculty development programmes, affiliation for new courses, All India survey on higher education, etc.
- The University authorities support all innovative efforts taken by the college in curriculum, evaluation and practices.
- The representatives from the university are members on the Boards of Studies, Academic Council and Governing body.

6.11 Activities and support from the Alumni Association

- Alumni meet is organised every year.
- Alumni are invited as resource persons.
- Alumni give valuable inputs for curriculum revision and updation.
- Alumni guide in identifying internship opportunities for students.
- Alumni help in good placement.

6.12 Activities and support from the Parent – Teacher Association

- Structured feedback is obtained from parents on institution performance and used for improvements and development.
- Suggestions are received in informal meetings between parents and faculty members.
- Parents' expertise is used in curricular reforms.
- Parents' serve as resource persons in many forums.

6.13 Development programmes for support staff

- Orientation and Induction programmes.
- Workshops for Quality Enhancement.
- Training in Computer skills

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

- Environment Committee
 - Keeps the campus clean and green.
 - Plants saplings regularly

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.

During the academic year the college introduced ICT (Information Communication Technology) in many working spheres such as the MIS (Management Information System), Online testing and evaluation and generation of online hall ticket.

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

Plan – Planning for in – house intensive summer course
Action Taken – Course modules were prepared and trainers were identified by each department

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

Best practice followed during the academic year:

1. Preparation of Course Portfolio (Refer annexure)

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

1. The campus was assigned to be a “No – Plastic” zone
2. The campus was planted with greenery in all open spaces

7.5 Whether environmental audit was conducted? Yes No



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

Strength – Dynamic leadership

Weakness – Constraint of space due to the location in a commercial area

Opportunities – Working towards creating a “Centre for excellence in entrepreneurship”

Threats – Losing out experienced faculty to government and university jobs

8. Plans of institution for next year

Integration of ICT (Information Communication Technology) teaching for the conduct of online examinations in MQC patterns. Establishing a strong intranet access for students and parents

Name : Dr.Uthira D

Name: Dr.Lalitha Balakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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ANNEXURES

7.3 Give two Best Practices of the institution

- **Title of the Best practice**
Course Portfolio
- **Objective of the practice**
 - To plan teaching in advance
 - Preparation ,collection and standardization of teaching resources
 - Sharing teaching aids
 - Preparation of evaluation tools
 - Indication of teaching and assessment plan at a glance
- **The context**
 - Need to systematise teaching activities
 - Need for an effective tool for time management
 - Improvement in teaching practices
 - Need for a guide for implementation of academic audit
- **The practice**
 - Preparation of a unit wise lesson plan
 - Breaking own the lesson plan into daily plans
 - Preparation of the lecture
 - Preparing the evaluation methodology for the unit
 - Gathering the teaching and learning resources
 - Compiling it into a course portfolio
- **Evidence of success**
 - Standardisation of teaching methodology
 - Reducing the preparation time of the teacher
 - It serves as a documentation resource
- **Problems encountered and resources required**
 - Reduced flexibility
 - Restricted delivery of content
 - Adhoc changes made in content delivery goes undocumented

Resources required

- Library resources and e-resources