

# 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:

9840393775

IQAC e-mail address:

mop\_naac@yahoo.com

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

1.4 Website address

www.mop-vaishnav .ac.in

Web-link of the AQAR

www. mop-vaishnav .ac.in/iqac.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Four Star Level		2002	5 years from 2001-2002
2	2 <sup>nd</sup> Cycle	A	3.51	2009	5 years from 29 <sup>th</sup> Jan 2009
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

01.12.2004

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

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)
- 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

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<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	<input type="text"/>	Students
	Alumni	Others
	<input type="text"/>	<input type="text"/>

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

### 2.14 Significant Activities and contributions made by IQAC

The Intranet facility in the college website was made stronger and used for creating a student data base and online mark sheet generation

### 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
Plan – Preparation of Beginning School modules	Action taken – In discussion with the trainers a structured module was prepared Remarks – Feedback from the students showed a positive sign in favour of the structured module

\* Attach the Academic Calendar of the year as Annexure.

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

2.

##### 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	-	-	-	-
<b>Total</b>	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\* 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.

Introduction of NME / Basic Tamil/ Advanced Tamil as per university regulation

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
102	67	23	6	6

2.2 No. of permanent faculty with Ph.D.

20

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
15	-	-	-	-	-	1	-	16	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

28

13

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	7	215
Presented	6	11	7
Resource Persons	-	-	6

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

58 Guest Lectures, ICT Based Learning – Online Hunt

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)

Several reforms have been carried out both in the internal assessment and end semester examinations.

The entire system of office of COE is migrated from Local Area Network to Intranet enabling students to

- view internal assessment marks
- print hall ticket
- view end semester results
- view mark statement
- view their time table
- apply for revaluation and
- view any other information regarding examinations

Internal Assessment carries 50% of marks. In addition to the written test internal components like

- Evaluation of Article Review
- Evaluation of Book Review
- Evaluation of Seminar Paper Presentation
- Evaluation of projects
- Practice School
- Online hunting tests for solutions to a given question paper were introduced for the evaluation of the knowledge relating to current trends in the subjects as part of the internal assessment.

Evaluation reforms introduced at the end semester examination.

Theory : Central evaluation is adopted for all the courses

UG courses : Single evaluation by External or Internal examiners is done for all UG courses.

PG courses : Evaluation done by two examiners one External and one internal or both Internal or both external based on the availability of examiners for a specific course or paper done for PG courses.

Practical : Practical examinations are conducted at the end of the semester by both internal and external examiners.

- The end semester environmental studies examination is conducted through online MCQ from 2010 – 2011 onwards.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	1	-	2
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2.10 Average percentage of attendance of students	87.9
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2.11 Course/Programme wise distribution of pass percentage :

2.11 Course/Programme wise distribution of pass percentage : (2007 - 2010)						
Title Of The Programme	Total Number Of Students Appeared	Division				Pass Percentage
		Distinction %	I %	II %	III %	
B.Com (AF)	133	75	55	2	1	99
B. Com (MM)	64	16	40	9	0	97
B. Com (CS)	69	18	38	9	4	90
BBA	68	18	50	0	0	100
B.Sc (ISM)	70	38	28	0	1	96
B.Sc (CS)	49	34	15	0	0	100
B.C.A	50	26	24	0	0	100
B.Sc (Maths)	67	24	37	7	0	96
B.Sc (Vis)	45	26	18	0	0	98
B.Sc (EM)	45	8	36	0	2	98
B.A (Journ)	39	5	26	18	0	87
B.Sc (NND)	38	23	15	0	0	100
B.A. (Socio)	64	13	17	34	17	83

2.11 Course/Programme wise distribution of pass percentage : (2008 - 2010)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
M.Sc (IT)	26	92	8	0	0	100
M.A. (Com)	28	67	33	0	0	97
M.A.(BC)	17	94	6	0	0	100
M.A.(MAM)	21	6	94	0	0	81
M.B.A.	60	8	92	0	0	100
M.Sc (FTM)	26	80	20	0	0	96

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

- Course appraisal and teacher appraisal
- Faculty members are encouraged to enrol for various IQAC faculty development programmes that will equip them with the latest technology.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	16
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	30
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 IQAC core committee regularly meets with the research core committee to discuss the progress of the doctoral candidates registered with the college.

#### 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	4	41	-
Non-Peer Review Journals	-	-	-
e-Journals	2	1	-
Conference proceedings	34	20	-

#### 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	-	ICSSR Department of science and technology Govt of India	-	3.5lakhs 14.6 lakhs
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	18.1 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	0	4	3	7	-
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
3	-	1	-	-	-	2

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

3

8

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

2

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	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="1"/>

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

- Blood donation camp , eye camp
- 33Dental camp, general health awareness camp

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities: 2010-2011

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 ( $\geq$ 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

8 Computers were installed the in college office
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#### Computerization of library

YEAR	Number Of Systems	Barcode Scanners	Printer	Photo copier	Library Software	Infrastructure Added
2010	6	2	1	1	AUTOLIB- VERSION 5.3	<ul style="list-style-type: none"> <li>EXCLUSIVE BARCODE SCANNER EQUIPMENT PURCHASED.</li> <li>I SYSTEM ADDED.</li> </ul>

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25302	6904370.21	269	82,781.57	25571	6987151.78
Reference Books	1123	1540451.98	36	58,294.05	1159	1598746.03
Journals	79	219116.48	13	19580	92	238696.48



e-Books e-Journals Digital Database	<p style="text-align: center;">LIBRARY IS A MEMBER OF INFLIBNET N-LIST E-RESOURCES SINCE 2010</p> <ul style="list-style-type: none"> <li>• E-Resources –Member of N.LIST E-Resources and E- journals which gives access to around 97,000+E books and 6000+ E journals</li> <li>• 6 E-Journals including International E-journal belonging to Food Science, Media and Sociology departments are subscribed</li> </ul>					
CD & Video	475	34386.81	49	18,163.00	524	52549.81
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		52		-	-			
Total	347	287	12	-	-	8	52	

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

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

i) ICT	11, 61,720
ii) Campus Infrastructure and facilities	3, 36, 025
iii) Equipments	2, 24, 786
iv) Others	26, 44, 113
<b>Total :</b>	<b>4366644</b>

## Criterion – V

### 5. Student Support and Progression

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

The IQAC conducted article review and book review workshops to motivate students to contribute towards the in-house student journal

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

All students were made to contribute to their respective departments' in house journal. The college publishes all the in house journals.

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

UG	PG	Ph. D.	Others
2726	361	4	-

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

22

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

26

	No	%
Men	-	-

Women

No	%
3087	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1908	94	1	954	-	2957	1978	85	3	1021	-	3087

Demand ratio 7:1

Dropout % 0.6%

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

The Department of Sociology conducts IAS coaching classes for students

No. of students beneficiaries

70

#### 5.5 No. of students qualified in these examinations

GRE

19

TANCET

62

CSIR/NET

6

ICWA/ACS

204

COMPETITIVE EXAMS

123

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

#### 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.

Workshop on career guidance was given to all third year students of the college.

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
25	280	249	-

#### 5.8 Details of gender sensitization programmes

The college conducted a one week workshop on “Sexual harassment at the home front” for all the third year students of the college.

#### 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	157	33,57,320
Financial support from government	28	1,63,635
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.

#### 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)
- 35 Special skill-training courses were offered.
- The Centre for Student Training and Development offered 17 courses, 758 students (II Year) have successfully completed the courses.
- 29 IDE's were offered through a process of Online Registration – The Software was developed In-house.

### 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
- In order to provide students an opportunity to benefit from the experience and expertise of the best in the business, 58 guest lectures were conducted.
- ICT Based Learning-Online Hunt – Exam and Workshop for students
- Practice School 40-60 hours of hands on incubator training
- Student Workshops – 34 student workshops were held

### 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

- **PROJECT – PLANET EARTH**  
The project Planet Earth for Women and Children through the Community Radio
- **NEW PRODUCT DEVELOPMENT** – School of Food Science has developed several new product formulations
- **Projects** – To complement the academic pursuits of the students they are encouraged to take up various real time projects by which they gain valuable practical experience.
- 54 papers were presented by faculty members at international and national level.
- Faculty members participated in international, national, state & regional seminars
- 59 articles were published in various refereed journals by the faculty members.
- 4 workbooks in Tamil, 2 workbooks in Hindi and 2 workbooks in Sanskrit were authored by the staff of the Department of Languages.
- 2 Workshops were conducted for the staff –
  - Application of Statistical Tools in Research
  - Activity based Learning

**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.

### 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
- Sponsorship for participation in National / International Seminars / Conferences.
- Recognition through awards for outstanding performances.
- Faculty Development programmes – workshops, seminars, conferences.
- Training and Induction programmes for non-teaching staff.
- Training in computer skills, audio visual aids, etc.
- Orientation programme for new recruits.



### 6.3.8 Industry Interaction / Collaboration

- Participation of industry in curriculum development
  - Guest lectures
  - Colloquia
  - Seminars
  - Workshops
- Seminars – 5 National, 5 State and 5 Regional Seminar were held
- Management Development Program by the MBA department
- Interfacing through corporate consultancy
  - Factory and field visits
  - Intensive Internships
- Factory/Field Visit – A total of 11 factory and field visits were undertaken
- Corporate Quiz – Bustle 2010 was organized by MBA department. 59 Corporates participated.

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

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
  - Conducts Awareness Programmes on the use of eco – friendly products.

## 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.

The Intranet facility in the college website was made stronger and used for creating a student data base and online mark sheet generation

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

Plan – Preparation of Beginning School modules  
Action taken – In discussion with the trainers a structured module was prepared  
Remarks – Feedback from the students showed a positive sign in favour of the structured module

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. Open circle (Refer annexure)

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

7.4 Contribution to environmental awareness / protection

- \* **Water harvesting**
  - RWH pits have been dug at definite intervals to drain rain water into the soil
  - One 12 feet RWH well has been created at the OAT and one 10 feet RWH well has been created at the main entrance gate
  - Iron grid channels around open spaces have been installed to drain the rain water into the RWH wells
  - Submersible motor has been installed to pump the stagnant rain water into the RWH wells
- \* **Use of renewable energy**
  - Solar power plant with 20 KW capacity has been installed to cater to approximately 10% of the electricity requirement

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 – Committed faculty who follow strong work ethics
Weakness – Little or funding from external agencies
Opportunities – Creating a platform for international recognition through publications and presentations by faculty
Threats – Increased rate of attrition and younger faculty members shifting to the industry

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

Development and modernisation of the campus to provide a student friendly environment which would be conducive for better work atmosphere
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**Name : Dr.Uthira D**

**Name: Dr.Lalitha Balakrishnan**

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Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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## ANNEXURES

### 7.3 Give two Best Practices of the institution

- **Title of the practice**  
Open Circle
- **Objective of the practice**
  - Sharing of best academic and administrative practices
  - Standardization of practices across all departments of the college
  - Creating healthy competition between departments
- **The context**
  - It was observed that healthy academic and administrative practices existed in isolation
  - The departments had a tendency to function as islands
  - Interdisciplinary synergy was not being achieved
- **The practice**
  - Once every fortnight interdepartmental meets are held
  - Each department present one best practice. This is subject to interaction, validation and suitability of adaptation for a department
- **Evidence of success**
  - Healthy competition is created amongst departments to innovate new practice and out do their peers.
  - Several new practices have been adopted across departments such as course portfolio, independent study component, documentation and filing, systematic management of department specific information.
- **Problems encountered**
  - Time constraint for the conduct of the open circle due to academic rigour
  - Hesitation in adopting new practices and implementation of change management