

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. 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

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	A	3.51	2009	5 years from 29 th Jan 2009
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

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="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)

(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

Introduction of smart class rooms with state - of the art infrastructure with a fully wi-fi enabled campus

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 – Introduction of finishing school module	Action taken – An industry specific and relationship building module was developed

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

I. 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	13	1	14	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	20	1	21	1

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
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.

21 Special skill training programmes were introduced

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

B.com (Hons) with sanctioned strength of 40 students

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	109	73	23	6	7

2.2 No. of permanent faculty with Ph.D.	22
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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	-	-	-	-	-	-	-	17	-

2.4 No. of Guest and Visiting faculty and Temporary faculty	31	14	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	9	10
Presented	1	3	-
Resource Persons	-	-	18

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

- 1529 Audio Visual Aids
- 85 CDs and 100 DVDS
- ICT based learning – online hunt
- Exhibitions

2.7 Total No. of actual teaching days during this academic year	187
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- MCQ was introduced as a part of the end semester theory examination in the year 2011-2012.

Introduction of the above practices has strengthened the security of the examination system.

Examination Schedule

The College adheres to the declared examination schedules most of the time except in case of Government declaring holiday and/or due to natural calamities like earthquake, excessive rain, flood etc.

The revised schedule is notified and communicated to all the students and staff via college website and group Short Message Service.

It is also displayed prominently on the student notice board.

The results are published within one month from the date of the last examination, to the students through college website.

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

1	-	9
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2.10 Average percentage of attendance of students

91

2.11 Course/Programme wise distribution of pass percentage : (2008 - 2011)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
B.Com (AF)	146	52	47	1	0	100
B. Com (MM)	72	30	65	1	0	99
B. Com (CS)	74	31	59	5	0	96
BBA	75	28	72	0	0	100
B.Sc (ISM)	71	29	66	4	0	99
B.Sc (CS)	53	55	43	0	0	100

B.C.A	50	48	52	0	0	100
B.Sc (Maths)	58	38	44	10	0	86
B.Sc (Vis)	44	24	76	0	0	95
B.Sc (EM)	43	44	56	0	0	91
B.A (Journ)	45	14	74	9	0	95
B.Sc (FSM)	44	43	55	2	0	95
B.A. (Socio)	45	26	36	27	4	93

2.11 Course/Programme wise distribution of pass percentage : (2009 - 2011)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
M.Sc (IT)	24	75	21	0	0	100
M.A. (Com)	26	27	73	0	0	100
M.A.(BC)	18	39	61	0	0	100
M.A.(MAM)	23	22	78	0	0	100
M.B.A.	58	21	79	0	0	98
M.Sc (FTM)	13	62	38	0	0	100

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

Feedback in the form of 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	4
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	17
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	19
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	44	-	7	-
Technical Staff	7	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Assist in conducting seminars for example THE INTERNATIONAL SOCIAL MEDIA SUMMIT(SMS)

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	18	-
Non-Peer Review Journals	-	-	-
e-Journals	2	2	-
Conference proceedings	10	70	-

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 <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	4	2	0	0	-
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	-	-	-	-	2

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: 2011-2012

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	120964 Sq ft	-	Student fees	120964 Sq f
Class rooms	36	6		42
Laboratories	19	5		24
Seminar Halls	3	-		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

8 computer were installed in the college office

Computerization of library

YEAR	Number Of Systems	Barcode Scanners	Printer	Photo copier	Library Software	Infrastructure Added
2011	7	3	1	1	AUTOLIB-VERSION 5.3	<ul style="list-style-type: none">• 3 BUREAUS AND 3 GREEN CUPBOARDS ADDED• FIRST FLOOR FULLY AIRCONDITIONED READING HALL• AIR CONDITIONED WORKING CABIN• COMPACT LIGHTING SYSTEM• CCTV CAMERAS INSTALLED• DIGITAL RESOURCE CENTRE WITH 20 SYSTEMS

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25571	6987151.78	1028	3,80,477.03	26599	7367628.81
Reference Books	1159	1598746.03	25	45,516.36	1184	1644262.39
Journals	87	243590	8	13850	95	257440.00
e-Books e-Journals Digital Database	<p>LIBRARY IS A MEMBER OF INFLIBNET N-LIST E-RESOURCES SINCE 2010</p> <ul style="list-style-type: none"> E-Resources –Member of N.LIST E-Resources and E- journals which gives access to around 97,000+E books and 6000+ E journals 6 E-Journals including International E-journal belonging to Food Science, Media and Sociology departments are subscribed 					
CD & Video	524	52549.81	41	6,532.00	565	59081.81
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	347	287	0	-	-	8	40	
Added			15	-	-		6	
Total	356	287	15	-	-	8	46	

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

356 computers with internet access of 8 mbps Airtel Wifi connection + 756 kbps broadband connection 1 number
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4.6 Amount spent on maintenance in lakhs :

i) ICT	29, 39, 954
ii) Campus Infrastructure and facilities	4, 69, 08,445
iii) Equipments	31, 02, 275
iv) Others	40, 14, 396
Total :	56965070

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC arranges for colloquia's where heads of institutions of higher learning like the ACCA, CFA talk to the students on various avenues available for higher education

5.2 Efforts made by the institution for tracking the progression

Pyscho-metric tests are conducted to make students understand their potential to take up the different avenues of higher learning.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2872	368	7	-

(b) No. of students outside the state

21

(c) No. of international students

12

Men	No	%	Women	No	%
	-	-		3240	100

No	%
3240	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1978	85	3	1021	-	3087	2068	82	6	1084	-	3240

Demand ratio 6:1

Dropout % 0.42%

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

The Department of Sociology conducts IAS coaching.

The Department of Commerce (Honours) provides intensive coaching for CWA

No. of students beneficiaries

110

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

GRE TANCIT 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.

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
22	203	190	-

5.8 Details of gender sensitization programmes

The college conducted a one week workshop on “Sexual harassment public places” 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	150	3985265
Financial support from government	26	128285
Financial support from other sources	-	-
Number of students who received International/ National recognitions	4	-

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

Vision: To evolve into a university of international repute.

Mission: 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
- Special skill training programmes – 21
- 26 IDE's were offered through a process of Online Registration

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
- Audio Visual aids – 1529
- CDs & DVDs – 100
- Several Webinars
- Online quiz & examinations
- ICT based learning – Online hunt exam
- Practice school – 40-60 hours to apply theoretical knowledge into practice
- Smart classrooms with LCD and Wi-Fi enabled campus enables efficient use of Information and Communication Technology in teaching-learning process.

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 School of Food Science has undertaken extensive research on new product development with thrust on Innovative New Product Development
- 70 Research papers and Posters at National conferences – Pondicherry and Pune
- 13 student journals were published by the departments
- Syndicate – A compilation of research based articles by faculty was published
- 4 faculty members completed their doctoral degree
- 95 papers presented by faculty members
- 6 staff workshops were organized
- 11 publications were made in various Refereed Journals
- 16 Faculty members were invited as resource persons

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.

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 institutions 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 stakeholders.
- 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
- Flexible Working hours on need basis
- Awards for acquiring additional Qualifications
- 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.

6.3.8 Industry Interaction / Collaboration

- Participation of industry in curriculum development
- Guest Lectures – 20
- Colloquia – 8
- Workshops – 15
- Interfacing through corporate consultancy
 - Factory and field visits
 - Intensive Internships
- Field visits – 20
- Seminars
 - International Seminars – 4
 - National Seminars – 2
- Exhibitions
 - Idea Box
 - P Cube
- The School of Media organised a 5 day film appreciation course with eminent film personalities as resource persons.
- The Department of Business Administration organised a two day Faculty Development Program on the theme – Management Pedagogy for the New age Learner. 60 Management and Commerce teachers participated in it.
- Bustle 2011 – An Annual Corporate Quiz conducted by the Post Graduate Department of Business Administration received overwhelming support with 50 Corporate teams contested. The department also organised a Management Fair which was attended by 13 Colleges and 350 participants.

6.3.9 Admission of Students

Online Registration and submission of applications was introduced which enabled students from other cities, states and countries to go through the admission procedure easily.

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.
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	<ul style="list-style-type: none"> • 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	<p>Group medical insurance Scholarships</p>

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	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.
- To promote health awareness amongst the residents of Chennai city, the Alumni participated in a series of weekend beach walk campaigns. The programme was titled 'Walk to Health' and was initiated by the School of Food Science.

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
- Training in the use of Information and Communication Technologies.

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.
 - Conducts several campaigns to promote campus cleanliness.

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.

Introduction of smart class rooms with state - of the art infrastructure with a fully wi-fi enabled campus

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

Plan – Introduction of finishing school module

Action taken – An industry specific and relationship building module was developed

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:

Independent study component was introduced in every unit to ensure that the thirst for knowledge seeking improves in the students.

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

7.4 Contribution to environmental awareness / protection

* Check dam construction

The entrances to areas vulnerable to flooding on the ground floor and vulnerable to rain water stagnation on the highest floors of the campus have been raised a few inches from the ground.

* Hazardous waste management

Hazardous waste generated at laboratories is treated as follows.

- Micro biological wastes are autoclaved and discarded
- Neutralization of chemical wastes
- Procedures that generate chemical fumes are conducted within a controlled fume hood.
- Segregation of waste and effective waste management to enable recycling and effective disposal.

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 – National recognition for many courses Eg. Media related courses

Weakness – Inability to offer pure science courses due to constraint of space

Opportunities – Enhanced industry – academia partnership for internships and placements

Threats – The College is primarily seen as an institution for the higher income strata of the society

8. Plans of institution for next year

The academic year 2012 – 2013 is the “Bi-decennial year” of the college and the college has planned to become more socially responsible.

Name : Dr.Uthira D

Name: Dr.Lalitha Balakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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