

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	<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"/>		

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	<input type="text"/>
Alumni	<input type="text"/>	Others	<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

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 – Conduct of VISH (Vishnav Initiative for Social help)	Action taken - Social help for the needy was taken to a higher level to generate more funds for the purpose

* 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

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	14	-	14	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	21	-	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.

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

Centre of excellence for skill and entrepreneurship

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	115	79	23	5	8

2.2 No. of permanent faculty with Ph.D.	21
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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
	27	-	-	-	-	-	1	-	28	-

2.4 No. of Guest and Visiting faculty and Temporary faculty	38	15	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	10	25
Presented papers	8	6	3
Resource Persons			7

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	201
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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)

- Bar coding of answer scripts for masking was introduced from the year 2012-2013 onwards

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

1	1	5
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2.10 Average percentage of attendance of students

84.4

2.11 Course/Programme wise distribution of pass percentage :

2.11 Course/Programme wise distribution of pass percentage : (2009 - 2012)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
B. Com (AF)	198	62	37	0.5	0	99
B. Com (MM)	66	30	67	0	0	95
B. Com (CS)	68	19	66	12	0	99
BBA	72	37	63	0	0	94
B.Sc (ISM)	69	29	65	9	0	99
B.Sc (CS)	50	64	35	0	0	98
B.C.A	50	76	20	2	0	100
B.Sc (Maths)	73	47	43	7	0	99
B.Sc (Vis)	44	44	49	0	0	98
B.Sc (EM)	48	31	69	0	0	94
B.A (Journ)	51	9	83	6	0	92
B.Sc (FSM)	48	33	62	4	0	94
B.A. (Socio)	63	20	45	13	8	81

2.11 Course/Programme wise distribution of pass percentage : (2010 - 2012)

TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				PASS PERCENTAGE
		DISTINCTION %	I %	II %	III %	
M.Sc (IT)	23	83	13	4	0	100
M.A. (Com)	16	25	69	6	0	100
M.A.(BC)	18	33	67	0	0	100
M.A.(MAM)	15	27	53	20	0	100
M.B.A.	58	14	84	0	0	98
M.Sc (FTM)	29	52	48	0	0	100

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

Feedback on 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	8
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	11
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	27
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	-	5	-
Technical Staff	7	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC cell organised the NAAC sponsored seminar – “Quality Initiative in making education learner centric”

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	1	7	5
Non-Peer Review Journals	-	-	-
e-Journals	3	1	-
Conference proceedings	-	121	-

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	2	1	2	2	1
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 - NIL

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

8

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 300 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level 67 State level 1

National level - International level 2

3.23 No. of Awards won in NSS:

University level 5 State level 1

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 1

National level - International level -

3.25 No. of Extension activities organized

University forum - College forum -

NCC - NSS 2 Any other 1

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

- Blood donation camp and eye camp
- Dental camp general health awareness program

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: 2012-2013

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	120964 Sq ft	7000	Student fees	127964
Class rooms	42	-		42
Laboratories	24	-		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

10 computers were installed in the college office

Computerization of library

YEAR	Number Of Systems	Barcode Scanners	Printer	Photo copier	Library Software	Infrastructure Added
2012	7	3	1	2	AUTOLIB-VERSION 5.3	LCD T.V INSTALLED OUTSIDE THE LIBRARY FOR UPDATION OF EVENTS,NEWS

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26599	7367628. 81	405	1,36,815. 93	27004	7504444.7 4
Reference Books	1184	1644262. 39	12	19,062.2 2	1196	1663324.6 1
Journals	82	229457.7 2	4	5350	86	234807.72

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"> • 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	565	59081.81	10	-	575	59081.81
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	356	287	15	-	-	8	46	
Added				-	-	2		
Total	358	287	15	-	-	10	46	

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

358 computers with internet access of 8 mbps Airtel Wifi connection + 756 kbps broadband connection 1 number

4.6 Amount spent on maintenance in lakhs :

i) ICT	6, 08, 175
ii) Campus Infrastructure and facilities	71, 74, 478
iii) Equipments	1, 51,998
iv) Others	36, 35, 547

Total : 11570198

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college introduced the concept of “peer teaching” – advanced learners were identified in every department and peer teaching was encouraged within the classroom.

5.2 Efforts made by the institution for tracking the progression

Peer teaching evaluation is done for the slow learners to update the concerned faculty members of the progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2902	377	8	-

(b) No. of students outside the state

25

(c) No. of international students

18

Men	No	%	Women	No	%
	-	-		3279	100

No	%
3279	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2068	82	6	1084	-	3240	2056	83	10	140	-	3279

Demand ratio 8:1

Dropout % 1.14%

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

The college also offered coaching for Bank exams

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

NET	<input type="text" value="111"/>	SET/SLET	<input type="text" value="13"/>	GATE	<input type="text" value="6"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text"/>
GRE	<input type="text" value="19"/>	TANCIT	<input type="text" value="66"/>	CSIR/NET	<input type="text" value="6"/>		
ICWA/ACS	<input type="text" value="216"/>	COMPETITIVE EXAMS	<input type="text" value="131"/>				

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
31		231	-

5.8 Details of gender sensitization programmes

Marriage and relationships

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	140	40,42,685
Financial support from government	28	1,64,410
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

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
 - a) General skill training programmes
Soft skill training is offered as a compulsory programme for all students.
 - b) Summer Vocational Course
 - c) 21 technical skill programmes
 - d) 18 skill courses – Centre of Excellence for Skill and Entrepreneurship
 - e) During this year 160 Mini Projects were under taken

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
- **ICT based Teaching**
 - Integration of information and communication technology into the learning process
 - Audio visual aids – 1756
 - Educational CD's and DVD's – 132
 - Several Webinars
 - Web based tutorials
 - Online quiz & examinations
 - Online hunt exam
- 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 College has a research department in commerce that has produced 6 Ph.D's. 8 students are currently pursuing doctoral program.
- Journals and Publications
 - 1 Staff Journal
 - Syndicate – The Journal Of Business (A compilation of research based articles by the staff is presented as a journal)
 - 3 Monographs
 - Trailblazers – Success stories of student and alumni entrepreneurs
 - Smart Women Save – Me & You
 - Socio Economic Interface (A compilation of research based articles by students on Socio economic problems)
 - 1 Conference Proceedings
 - International Conference on Communication, Computing and Information Technology – Department of Computer Science
- The Food Science department has undertaken extensive research on new product development.
- 16 student journals

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
- 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 – 34
- Class room Seminars – 42
- Interfacing through corporate consultancy
 - Factory and field visits
 - Intensive Internships
- Field Visits – 21
- Workshops - 24

6.3.9 Admission of Students

B.com (Hons) admissions were based on an average of marks obtained in board exams and an entrance examination on an MCQ pattern.

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

	<ul style="list-style-type: none"> Scholarships for children studying in schools and other colleges
Students	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.
- To encourage the culinary instincts of the Alumni, a cookery contest was held with the as part of the Food Fest activity organised by the School of Food Science.
- Alumni were active participants in the Me and You campaign conducted by the School of Media.
- Members of the MOP alumni registered as delegates at the International Conference on Communication, Computing & Information Technology conducted by School of Information Technology.
- Alumni entrepreneurs have always been unique representatives of the college, The Centre for Skill and Entrepreneurship Training celebrated Women Entrepreneurship by showcasing start-up business by M.O.P alumni and student entrepreneurs. “Trail Blazers” – Coffee Table Book on successful M.O.P alumni and student entrepreneurs was released

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.
 - Initiated ban on plastics in campus, made handmade paper bags and distributed to students.

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 soft skill modules were spaced out cater to the specific students' profile

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

Plan – Conduct of VISH (Vishnav Initiative for Social help)

Action taken - Social help for the needy was taken to a higher level to generate more funds for the purpose

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. The college introduced the concept of “peer teaching” – advanced learners were identified in every department and peer teaching was encouraged within the classroom.
2. Beyond the syllabi scholarly activities – faculty members were encouraged to publish articles with students as co-authors.

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

7.4 Contribution to environmental awareness / protection

* Efforts for Carbon neutrality
Carbon emission checks are done for major equipment like generator and high capacity air-condition. Students and staff are also encouraged to procure Emission check certificate for their vehicles. Hence as carbon emissions are kept under control separate efforts for carbon neutrality are not warranted at this stage.

7.5 Whether environmental audit was conducted?

Yes

No

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

The entire year was dedicated to “Entrepreneurship”. The “Centre of excellence for skill and entrepreneurship” took business on campus into its agenda and started started 4 Business Ventures, Impressionz MOP – A stationery Store, MOP Beyond Breads – A Food Cafeteria, MOP Flowers and Fragrance – A florist Store and MOP Health & Beauty – A salon and Health studio.

8. Plans of institution for next year

The college plans to provide breakfast for to the underprivileged school children under the AAHAR.

Name : Dr.Uthira D

Name: Dr.Lalitha Balakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

