M.O.P.Vaishnav College For Women
(Autonomous)

(Affiliated to the University of Madras & Re-accredited at 'A' Grade with CGPA 3.56/4 by NAAC)

Chennai – 600034

The Annual Quality Assurance Report (AQAR)
of the IQAC
for the academic year 2016 – 2017

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for the academic year 2016 – 2017

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

> Tamil Nadu

Pin Code

> 600034

Institution e-mail address

> mopvaishnav@mopvc.edu.in

Contact Nos.

> 044 – 2833 0262 / 044 – 2833 0507

Name of the Head of the Institution:

> Dr. Lalitha Balakrishnan

Tel. No. with STD Code:

> 044 – 2833 0262 / 044 – 2833 0507

Mobile:

> 99405 57437

Name of the IQAC Co-ordinator: Dr. Uthira D

Mobile: 9840393775

IQAC e-mail address: iqac@mopvc.edu.in

1.3 NAAC Track ID   TNCOGN10164

NAAC Executive Committee No. & Date: EC/47/RAR/19

1.4 Website address: www.mopvc.edu.in

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Four Star Level		2002	5 years from 2001-2002
2	2nd Cycle	A	3.51	2009	5 years from 29th Jan 2009
3	3rd Cycle	A	3.56	2016	5 years from Feb 2016
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   01.12.2004

1.7 AQAR for the year   2016 – 2017

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

- AQAR 2015 – 2016 submitted to NAAC on 29.6.2016

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 — 6

2.2 No. of Administrative/Technical staff — 2

2.3 No. of students — 15

2.4 No. of Management representatives — 1

2.5 No. of Alumni — 2

2.6 No. of any other stakeholder and

community representatives — 1

2.7 No. of Employers/ Industrialists — 2

2.8 No. of other External Experts — 2

2.9 Total No. of members — 31

2.10 No. of IQAC meetings held — 10

2.11 No. of meetings with various stakeholders: No.   Faculty - 15

Non-Teaching Staff Students — 4   Alumni — 4   Others — 2

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 7 | International | | National | 1 | State | | Institution Level | 6

(ii) Themes

> **SEMINAR**
> - Quality initiative in Teaching, Learning & Evaluation
>
> **WORKSHOPS**
> - *Workshop for Mothers (Mom's Club)*
>   - Dealing with teenage daughters
> - *Workshops for teaching staff*
>   - General induction program for newly recruited faculty members
>   - Innovative Teaching methodology
>   - Leadership skills
> - *Workshops for non-teaching staff*
>   - Building interpersonal skills
>   - Social etiquette

2.14 Significant Activities and contributions made by IQAC

> - The IQAC conducted a two day **NAAC sponsored National seminar – 'Quality initiative in Teaching, Learning & Evaluation'**
> - **Open circle** meetings to share best practices are held regularly
> - **Pending list** is prepared on a weekly basis to facilitate efficient and timely completion of work.

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
1. Activities planed for the silver jubilee celebrations of the college under the theme – "Redefining Women Education"	"Pen Kalvi – Run to educate" – A Miniathon was organised with mission of contributing towards women education
2. 37 new student clubs to be inaugurated (Co-curricular & Extra-curricular)	38 Student Clubs under the banner of "Manoranjan" was offered for students across the departments

3. Introduction of a "Mentor card" for students to track their personal and academic achievements	Mentoring sessions were scheduled twice every semester
4. Introduction of certificate courses	16 Inter Disciplinary Certificate Courses offered for II year students

2.15 Whether the AQAR was placed in statutory body – Yes

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	1	-
PG	7	-	7	-
UG	15	-	15	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	23	-	23	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	22
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.

> In the year 2016 the college introduced 1 new Under graduate course B.Sc (Psychology)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
111	75	29	-	7

2.2 No. of permanent faculty with Ph.D. | 37 |

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
23	-	-	-	-	-	-	-	23	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | 28 | | 15 | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	24	2
Presented papers	15	11	-
Resource Persons	-	14	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Audio Visual Aids prepared for all subjects
- Conduct of ICT based learning and evaluation
- Department specific Practice School
- 108 Guest Lectures were organised
- 70 Student Workshops
- 56 class room seminars conducted by students
- 32 field visits were organised

2.7 Total No. of actual teaching days during this academic year | 180 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- Online Multiple Choice examination was conducted for the students of B.Com (Honours) to enable them to prepare for the CPT exams
- Online Multiple Choice examination was conducted for Environmental Studies for all the first year students. The marks were also generated online.

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

| 25 |

2.10 Average percentage of attendance of students ☐ 85%

2.11 Course/Programme wise distribution of pass percentage:

2.11 Course/Programme wise distribution of pass percentage : (2014 – 2017)						
Title of the programme	Total number of students appeared	Division				
		Distinction %	I %	II %	III %	Pass Percentage
B. Com (AF)	198	43	50	4		99
B. Com (MM)	70	30	61	4		97
B. Com (CS)	69	30	43	25	1	100
BBA	69	25	73	1		100
B.Com (ISM)	67	39	55	6		100
B.Sc (CS)	50	48	46	4		98
B.C.A	49	59	39			98
B.Sc (Maths)	71	52	41	1		94
B.Sc (Vis)	48	42	54			96
B.Sc (EM)	48	31	69			100
B.A (Journ)	68	10	69	7		87
B.Sc (FSM)	46	22	70	4		96
B.A. (Socio)	62	5	31	34	15	84
B.Com (Hons)	39	56	44			100

2.11 Course/Programme wise distribution of pass percentage : (2015 – 2017)						
TITLE OF THE PROGRAMME	TOTAL NUMBER OF STUDENTS APPEARED	DIVISION				
		DISTINCTION %	I %	II %	III %	PASS PERCENTAGE
M.Sc (IT)	26	54	42			96
M.A. (Com)	25	24	76			100
M.A.(MAM)	17	24	47	29		100
M.B.A	41	10	81	7		98
M.Sc (FTM)	25	32	68			100
M.COM	38	13	74	8		95
M.A (HRM)	37	8	87	5		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
- Peer evaluation for faculty
- Quality circles to share department best practices
- Periodic Academic Audit (including audit by external experts)

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	17

Orientation programmes	20
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	
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	42	-	2	-
Technical Staff	9	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The college has a research committee to monitor and address the issues of research.
The role of the research committee includes:
- Identify potential areas of research
- Prepares background information on feasible projects
- Completes and submits project reports for appraisal and funding

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	1,00,000/-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	24	3	
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings		9	

3.5 Details on Impact factor of publications:

Range [　　]   Average [-]   h-index [-]   Nos. in SCOPUS [　　]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	--	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. [14]   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	8			2
Sponsoring agencies	College Management	College Management			College Management

3.12 No. of faculty served as experts, chairpersons or resource persons [12]

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 [One lakh]

Total [One lakh]

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
-	-	2	-	-	-	

3.18 No. of faculty from the Institution
   who are Ph. D. Guides

   1

   and students registered under them

   9

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 -   State level 5

   National level 10   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 1

   National level -   International level -

3.25 No. of Extension activities organized

   University forum -   College forum 3

   NCC -   NSS   Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
   - Project AAHAAR scheme was re-launched for 2 schools
   - Blood camp
   - Eye camp for MOP school children
   - Health check up for students/staff and distribution of health cards
   - Counseling for MOP school students

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	127964 sq ft	-	Students fees	127964 sq ft
Class rooms	48	-		48
Laboratories	23	-		23
Seminar Halls	6	-		6

4.2 Computerization of administration and library

All operations in the administration & library are computerized.

Computerization of library services:
- Document delivery service
- Current awareness service
- SDI (Selective Dissemination of Information)
- Reference Service

4.3 Library services:

Particulars	Existing	Existing	Newly	Added	Total	Total
	No	Value	No	Value	No	Value
Text Books	28310	70,11,420.55	506	2,21,537.25	28816	72,32,957.80
Reference Books	902	13,13,317.98	26	76,323.81	928	13,89,641.79
Journals	92	4,34,405.50	2	7,617.00	94	4,42,022.50
e- Books e- Journals Digital Database	INFLIBNET EBSCO	5,000.00 2,46,782.00		750.00 20,439.00		5,750.00 2,67,221.00
CD & Video	642	61,921.00	12	-	654	61,921.00
Others (Specify)	----------					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	368	298	All computers	30		10	25	
Added	13	8		-		-	5	
Total	381	306		30		10	30	

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

Computers have internet access of 8 mbps Airtel Wifi connection, 4 mbps airtel wifi connection + 756 kbps broadband connection 1 number with 3G Airtel datacard

4.6 Amount spent on maintenance in lakhs :

i) ICT

50,06,132

ii) Campus Infrastructure and facilities

1,11,73,39

iii) Equipments

7,12,084

iv) Others

33,40,484

Total :

2,02,32,092

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has installed a notice board to display posters and circulars about inter and external support services available for students.

5.2 Efforts made by the institution for tracking the progression

> A structured follow up is done on student progression by the conduct of bi-annual alumni meets. Alumni are made to fill in data sheets and feedback forms that serve as a record to track the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2991	462	9	-

(b) No. of students outside the state

34

(c) No. of international students

8

Men

No	%
-	-

Women

No	%
3462	100 %

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
734	42		465	-	1241	721	56	2	530	-	1309

Demand ratio – 12:1   Dropout %   - 0.34%

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

> The Department of Sociology conducts coaching for IAS aspirants
>
> The Department of Commerce (Honours) provides intensive coaching for CWA

No. of students beneficiaries   123

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET 3   GATE [ ]   CAT 5

IAS/IPS etc -   State PSC -   UPSC -   Others [ ]

1

GRE TANCET   CSIR/NET   ☐   ☐

ICWA/ACS | 12 | 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.

- Mentoring sessions twice a semester takes place

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

No. of students benefitted | 874 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
49	272	251	-

5.8 Details of gender sensitization programmes

Gender discrimination at the workplace

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level/ National level | 61 | International level | 9 |

No. of students participated in cultural events

State/ University level | 276 | 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 | 75 | International level | 1 |

Cultural: State/ University level | 194 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	149	48,68,120/-
Financial support from government	34	1,33,060/-
Financial support from other sources	68	4,89,300/-
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   [6]   National level   [-]   International level   [-]

5.12   No. of social initiatives undertaken by the students   [25]

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 have 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
  - **b)** Soft skill training is offered as a compulsory programme for all students.
  - **c)** Encouragement to pursue MOOC
  - **d)** Mini Projects were under taken in all departments

6.3.2 Teaching and Learning

- Well organised learner – centric teaching practices.
- 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

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.

6.3.4 Research and Development

- ➢ The College has a research department in commerce that has produced 9 Ph.D's.
- ➢ 9 students are currently pursuing doctoral program.
- ➢ Journals and Publications
  - – 1 Staff Journal
    - o The college publishes its annual research journal **"SYNDICATE"** – **JOURNAL OF BUSINESS (ISSN – 2278- 8247).**
- ➢ 22 student journals were published this year by the departments

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.

The **Computer Labs** facilitate 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
- Certificate courses
- Special professional skill courses

Air-conditioned Studio & Shooting floor - Optimally utilized by the students in producing documentary films and developing of photographs taken for all College functions.

6. 3.6 Human Resource Management

- Under the IQAC, Development programs for Faculty members are systematically planned and conducted.
- Faculty members attend orientation 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 affairs
  - Heads of 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

- Attractive 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
- Class room Seminars
- Interfacing through corporate consultancy
  - ➢ Factory and field visits
  - ➢ Intensive Internships
- Field Visits
- Workshops

6.3.9 Admission of Students

- Admissions for the B.Sc (Electronic Media) & B.Sc (Visual Communication) courses happen in three stages:
  i. Written examination
  ii. Audio / visual assessment
  iii. Personal interview
  Students are admitted based on an average of marks obtained in board exams and the entrance examinations.

6.4 Welfare schemes for

Staff	Welfare schemes
Teaching	Provident Fund, Group Medical insurance, Individual Accident Policy& Group Gratuity scheme
Non teaching	Provident Fund, ESI, Group Medical insurance, Individual Accident Policy& Group Gratuity scheme
Students	Student Safety Insurance

6.5 Total corpus fund generated   Rs.14 crores

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	Yes	Faculty from another institution	Yes	Academic audit council comprising Principal/Vice Principal, Head of the department conducts audit once every month.
Administrative	Financial audit is done	Statutory auditors M. Raghunath & Co	Yes	Administrative audit by Secretary, Principal, Administrative Head. Financial audit by auditors – Rajesh Samdaria & Associates (Chartered accountant)

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?

- 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 examinations.
- Results are published through intranet within 1 month from examination.
- Provisions for photocopy of answer paper and revaluation.

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

Not applicable being an autonomous college

6.11 Activities and support from the Alumni Association

- Alumni meet is organised periodically.
- 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 securing placements in reputed organisations.

6.12 Activities and support from the Parent – Teacher Association

- MOM's Club (Mothers of MOP) – A forum for mothers to interact with the institution on the well being of their daughter
- Suggestions are received in informal meetings between parents and faculty members.

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 / Ministry
>   * Keeps the campus clean and green.
>   * Follow up on cleanliness drive by the Student Ministry on a continuous basis.
>   * Conducts Awareness Programmes on the use of eco – friendly products.
>   * Conducts several campaigns to promote campus cleanliness.
>   * Ban on plastics in campus,

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

This year being the silver jubilee year, the college launched the "**Centre of Excellence**". The centre for excellence is the fulcrum of skill development and citizenship promotion to ensure that the college gives fullest meaning to its mission goals of promoting academic excellence, self reliance, economic empowerment and social consciousness amongst its young women students.

The Centre of excellence offered 16 Inter Disciplinary Certificate Programs (IDCP) for all II year students under its wing.

The IDCP's aimed at developing soft skills, technical and domain specific hard skills, inter disciplinary skills and entrepreneurial skills. The programs include:
1. Customer Relationship Management
2. Online Trading
3. Visualising & Copywriting for Advertising
4. Accounting Software
5. Script Writing
6. Quantitative Aptitude
7. Women & Society in India
8. Women & Management
9. Business Data Analysis
10. Theater English
11. Social Etiquette
12. Spoken Hindi
13. Quilling & Jewellery Making
14. Handmade paper products
15. Blouse making
16. Chinese cuisine & baking

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

Action taken –
1. "Pen Kalvi – Run to educate" – A Miniathon was organised with mission of contributing towards women education.
2. 38 Student Clubs under the banner of "Manoranjan" was offered for students across the departments.
3. 16 Inter Disciplinary Certificate Courses offered for II year students

7.3 Give Best Practices of the institution

- **Mentoring** – 35 students are placed under a mentor who provides academic, career and emotional support. Two mentoring sessions are scheduled every semester and the mentoring is documented using mentoring cards.
- **Manuals -** prepared for the conduct of all activities
- **Open circle -** meetings to share best practices
- **Pending list -** prepared on a weekly basis to facilitate efficient and timely completion of work.

7.4 Contribution to environmental awareness / protection

> The college has undertaken innumerable steps towards energy conservation, such as:
> - Streamlining of the environmental audit of the college
> - Sensitization campaigns are conducted for the students to educate them on energy conservation within the campus.

7.5 Whether environmental audit was conducted?   Yes ☐ ✓   No ☐

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

> NIL

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

> 1. "Power talks" series to be launched
>
> 2. "Breakfast with CEO" once a week at the college campus
>
> 3. Research Collaboration with universities in India & abroad
>
> 4. Encouragement to take up online courses through MOOC's and Coursera.

Dr.Lalitha Balakrishnan   *Dr.Uthira D*

Chairperson, IQAC   *Coordinator, IQAC*

Submitted to NAAC on 28.6.2017

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