

**THE ANNUAL QUALITY ASSURANCE
REPORT OF THE IQAC FOR THE ACADEMIC YEAR
2011 - 2012**



**VIVEKANANDHA
COLLEGE OF ARTS AND SCIENCES FOR WOMEN**

[AUTONOMOUS]

Elayampalayam 637 205. Tiruchengode, Namakkal Dt., Tamil Nadu

VIVEKANANDHA COLLEGE OF ARTS AND SCIENCES FOR WOMEN (AUTONOMOUS)

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2011 -

2012

Part – A

1. Details of the Institution

1.1 Name of the Institution	:	VIVEKANANDHA COLLEGE OF ARTS & SCIENCES FOR WOMEN (AUTONOMOUS)
1.2 Address Line 1	:	ELAYAMPALAYAM
Address Line 2	:	TIRUCHENGODE
City/Town	:	TIRUCHENGODE
State	:	TAMIL NADU
Pin Code	:	637 205
Institution e-mail address	:	principal@vicas.org
Contact Nos.	:	94433 16500
Name of the Head of the Institution	:	Dr.S.MURUGESH
Tel. No. with STD Code	:	04288- 234560 (7 LINES)
Mobile	:	94433 16500

Name of the IQAC Co-ordinator : Mr.B.T.Sureshkumar

Mobile : 94433 16504

IQAC e-mail address : iqac@vicas.org

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

1.4 Website address : www.vicas.org

Web-link of the AQAR : www.vicas.org/AQAR201112VICAS.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.53	2009	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC : 11/06/2009
dd/mm/yyyy

1.7 AQAR for the year : 2011 - 12
(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 2009- 2010 Submitted to NAAC on 10/01/2014

ii. AQAR2009- 2010 Submitted to NAAC on 10/01/2014

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)

Periyar University, Salem

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

Autonomy by State ✓ /Central Govt. / University

Periyar University

Obtained 12B, 2f status by UGC.

2. IQAC Composition and Activities:

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	05
2.4 No. of Management representatives	01
2.5 No. of Alumni	03
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	18

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: Students Faculty

Non-Teaching Staff Students Alumni Others

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 Institution

Total Nos. International National State Institution Level

(ii) Themes

Technical, Soft skill, Counselling and Motivation

2.14 Significant Activities and contributions made by IQAC

Quality improvement programmes such as

- Empowerment programme for women students.
- Faculty Development Programme.
- Quality Review for permanent faculty.
- Orientation for Newly recruited faculty.
- Emphasizing faculty and Student ratio throughout the year.
- Financial support to the students by obtaining government scholarship.
- Receiving fund from various agencies such as (AICTE, DST, ICMR etc) to organize research programmes and seminars in National level.
- Ensuring the quality of academic by getting feedback from students/alumni and parents.
- Organizing intra and inter institutional work shop / seminars/ conferences.

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
Proposed to enhance quality education for the empowerment of women.	<ol style="list-style-type: none"> 1. The faculty members have contributed effort to provide high pass percentage for results from Periyar University. 2. The students achieved 11 gold medals in the university examinations.
Launching of new skill oriented programmes	<ol style="list-style-type: none"> 1. Bio fertilizer production training and mushroom cultivation training was conducted by the department of Micro biology. 2. Embroidering (The most sought out skill in the field of textiles) was introduced by the department of MBA.
Proposed to get funds from various funding agencies.	Rs.2,50,000 was sanctioned by DST for the Department of Bio Tech.
To organize National / International level seminars.	National Seminar and National Conference were conducted by department of Commerce
Planned to construct separate commerce block and library.	New Commerce Block was built with 34 Class rooms, 2 Staff rooms and library.
Planned to provide coaching for competitive examinations.	Special programmes have been conducted by inviting experts from across the state to create awareness on competitive examinations and 300 students have got benefited.
Planned to computerize different areas of administration.	<ol style="list-style-type: none"> 1. The office of the COE was fully computerized 2. Internet facility was extended to all the departments
Planned to enhance sports activities among	Our student Ms.Logeshwari has bagged 1 st prize in

the students.	powerlifting and weight lifting competition and awarded as strong women.
Proposed to strengthen placement cell by providing employability skills to the students to the students.	The placement cell has invited expert from MNC's to deliver talk on employability among student community.
Proposed to establish linkage with research bodies.	1. Our institution have a professional linkage with reputed software companies such as IBM India Pvt.Ltd, HCL Info Systems, Wipro Ltd. 2. Our Bioscience department have a MOU with Sai's Biosciences Research Institute Pvt.Ltd.

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

2.16 Whether the AQAR was placed in statutory body Yes No
Management icate Any o body

Provide the details of the action taken

- New courses MCA (Lateral Entry) has been introduced.
- New skill oriented programmes have been introduced in the academic year.
- Applied and received financial assistance to the tune of Rs 2,50,000 from DST.
- Different co-curricular and extracurricular activities have been organized to inculcate more knowledge on recent technologies to the students.
- In order to make smooth functioning of administration, the COE office was fully computerised.
- The placement has been strengthened to provide more career opportunities.
- Faculty development programmes have been arranged to provide innovative trends and teaching reforms.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Self financing Programmes	Number of programmes added during the year	Number of value added / Career Oriented programmes
PhD	04	-	-
PG	15	1	-
UG	17		6
PG Diploma		1	
Advanced Diploma	-	-	-
Diploma	-	-	-
Certificate	12	-	-
Others (M.Phil)	10	-	-
Total	58	2	6
Interdisciplinary	34	-	-
Innovative	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	58
Trimester	
Annual	

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

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Since the institution is affiliated to Periyar University the syllabus prescribed by the university is followed.
- Our institution has obtained Autonomous status from 2011 and the syllabus of all courses have been revised according to Industrial and social needs.

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

- MCA (Lateral Entry) TWO Years.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
317	290	10	17	-

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
75	-	01	-	02	-	-	-	78	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

- The Institution has invited guest speaker from around the state to deliver special lecture to inculcate more knowledge to the graduates.
- All the faculty members in the departments are working as full time teachers.
- Visiting faculty such as Lawyer and Auditor are invited to deliver special lecture to the students in the commerce department. A Doctor is invited to deliver lecture on hygienic practices and health awareness.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	91	2
Presented papers	22	56	7
Resource Persons	1	-	-

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

- Model based teaching.
- Visual aids such as Projectors are used to facilitate teaching and learning.
- Demo based teaching and learning.
- Industrial visit and In-plant training are provided to understand the academic programmes.
- Case study based learning is adopted.
- Problem solving and innovative solution based approaches.

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

182

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

Photocopy

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

96

51

43

2.10 Average percentage of attendance of students

95 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
U.G	2071	240	1054	382	182	89
P.G	774	171	454	93	13	94

M.Phil	46	31	14	-	-	97
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2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Organized Faculty Development Programmes.
- Conducted Orientation Programme for newly recruited staff members.
- Quality based review for existing faculty.
- Analysed feedback from students and steps taken towards quality of Education.
- Evaluated the quality of teaching by conducting meeting with Class representatives.
- Arranged guest lecturer/Seminars/Conferences for the students to enhance the knowledge on recent trends and innovations.
- Encouraged the students to involve in extra and co-curricular activities.
- Motivated students to participate innovative programmes like forum, symposium and project exhibition.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	08
Orientation programmes	05
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	05
Others	41
Total	64

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	10	-	-	-
Technical Staff	41	-	23	-

Criterion – III

3. Research, Consultancy and Extension

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

- Organizing research forum to discuss Emerging and thrust areas of Research.
- Conducting workshop, Seminar and Conferences on recent Developments and opportunities in the technology inventions.
- Motivating students to publish articles / papers in the reputed journals.
- Motivating scholars to receive fellowship from funding agencies. In this regard, our scholars from Biotech department received fellowship from DST.

3.2 Details regarding major projects

- All the departments have initiated steps towards to obtain financial assistance for research project.
- Significant problems and thrust areas of social aspects are analysed for major projects.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	25	25	25	25 01 (UGC)
Outlay in Rs. Lakhs	15 lakhs	2.5 lakhs (DST) 17.5lakhs (Management)	14 lakhs (DST) 20lakhs (Management)	20lakhs (Management) 14 lakhs (UGC)

- The research departments in our institution have taken steps to carry out the project for the benefit of our society.
- The students in UG and PG level are motivated to do the inplant training.

3.4 Details on research publications

Particulars	International	National	Others
Peer Review Journals	28	20	02
Non-Peer Review Journals	-	01	07
e-Journals	02	-	-
Conference proceedings	07	01	01

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

orga

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 Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	07	02	-	04
Sponsoring agencies	-	Management	-	-	-

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

Institution has motivated the faculty members to obtain patent in national/international/Agencies.

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
05	01	04	-	-	-	-

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:

3.23 No. of Awards won in NSS :

3.24 No. of Awards won in NCC :

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

- Various extension activities based on Institutional and social relevance's have been planned and executed by with our RRC & NSS units.
- Blood Donation Camp have been arranged regularly to motivate and encourage the students to involve in social responsibilities.
- Propagated the necessity of avoiding drop outs.
- Organised human organs donation camps.
- The programme "Celebrating Life" was conducted on 14th October 2011 by RRC.
- NSS special camp was conducted from 05/01/2012 to 11/01/2012 at Elanagar and Mavuruttipatti.

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	10.7 acre	-	-	10.7 acre
Class rooms	165	-	-	165
Laboratories	42	-	-	42
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakhs) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others(equipment purchased)	-	223	Management	223

4.2 Computerization of administration and library

- The library accessibility has been computerised with online journal DEL NET.
- Multi facility library was established at commerce block.
- Digital library has been established with 25 computer systems.

4.3 Library services:

	Existing (2010-2011)		Newly added (2011-2012)		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	35,935	1,11,05,209	3838	14,05,375	39,774	1,25,10,584
Reference Books	870	9,94,730	241	2,13,289	1111	12,08,019
e-Books	-	-	-	-	-	-
Journals	97	1,82,489	-	-	97	1,82,489
e-Journals	1705	1,38,750	117	2,26,820	1822	3,65,570
Digital Database	-	-	-	-	-	-
CD & Video	1105	-	255	-	1360	-

Others (specify)	-	-	-	-	-	-
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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing (2010-2011)	799	11 Labs	639	100	-	08	52	-
Added (2011-2012)	109 (separated from existing system)	2 Labs	-	109 (from existing system)	-	-	-	-
Total	799	13 Labs	530	209	-	8	52	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

<ul style="list-style-type: none"> • Orientation and internet access training were given to staff and students. • Faculty development programmes have been arranged to all departments regularly to provide knowledge on recent developments in technologic

4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	Rs.10,14,00,000/-
iii) Equipments	Rs.76,819/-
iv) Others (Servicing)	Rs.53,345/-
Total :	Rs. 10,15,30,164/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Appointment of well-experienced faculty members after a series of screenings. In this connection the candidate with NET/SET/Ph.D qualifications are appointed.
- Providing Free Education and Fee Concession amenities to our students. Govt. Scholarship is paid to out SC & ST students to the value of Rs.36 lacs (approximate).
- Internal resources are generated to the value of Rs.1452000/- towards Fee Concession for more than 82 students. Again all amount of Rs.7,15,000 is paid to more than 95 students towards waiving of I Term Fee for PG Admission. Internal resources are approved and released by our Management.

5.2 Efforts made by the institution for tracking the progression

- Academic progress is achieved as anticipated and this is evident from the students bagging 11 (Eleven) Gold Medals.
- In sports, which is co-curricular, our students secured several prizes and **First prize** was pocketed by **Ms.S.Logeshwari** of III MCA in **Power Lifting Competition** and award with **Strong Woman**.
- For the student supporting, our Management adequate funds for their participation trips in condition to providing Free Education and Fee Concession. Exclusive **Honorariums** are given to extraordinary **sports Talented students** during Annual day Celebrations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
5956	1753	02	70

(b) No. of students outside the state

130

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		7781	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
334	762	66	6701	06	7869	468	736	74	6491	12	7781

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

Minimum of two hours per week are allotted for coaching for competitive exam such as TNPSC/UPSC/TRB/RRB. Experts from outside agencies are also invited to enrich the G.K of our students. The impact of this program is positive enough that **301** students are appointed by different companies of India and Abroad in this Academic Year.

No. of students beneficiaries 301

5.5 No. of students qualified in these examinations NET ,SET/SLET ,GATE,CAT,IAS/IPS etc

Nil

5.6 Details of student counselling and career guidance

An exclusive Placement Cell is functioning with the motive **JOB For All** in our Campus and CEO's of different MNC's are invited to deliver talks on Employability among the students community. The Placement personnel of about 14 companies volunteered to select the deserving students. All our Non-Arrear students are beneficiaries.

No. of students benefitted 281

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

43	941	275	06
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5.8 Details of gender sensitization programmes

Nil

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

Particulars	Number of students	Amount in Rs.
Financial support from institution	325	33,02,000
Financial support from government	520	34,07,208
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

06

5.13 Major grievances of students (if any) redressed:

Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To evolve Vivekanandha College of Arts and Sciences for Women into a Centre of Excellence in Women's Education through creative and innovative practices to secure social equality for Women.

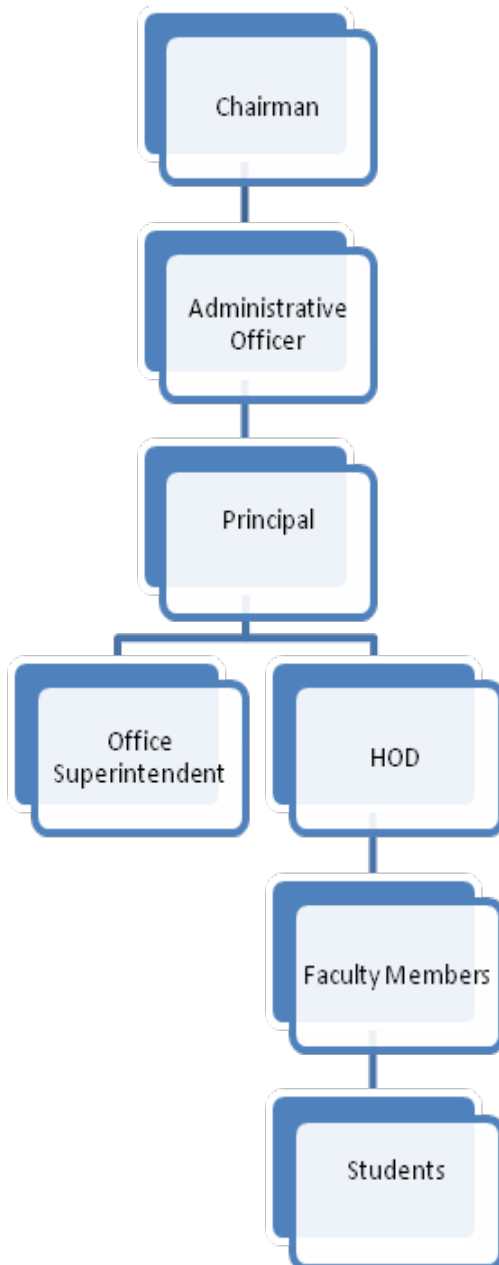
MISSION

- ❖ To provide high quality Academic programmes, training activities and research facilities.
- ❖ To facilitate industry – Institute interface.
- ❖ To provide best learning infrastructure opportunity and environment.

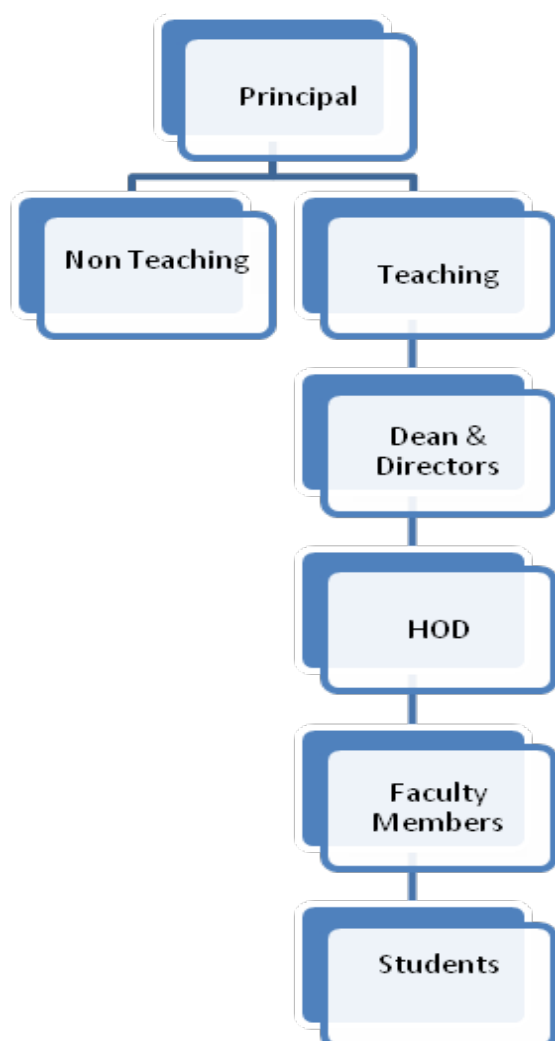
6.2 Does the Institution has a management Information System

Yes, we have a common Hierarchy system to carry out Management Information System

Administrative



Academic



Besides, Parent, Student, Faculty Meetings are periodically arranged for an effective Management Information.

Suggestion Box for students is followed to maximize the Information Management.

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

6.3.1 Curriculum Development

- A **Board of Studies** comprising of experienced faculties of our college with the collaboration of senior faculties of different universities discussed the framing of syllabi for all departments and ratification of the same is obtained from Periyar University to which our college is affiliated.

6.3.2 Teaching and Learning

- Student Oriented Teaching is followed keeping the professors as coordinators.
- For learning, students are motivated to use Technological based education such as LCD, OHP etc. Seminars, Workshops etc are arranged periodically for quick learning, minimizing the usages of subject books.

6.3.3 Examination and Evaluation

- Each department conducts Five monthly Unit Tests, One Model Examination for full portion in a University atmosphere of seating arrangements, print of question papers, invigilation etc. For model examination, the question papers are prepared by the external scholars. Valuation of scripts is strict so as to make the students understand their real skill. Progress Letters of students are sent to parents.

6.3.4 Research and Development

- With a view to give impact us to Research and Development activities, Management funds to the value of Rs.1,15,000/- for the Research Scholars attached to the Departments of English, Tamil and Physics. Students are benefited out of this. 20 Students of computer students are also benefited. In this connection, it is worth mentioning that our Biotechnology department received DST Grant to the Value of Rs.2,50,000/-.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Every year our common and Department libraries purchase thousands of subject books. This year we added to 4500 books to the value of Rs.10 lacks.
- Subscription for 22 International magazines, 42 national magazines and 38 journals were reviewed.
- The E-Journal DELNET was subscribed for Rs.1,16,500/-.
- The existing library in commerce Department was upgraded with multi-facilities.
- With a View to improve the plan of infrastructure a new commerce block was built with 34 classrooms and 2 staff rooms.
- Regarding Instrumentation, all the libraries are equipped with Air-Conditioners with GEN facility.
- Each department is provided with minimum of five computer with printer facility to carry out the department documentation work.

6.3.6 Human Resource Management

- One faculty for one subject in one classroom of 60 students is being maintained throughout the academic year.
- Similarly 8 Teaching staff are provided with one Non-teaching staff to discharge the official duties of the university and college.

6.3.7 Faculty and Staff recruitment

- In the current Academic year, 75 new faculties were recruited for various disciplines and also 23 non-teaching staff were also recruited to progress our Institution effectively.

6.3.8 Industry Interaction / Collaboration

- Our Institution has immense interaction with several reputed software companies/Industries. We have a professional MOU with companies such as IBM, HCL, WIPRO.

6.3.9 Admission of Students

- In this Academic year, 2014 UG students, 720 PG students, 78 M.Phil and 3 Ph.D students were admitted based on marks merit.

6.4 Welfare schemes

Teaching	Free transportation, Concession for attending conference and Seminars. Fee concession for daughters of Teaching staff.
Non Teaching	Free transportation, Fee concession for daughters of Non teaching Staffs.
Students	Fee concession for sports talented and Parent less students. Free transportation to the students

6.5 Total corpus fund generated

Nil

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	-	-	-
Administrative	No	-	-	-

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?

- Under the Guidelines of Chief Examiner, a body of Examination Reforms was Instituted which finalized the UG/PG/M.Phil students shall score 30 minimum pass mark out of 75. In theory exam, passing minimum 10 marks out of 25 marks in the Internal.
- It also resolved that the question paper for model exam and Semester exam shall be prepared by the experiencing scholars of other universities.

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

- University motivated and supported our college for Autonomous.
- Provided guidelines to promote autonomy.
- Supported by providing resources for Autonomous status.

6.11 Activities and support from the Alumni Association

- Every year we invite all our alumni friends to take part in our Annual Day Programs. We used to have only moral support from them. We seek frequent consultation from them pertaining to our college issues.

6.12 Activities and support from the Parent – Teacher Association

- Regular functioning of PTA is in force. At least one meeting is held per semester to exchange views of college affairs.

6.13 Development programmes for support staff

- In order to render a valuable support to staff, our Management recovers Employees Provident Fund and also a General Health Insurance Scheme is framed for the benefit of the staff members.
- Senior staff's female issues are given due consideration in ease of higher education and job opportunities.

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

- Plenty of trees, flower plants are planted and also properly maintained to make the campus eco-friendly. Gardeners are appointed exclusively for this purpose, Lawns and parks with eco-atmosphere are taken care of. Rain water storage is also done regularly. All types of pollution are partially restricted in our campus. A Green club is also initiated to create awareness of eco-friendly atmosphere.

Criterion – VII

7. Innovations and Best Practices

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

- The Grievance Cell is strengthened by including various panels to look into the problem of our students on various heads such as 1. Academic, 2. Health, 3. Drop outs complication etc.,

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

- New courses MCA (Lateral Entry) has been introduced.
- New skill oriented programmes have been introduced in the academic year.
- Applied and received financial assistant to the tune of Rs 2,50,000 from DST.
- Different co-curricular and extracurricular activities have been planned and executed to inculcate more knowledge on recent technologies to the graduates.
- In order to make smooth functioning of administration, the COE was fully computerised.
- The placement has been strengthened to provide more career opportunities.
- Faculty development programmes have been planned and arranged to provide innovative trends and teaching reforms.

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

- (i) Appointment of Teaching Staff by strict screening measures.
- (ii) Waiving of Fee/offering free education for deserving Sports-talented students.
- (iii) “Suggestion Box” installation for students to air their grievances.
- (iv) Conducting of Guest lectures, Symposiums, Seminars, Workshops to update

- (v) Formation of students Examinations wing to conduct exams, evaluate scripts and publish results and revaluation.

- (vi) Womens Day, Food Day, Bengal Day, National Festival were Celebrated by

7.4 Contribution to environmental awareness / protection

- Cleanliness throughout the campus is maintained for which employees are recruited exclusively. Economy in usage of water is practiced through water recycling system. Maximum efforts are being put into avoid all types of pollution.

7.5 Whether environmental audit was conducted?

Yes No

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

1. Our college is the part of Vivekanandha Educational Institutions in India which offers education on various discipline for WOMEN, consisting of 23,000 girls at present.
2. Our college has several sister institutions such as Metric schools, Second Arts and science College, Three Engineering Colleges, one Dental College and Pharmacy College.
3. Diploma courses on computer higher education, coaching classes for functional English, Tailoring, Car Driving and Embroidering training classes are conducted during zero hours.

SWOT Analysis:

Strength	Weakness
<ul style="list-style-type: none"> • Safety and Security for hostel inmates • Qualified faculties for each discipline • Extended transport mechanism for students and staff. 	<ul style="list-style-type: none"> • Inferiority complex of the students • Lack of interest for higher studies • Motherhood and other related marital issues contribute to drop-out rate.
Opportunity	Threat
<ul style="list-style-type: none"> • Placement for deserving students • Management contribution for physically disabled students. • Providing free education/fee concession for the daughter of non-teaching staff. 	<ul style="list-style-type: none"> • Strives to build confidence among students • Challenges on bringing below average students into extraordinary students. • Challenges in minimizing

8. Plans of institution for next year

- To evolve a new committee comprising of several distinct scholars on various discipline to frame a fresh syllabus for all courses and also for add-on courses.
- To introduce Automation system to do the office statistical duties.
- To lay stress on Eco-friendly atmosphere in the campus.
- To arrange for Master Health check-up for all students by inviting multi- specialists.
- To strengthen Placement all with the motto, “**Each student A Job**”.

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Co-ordinator, IQAC

Dr.S.Muruges,
Chairperson, IQAC

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
