

**THE ANNUAL QUALITY ASSURANCE  
REPORT OF THE IQAC FOR THE ACADEMIC YEAR  
2012 - 2013**



**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 2012 -**

**2013**

**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/AQAR201213VICAS.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 <sup>st</sup> Cycle	B	2.53	2009	5 Years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> 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

- Enhancing quality in Academic programme.
- Faculty Development Program.
- Orientation for Newly recruited faculty.
- Emphasizing faculty : Student ration throughout the year.
- Financial support to the students by obtaining government scholarship.
- Ensuring the quality of academic by getting feedback from students/alumni and parents.
- Organizing motivational and personality development programme
- Inculcate knowledge on recent technologies and innovations in the field of arts and sciences.
- Encouraging and providing opportunities for co curricular and extracurricular activities.

## 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 conduct entrance examinations for the admission to various courses.	1.Arivuthiran examinations was conducted. Meritorious students were given priority for admission.
Launching of new certificate courses	1.A certificate course on Gandhian Thought was introduced. 2.Japanese class was conducted for interested students.
Planning of organizing Seminars/ Workshops/Guest Lectures/Symposium at National/International level.	All the departments conducted national/international level seminars.
Planning of study tours, industrial visits and field trips.	Students were taken to The HINDU office, Radio Station, Doordharshan, KG Information Systems Pvt.Ltd, Hindustan Photo film institute.
Planning to carry out Research Project/ Organising workshops by getting funds from various funding agencies.	1.Award of INSPIRE fellowship from Govt. Of India Ministry of Science and Technology to the research student Ms.D.Divya. 2.Award of Ph.D research to the scholar Ms.S.Archarya to the tune of Rs.36,000 from department of collegiate education.
To stimulate the faculty to publish research articles in National and International journals.	Seven of our faculty members published articles in National and International level journals.
To encourage the students to involve in sports activities	1.S.Logeshwari M.Phil Scholar bagged the best Power lifter award both in state and South India levels. 2.Our kabadi and football team participated and won prizes in various levels of competitions.
To encourage the faculty member to	Dr.L.R.Gopinath, Head,Department of



strive for honors and awards	Biotechnology was honoured with title “Dynamic Youth Award” by pollywood star media NET and Grossen Engineer. Dr.L.R.Gopinath, Head, Department of Biotechnology was involved in formation of bill of protection of plant varieties and farmers Rights Act on 2006. He has also involved in formation of biological diversity bill Act on 2003
Proposed to encourage our research scholars to receive awards & fellowship from Funding Agencies	Our scholar Ms.D.Divya, Department of Bio Chemistry received award of INSPIRE fellowship from Govt. Of India Ministry of Science and Technology Our scholar Ms.S.Archana received grant of Rs. 36,000 from Department of Collegiate Education.

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

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

Provide the details of the action taken

- Admission procedure has been reformed to conduct entrance examination.
- Different academic programmes such as hands on training programme, workshop and various seminars have been planned to enhance knowledge to graduates.
- Various competitors, social awareness programmes and other community services have been planned and executed.
- Different infra structure development have been planned and improved.
- Planned to provide opportunity for Research development by organising Research forum in the field of various discipline.
- Placement cell have been strengthened to provide career guidance to the graduates by arranging self employment training and aptitude training.
- Different associations have been initiated in the department level to implement various activities which supports performance of academic and extracurricular activities.

## 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	1	-
PG	17	2	-
UG	17	2	-
PG Diploma		-	-
Advanced Diploma	-	-	-
Diploma	-	-	-
Certificate	05	-	-
Others (M.Phil)	10	2	-
<b>Total</b>	<b>53</b>	<b>7</b>	<b>-</b>
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	54
Trimester	
Annual	

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

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

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

- The syllabus of the courses are revised according to emerging trends and innovative needs of industry and other career sectors in the field of arts, commerce and science.

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

- As the field of information and computer technology have been emerged to create more job opportunities.
- The institution introduced new courses
  1. UG course B.Sc (IT) and B.Sc (CT)
  2. PG course M.Sc (IT) and M.Sc (CT)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
258	231	10	17	-

2.2 No. of permanent faculty with Ph.D.

26

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
70	04	02	-	02	-	-	-	74	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

- The faculty members in the Institution are working as fulltime, the expert speakers have been invited from across the state to deliver Guest lecture to inculcate recent, emerging techniques and concepts to the graduates.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	28	60	-
Presented papers	25	67	7
Resource Persons	1	3	-

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

180

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

71

51

33

2.10 Average percentage of attendance of students

95 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the	Total no. of	Division
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Programme	students appeared	Distinction	I	II	III	Pass %
U.G	1900	200	1099	325	54	88.3
P.G	813	206	483	86	9	96.4

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

- Tutors are allotted for each class to monitor the performance and analyse the difficulties of students in the academic activities.
- Subject wise feedback is collected from students in order to analyse the level of teaching and understanding.
- Internal/External marks are analysed and poor performance students are identified to provide further remedial classes to improve the performances.
- Meeting have been conducted with parents as well as class representatives to redress the grievances.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	07
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	20
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	10
Others	80
<b>Total</b>	<b>121</b>

#### 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	-	1	-
Technical Staff	52	-	5	-

## 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 impart the knowledge on recent emerging and thrust areas in the field of Arts and Science.
- Conducting workshop, Seminar and Conferences on Recent Developments and opportunities in the technology inventions.
- Motivating students to publish articles/ papers to the reputed journals.
- Motivating students to carryout projects in the emerging area of industry and social aspects

#### 3.2 Details regarding major projects

- The Institution provided support and encouragement to contribute service to obtain consultancy.

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	25	25	25	26 (25+1) (Management + UGC)
Outlay in Rs. Lakhs	15 lakhs	2.5 lakhs (DST) 17.5lakhs (Management)	14 lakhs (DST) 20lakhs (Management)	20 lakhs (Management) 14 lakhs (UGC)

#### 3.4 Details on research publications

Particulars	International	National	Others
Peer Review Journals	44	10	02
Non-Peer Review Journals	01	-	-
e-Journals	01	-	-
Conference proceedings	05	03	-

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	3 yrs	DST-TATA Fellowship	Under reviewed to the worth of Rs 23 lakhs	
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	5Yrs	DST	14 lakhs	2.5 lakhs
	3Yrs	Department of Collegiate Education	1.12 lakhs	72,000
Any other(Specify)	1	Management fund	6.5 lakhs	6.5 lakhs
Total	-	-	-	9,72,000

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	-	06	01	-	-
Sponsoring agencies	-	Central Institute of Classical Tamil	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

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	-	04	01	-	-	-

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

09

17

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 01 SRF - Project Fellows 02 Any other 01

3.21 No. of students Participated in NSS events:

University level 699 State level -

National level - International level] -

3.22 No. of students participated in NCC events: Nil

3.23 No. of Awards won in NSS : Nil

3.24 No. of Awards won in NCC : Nil

3.25 No. of Extension activities organized

University forum - College forum 41

NCC - NSS 08 Any other -

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

- Various extension activities based on industrial and social relevances have been planned and executed by our RRC, NSS units.
- NSS Units organised guest lectures on various topics like women empowerment, legal awareness, fire rescue and personality development. The unit planted sapling on world Environmental day.
- Celebrating Life 2013 was conducted.
- Special Camp was conducted through NSS from 25.02.2013 to 03.03.2013.
- Blood Donation Camp have been arranged regularly to motivate and encourage the students to involve in social responsibilities.

## 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	40	Management	205
Laboratories	42	-	-	42
Seminar Halls	02	01	Management	03
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)	-	195	Management	195

#### 4.2 Computerization of administration and library

- Infrastructure was renovated with adequate furniture.
- The library processes has been computerised to support automatic enabling system.
- Our COE has been computerised to enable the smooth functioning of the system.

#### 4.3 Library services:

	Existing (2011-2012)		Newly added (2012-2013)		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	39,774	1,25,10,584	3075	6,38,499	42,849	1,31,49,083
Reference Books	1111	12,08,020	111	49,514	-	-
e-Books	80,409	-	1613	-	82,022	-
Journals	117	2,26,820	151	3,14,026	268	5,40,846
e-Journals	24,063	16,500	1330	1,05,000	25,393	1,21,500
Digital Database	-	-	-	-	-	-
CD & Video	1360	-	376	-	1736	-

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 (20110-2012)	799	13 Labs	530	209	-	08	52	-
Added (2012-2013)	65	02 Labs	40	-	25	-	-	-
<b>Total</b>	<b>864</b>	<b>15 Labs</b>	<b>570</b>	<b>209</b>	<b>-</b>	<b>08</b>	<b>52</b>	<b>-</b>

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

upgradation (Networking, e-Governance etc.)

- Faculty Development, Orientation and Workshop have been conducted for the faculty members to enhance knowledge on technology upgradation. Special Programme for internet access was conducted for the staff members.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.10,05,875/-
ii) Campus Infrastructure and facilities	Nil
iii) Equipments	Rs.1,59,495/-
iv) Others (Servicing)	Rs.1,14,060/-
<b>Total :</b>	<b>Rs. 12,79,430/-</b>

## Criterion – V

### 5. Student Support and Progression

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

- Information support : Two way support to the students are given, the academic planner that includes details of syllabus, Departmental activities, college rules and regulations, helpline information and academic calendar is one of the information source to every student in addition this facility, information counter is functioning in the campus. Another information support is academic that facilitate the students in acquiring knowledge of the subject. This support is made of well qualified and institutional and industrial experienced faculty of our college.
- Financial support: A full support is given to every student to get their State and Central Government scholarships and other financial aids from various funding agencies.
- Library, hostel accommodation, bus transport (inter campus and outside campus), career guidance and counselling, appropriate services through SC/ST cell, NSS and NCC activities and avenues for sports and games are additional student support infrastructure in our college.

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

- To ensure the information support to the students, the recruitment of staff is being done through various screening tests. FTP and other workshops are conducted in regular intervals to ensure the development of staff teaching proficiency.
- To ensure the financial support, two level of mechanism is followed in our college: one level at the Department and next level is at accounts office. The details of the students on their financial support is maintained and monitored by the Department itself, and in account section official and other proceeding will be carried out.
- Our Trust is also contribute to ensure and track the support given to the students and tries to fill the gap if found.

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

UG	PG	Ph. D.	Others (M.Phil)
6004	1873	10	128

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		8015	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
468	736	74	6491	12	7781	255	967	82	6701	10	8015

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

- For various competitive examinations such as UPSC Civil Service preliminary examination/TNPSC Group I and II, Staff Selection Commission, UGC NET examination, classes are offered within the PG academic timetable.
- Apart from this, special coaching and training programs are conducted at regular basis for UG and PG students.
- In this academic year placement training programs conducted with the support of reputed companies and the experts have given training to our students.

No. of students beneficiaries

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

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="03"/>

## 5.6 Details of student counselling and career guidance

- There is a placement cell in our college that takes necessary steps to arrange campus interviews
- Proper training and coaching will be given to the students and in this academic year 57 campus interviews were arranged and 151 students were recruited by MNC companies.
- The placement officer with his team is concentrating on not only the campus interviews and training, but also he provide counselling and career guidance to every students. counselling classes and lectures are given in this academic.

No. of students benefitted

## 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
57	763	151	11

5.8 Details of gender sensitization programmes

## 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  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	411	52,73,000.00
Financial support from government	581	25,16,550.00
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: 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

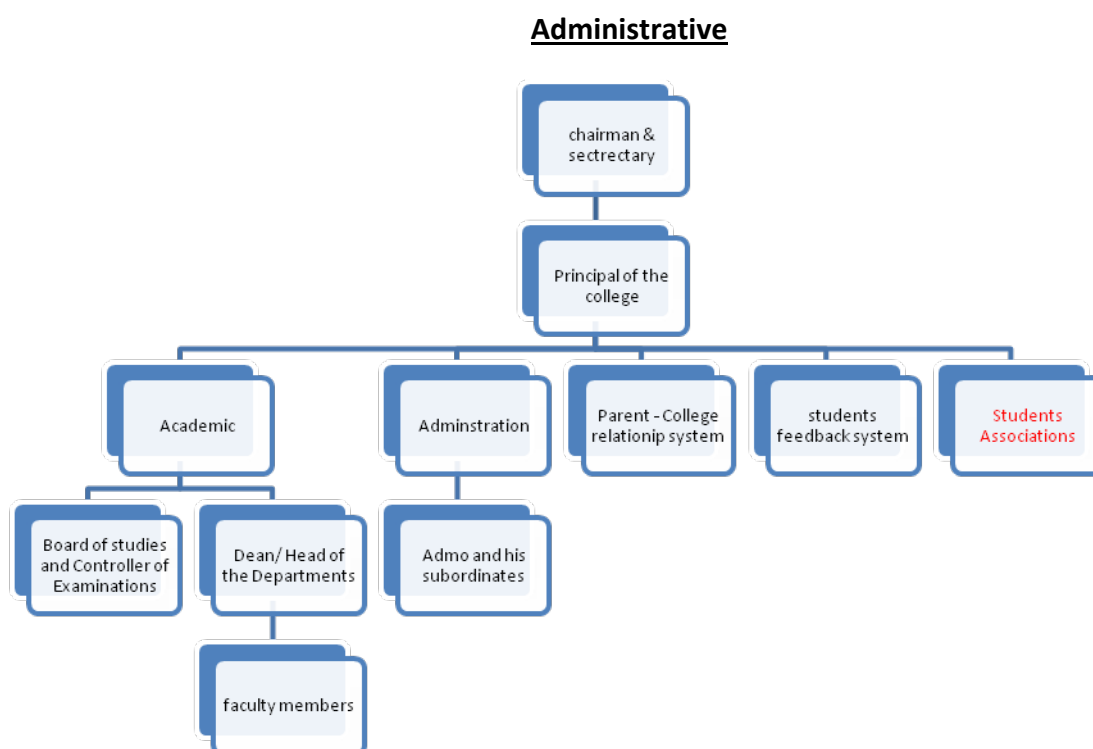
- ❖ To provide high quality Academic programmes, training activities and research facilities.
- ❖ To facilitate industry – Institute interface.
- ❖ To provide best learning infrastructure opportunity and environment.





## 6.2 Does the Institution has a management Information System

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



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

- The Board of Studies meeting will be held in the regular interval to analyze the syllabi and examination setup.
- The main objective of our curriculum is socio-cultural and economic development of every girl child of our institution. So, job oriented syllabi are framed for each Department without any compromising intellectual and cultural aspects of education.
- The college may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

### 6.3.2 Teaching and Learning

- Students Centred Teaching method is recommended in our college. Profession and ethical attitude and effective communication skills are provided to the students in their regular curriculum itself. Team work skills are developed by their involvement in student's association activities covering symposium, seminar, and paper presentation. Guest lectures are also arranged to be delivered not only by academic experts and experts from industry.
- Teaching through ICT is also used wherever needs in the classroom activities.
- Classroom seminars and students participations are encouraged to develop their academic and social skills.
- Tutors are allotted for each class to monitor the performance and to analyze the difficulties of students in the academic activities.
- Subject wise feedback is collected from students in order to match the level of teaching to the level of understanding of the students.
- The tutor identifies and counsels the poor-performing students and gives them guidelines in various academic and personal aspects which are needed.
- Student Profile is maintained for each student, which contains the personal details such as passport size photograph, address, phone numbers, E-mail id, family background etc., and academic details such as, marks obtained in University Examinations in all subjects, list of arrears if any, month and year of clearance of arrear subjects, semester wise mark percentage, etc...
- Marks of Unit Tests, Model Examinations, and end examination Results are sent to the respective parents by the tutors.
- Whenever required, the parents of the poor performing students are called to the department in order to discuss on the development and welfare of the students.
- All the parents are asked to constantly monitor the respective students' performance.

### 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.
- The progress report is sent to parents of students to inform the learning progress of their children.

### 6.3.4 Research and Development

- The focus of the department is to impart the education that will lay a strong foundation for generating research and technology professionals.
- Focusing on research, the Under-Graduate and Post-Graduate students actively involve in identifying Thrust and Emerging areas for projects and further research.
- As part of research, both Under-Graduate and Post-Graduate students are encouraged to carry out their project in recent research fields across various areas of Electronics and Communication.
- The Students are also motivated and guided to do research work in their field of interest and are provided with all the technical materials and resources needed to carry out their research. The Department has active involvement from the students in various research initiatives
- Faculty members and students are motivated continuously to publish their work in National and International Conferences, seminars and Journals
- The Bio-Technology 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 lakhs.
- 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 (1:1:1).
- 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, 62 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.
- The department of Biotechnology has an MOU with SAI's Bio Sciences Research Institute Pvt. Ltd & Medox Biotech Pvt. Ltd.,

### 6.3.9 Admission of Students

- In this Academic year, 2381 UG students, 953 PG students, 75 M.Phil and 10 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 as pass mark out of 75. In theory exam, minimum of 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. Gardens are approved & used 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

## 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 compliances etc.,
- Autonomous status of the Institution enables us to introduce a industry oriented technology in the syllabus so as to enable the graduates to face challenges in the future career.

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

- Admission procedure has been reformed to conduct entrance examination.
- Different academic programmes such as hands on training programme, workshop and various seminars have been planned to enhance knowledge to graduates.
- Various competitors, social awareness programmes and other community services have been planned and executed.
- Different infra structure developments have been planned and improved.
- Planned to provide opportunity for Research development by organising Research forum in the field of various discipline.
- Placement cell have been strengthened to provide career guidance to the graduates by arranging self employment training and aptitude training.
- Different associations have been initiated in the department level to implement various activities which supports performance of academic and extracurricular activities.



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

- Appointment of Teaching Staff by strict screening measures.
- Waiving of Fee/offering free education for deserving Sports-talented students.
- “Suggestion Box” installation for students to air their grievances.
- Conducting of Guest lectures, Symposiums, Seminars, Workshops to update the experience of staff and students.
- Formation of students Examinations wing to conduct exams, evaluate scripts and publish results and revaluation.
- Women’s Day, Food Day, Pongal Day, National Festival were celebrated by students initiatives.
- Organization of interested students for community extension services.
- Issue of visitor’s cards and out- passes for others.
- Placement Cell to provide job opportunities to students.

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, four 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:**

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

## 8. Plans of institution for next year

- To evolve a new committee comprising of subject experts on various discipline to update the curriculum.
- To introduce online feedback system for collecting student's feedback.
- To lay stress on Eco-friendly atmosphere in the campus.
- To arrange for Master Health check-up for staff members.
- To introduce job oriented Diploma courses in various discipline.

Mr.B.T.Sureshkumar  
Co-ordinator, IQAC

Dr.S.Muruges,  
Chairperson, IQAC

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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