

GURU NANAK COLLEGE, CHENNAI – 600 042

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

YEAR OF REPORT: 2010-11

Name of the Institution : Guru Nanak College, Chennai – 600 042
Name of the Head of the Institution : Dr. Marlene Morais
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Name of the IQAC Co-ordinator : Dr. M.V.Arulalan
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PART – A

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.

ACTION PLAN: 2010-11

The Internal Quality Assurance Cell (IQAC) has been reconstituted with the following members:

1. Dr. Marlene Morais, Principal - Chairman
2. Dr. M.V.Arulalan - Convener
3. Dr. P.A. Sathyanarayana - Member
4. Dr. I.Babu Rathinam - Member
5. Dr.K.P.Sanjayan - Member
6. Ms.R. M. Ezhilarasi. - Member
7. Ms. N. Malathi - Member
8. Dr. K.Jayaseelan - Member
9. All HODs. Of Shift I & II
10. Convener- NAAC Advisory Committee
11. Convener- Autonomy Advisory Committee
12. Professor in-charge- Evening College

It has become part and parcel of the institution's system and operates towards reaching the goals of quality enhancement in higher education. To justify its existence, IQAC is expected to channel the efforts and measures of the institution towards academic excellence.

The education plan for the academic year 2007-08 was chalked out by The IQAC based on the goals and objectives of the Institution

The areas of focus included

- To encourage staff to register for Ph.D.
- To motivate the staff to publish more number of research papers.
- To sanction delegate fee, TA/DA etc for staff who participate and present papers in seminars/symposiums/conferences
- To encourage staff to undergo refresher/orientation courses
- To get more UGC grants for the development of UG and PG Departments
- To have more seminars conducted for the welfare of the students
- To get the Campus connected with Wi-Fi network
- To have provisions for students' support & progressive activities
- To enhance extension activities and to make it result oriented.
- To meet twice a year to chalk out programmes and to measure the Quality enhancements achieved.
- To have at least one seminar conducted at the National level by any one department on rotation.
- To take measures to improve the personality of the students so as to make them employable.
- To have lesson plan prepared and to make them a weekly exercise.
- To enhance the placement quantum of students by enlisting more and more recruiting firms.
- To encourage more departments to follow Student-Teacher evaluation exercise.
- To encourage more IT firms to give on the spot training to our students on the lines of MOU signed with CTS.
- To plan out activities related to attaining autonomy.

OUTCOME ACHIEVED

Highlights of the quality initiatives:

Academic achievements:

- 27 students have bagged University ranks
- 43 staff members are Doctoral degree holders out of 92 teaching staff.
- 3 staff members have obtained Ph.D. this year
- 47 per cent of the staff are doctorates
- 53 research papers have been presented by staff members in International/National seminars
- 7 research papers have been published in reputed journals.
- Based on the syllabus prescribed by Universities in Tamil Nadu, 1 book was published by one staff member.

- The Main Library in the college is fully computerized.

PART-B

1. Objectives of the Institution

Providing quality education by

- access to high quality value based education
- developing personality traits
- imparting knowledge and skill to all the learners irrespective of caste, creed, religion or wealth
- equipping the staff through need based training
- ensuring continual growth in the system by teamwork and periodical reviews.
- Free coaching to all slow learners who come from weaker sections of the society, who are socially and economically backward and downtrodden and also to provide breakfast to all these students to encourage continuing studies.

Activities reflecting goals and objectives

- Conduct of personality development courses by hiring outside agency such as Madras Academy of Excellence (MAX).
- Installation of Language labs., add-on courses, UGC sponsored courses
- Conduct of soft skills programme for PG students.
- Permitting and encouraging staff to attend refresher courses, by way of sanctioning delegate fee, registration fee etc.
- Continuous monitoring of student progress
- Conduct of remedial programmes for academically weak students.
- Encourage the staff to publish and present research papers
- Conduct seminars periodically for getting the students exposed to latest developments in the concerned subjects.
- Use of audio-visual equipments in teaching including LCD
- Participation of teaching staff in conferences/seminars etc.
- Equipping themselves with higher qualifications
- Attending refresher and orientation courses.

2. New programmes initiated this year in the Day or Evening College: NO

3. Innovations in curricular design and transaction:

- College is a non-autonomous institution, following the syllabus prescribed by the University of Madras. Semester system continues with Credit Based Choice System.
- Many of our staff members are Chairman, Member in Board of studies, Academic Council, Senate and the Syndicate of the University of Madras who take necessary initiative to modify the syllabus to the present changing scenario.
- Environmental studies prescribed by the UGC is being followed by University of Madras and computing skills for all the II year UG classes as per the CBCS.

- Yoga and Value Education are made compulsory for all the final year UG students so as to create a physically healthy and value oriented society.

4. Inter-Disciplinary programmes started: None.

5. Examination reforms implemented:

- University periodically changes the pattern of Question paper, allotment of marks, inclusion of objective type of questions etc.
- As per the changes introduced by the University of Madras – Valuation and valuation of answer scripts are streamlined.
- Answer scripts are designed to adopt OMR.
- Initiated on line submission of internal marks of all subjects for all students, so as to create paperless eco-friendly action.

6. Candidates qualified for NET/SLET/GATE: Full data not available

7. Initiative towards Faculty Development Programme:

Dr. M. Kavitha in Commerce Department

8. Total No. of seminars conducted:

Seminars are conducted in PG departments regularly. Seminars by UG students is a regular feature inside the classroom. It is done under the supervision of respective teachers.

3 day National Conference on Material Chemistry – NCMC 2011 was conducted by the Department of Chemistry between Feb'9th to Feb' 11th.

9. Research projects a) Newly implemented: UGC Major Project **Oxidation Studies using Solid Support Reagent** - Dr. M.Selvaraj – Department of Chemistry.

Three UGC minor projects

- 1) Dr. M.G.Raghunathan Department of Advanced Zoology,
- 2) Dr.J.Jayanthi Department of Advanced Zoology
- 3) Dr. S. Anand, Department of Economics

b) Completed :

10. Patents generated, if any : NIL

11. New collaborative Research Programmes: None

12. Research grants received from various agencies:

- | | | |
|----------------------------------|---|----------------------------------|
| 1) Advanced Zoology | - | 2 (Scholarship from Govt. of TN) |
| 2) Defence and Strategic Studies | - | 3 (Scholarship from Govt. of TN) |
| 3) Chemistry | - | 1 (UGC – Major Project Grant) |

13. Details of research scholars: Department of Economics, Commerce, Zoology and Defence & Strategic studies are recognized for research.

A total of 11 scholars have registered for M.Phil in these departments and 32 scholars have registered for Ph.D. degree under the recognized guides.

14.Citation Index of Faculty members and Impact Factor :

LIST OF PAPERS PUBLISHED IN REPUTED JOURNALS

Natl./Intl.	Department	Name of the staff	Title of the paper	Journals	Mon&yrs
Natl	Economics	S.Anand	Social exclusion&economic backwardness-A study of dalits from T.N Inclusive Growth	WCC Journals	2010
Intl	Commerce	P.A.Sathya narayana	Quality perspectives in insurance industry with special reference to LIC	ACRM journal of business &Mgmt Research	2010
Natl	-do-	- do-	India An Area Of Opportunity- An Analysis focusing on cement industry	Master Builder	July-2010
Intl	-do-	-do-	Globalization impact on Growth of Hospitality Industry	Asia pacific jour.of research in Business Mgmt	Jan -2011
Intl	-do-	-do-	Competitive challenges of Indian Tourism & Hospitality Industry	Intl Jour of Buss.Eco.Mgmt.Research	Apr-2011
Natl	-do-	-do-	Financial Illusion & Poverty Alleviation in Global Financial system Post Crisis Era- Challenges &Opportunity		Mar-2010
Intl	Comp.Sci.	Arul Deepa Deorge	Data quality measures on E-Content Production for student Centric learning	Jour. of Leading Science Research	Jan -2011

**LIST OF PAPERS PRESENTED IN NATIONAL/ INTERNATIONAL
CONFERENCE/SEMINAR/ SYMPOSIUM**

Natl/ Intl	Dept.	Name of the staff	Title of the paper	Seminar	Venue	Date
Natl	English	L.R.S. Kalanithi	Strategies for Successful Learning Outcome in Distance Learning: A Teachers Perspective on Psycho-Linguistic &ELT	Applied Linguistic& Lang. Teaching	Univ.of Madras	15&16 march 2011
Intl	-DO-	-DO-	Teach,Preach,Reach... (Value based Teaching of English)	Humanistic Language&Liter ature teaching	Anna Univ.	Feb 2011
Intl	-do-	C.Vinodhini	Resuscitating Irish Gaelic Language in the Poems of Seamus Heaney	Recent Advances in Linguistic	Bharathiyar .univ.	Dec 2010
Intl	-do-	-do-	Reformative Ideologies in kalaingnar.Dr.M.Karu nanidhi's Parashakthi	Kalaingnar Valartamil	Bharathidasan Univ.	Jan 2011
Natl	-do-	-do-	Acquisition of Communication Skills	English for Empowerment	Veltech univ.&univ of Camb.	Feb 2011
Natl	ECO	S.Anand	Determinants of adolescent Migration- A Study of Construction work from K.K.Dist	52 nd Annual Conf. of the In.Soc. of Labour Eco.	Karnataka .univ	Dec 2010
Natl	-do- -	-do-	Sectoral Dimention of FDI Flow in India	UGC	Bharathidasan Univ.	Jan 2011
Natl	-do-	-do-	Employment & Growth Paradigm& Paradoxes	UGC	Ethiraj College for women	Mar 2011
Natl	-do-	-do-	Inclusive Growth through MGNREGP- An Analysis with ref. Marginalized people	UGC	Presidency College	Mar 2011
Intl	-do-	-do-	Employment is Empowerment-An Analysis of NSS Data among Social Groups	Intrnl. Conf.	Loypla College Chennai	Feb. 3011
Natl. ..	-do-	-do-	The trend of Employment in Software Industries in TN	UGC Seminar	Bharathiar Univ.	Feb. 2011
-do-	Plant Biol.	S.Natarajan	Revolution in Service Marketing Related to tourism Industry		Adavan College	Dec.2010

Intl	-do-	-Do-	Screening of Oxidative Enzymes from White Rot Pycnoporus cinnabarinus & its Decolourising Effects	Biology of Fungi	Edinburgh Scotland, UK	Aug.2010
Intl	-do-	-do-	Seed Availability Status of the Indigenous Plants of Pulni Hills in the western Ghats	Bioresource Technology-its Application & Achievements	Nirmala College Coimbatore	Oct .2010
Intl	-do-	-do-		Indian Science Congress	SRM Univ.	Jan. 2011
-do-	-do-	A. Sethuraman		-do-	-do-	-do-
-do-	-do-	Poonam Sethi	Biochemical Composition of Marine Brown Algae	Implications of Biotechnology on Biodiversity & its Conservation	Ethiraj College Chennai	Jan. 2011
Natl.	Comm.	Marlene Morais	Bus. Ethics & Corp. Social responsibility		Patrician College	Mar. 2011
-do-	-do-	P.A. Sathyanarayana	Financial Operational Efficiency of Select Leading Cement Cos. of India	Research methodology in Social Sci.	TANCHE And VHSN Coll. Virudunagar	Aug. 2010
-do-	-do-	-do-	Regulatory issues related to Financial Innovations in the banking sector	Trends & Progress in the Financial sector & Inigma '10	MCC Chennai	Sep/2010
-do-	-do-	-do-	A Study on the Pattern of Financial Inclusion in India	Inclusive growth in India- An Emphasis on Financial & Social Inclusion	WCC Chennai	Oct. 2010
-do-	-do-	-do-	Impact of Globalization on Employment generation in India	Impact of Globalization & its Impact in India	D.B.Jain College Chennai	Dec.2010
-do-	-do-	-do-	Recent Trends in Bus. Process & Multitasking Aspects In Banks-An Analysis	Changing Facets of Human Resources Management in Public sector banks	DG Vaishnav College, Chennai	Dec 2010
State	-do-	-do-	Recent Trends in Banking sector with reference to Consolidation in Banking Sector	Recent development in Banking & Financial sectors- Its impact on other Sectors	Vivekananda Coll. hennai	Jan 2011

Intl	-do-	-do-	Aspirations of the present generation students –An Analytical View	Yputh &Inclusive Development On Brand India	Loyola Coll Chennai	Feb. 2011
Natl.	-do-	-do-	Evaluation of Traning & Devt. Programmes of Biomicron Pharmaceutical Co.	Tranformation, Adaptation & Sustainability towards a Brighter Future	Patrician College	Mar. 2011
State	S.Mani kandan	-do-	A study on the Gearing up Importance of Mental health Care	Health Issues of Youth in India- Problems & Prospects	Jamal Mohmd. Coll.	Dec. 2010
Natl.	-do-	-do-	Moving Entrepreneurship into New Dimension Based on CSR Boundaries	CSR & Sustainable devt.	Gandhigram Rural Instt.	Feb. 2011
Intl	-do-	-do-	ESR: An Engine of Innovation for Creating New Dimension to Serve the soc.	Yputh &Inclusive Development On Brand India	Loyola Coll Chennai	Feb. 2011
Natl.	-do-	-do-	Application of Social Responsibility in a Changing Entrepreneurship Scenario	Challenges in Entrepreneurshi p	SSM College of Eng. Komarapalayam	Feb. 2011
-do-	-do-	-do-	Changing Business Scenario giving rise to Climate Change in Entrepreneurship	Opportunities & Challenges in the Current Global Business	Rajalakshmi Engineering Coll. Thandalam	Mar. 2010
-do-	-do-	Tamilselvi	Employees First- New Mantra	Transformation, Adaptation & Sustainability Towards a Bright Future	Patrician College Chennai	Mar. 2011
-do-	-do-	M/Kavitha	Initiating Effective fertilizer Marketing for Enhancement of agricultural in Changing Business Scenario	Opportunities & Challenges in the Current Global Business	Rajalakshmi Engineering Coll. Thandalam	Mar. 2010
State	-do-	-do-	Challenges & Opportunities in fertilizer Marketing	Significance of Marketing in India	Adaikalamadha College Thanjavur	Oct. 2010
Natl.	-do-	-do-		Marketing of Agricultural Inputs	Adavan College Dindugal	Dec. 2010

Natl.	-do-	C.Revathy	Revolution in Service Marketing related to Tourism Industry		-do-	-do-
-do-	-do-	-do-	Marketing Strategies for Service Firms	Transformation adaptation & Sustainability towards a Bright Future	Patrician College Chennai	Mar. 2011
Intl	-do-	-do-	Service marketing- Challenges & Opportunities	Global Challenges of Emergent India- A Mgmt. Perspective	Vivekananda Instt. Of Infrmt. & Mgmt. Studies, CBE	Feb. 2011
Natl.	-do-	Deepa Vasudevan	Family Firms on Challenges in Entrepreneurship		SSM College of Eng. Komarapalayam	Feb. 2011
Innl.	-do-	-do-	Stakeholders in Business Envnt.	Impact of LPG in Indian Business Scenario	Annai Madha Ammal Sheela Eng. College	Feb. 2011
State	-do-	-do-	Corporate Governance in India	Recent Trends in Capital Market	Kanchi Sri Krishna Coll. Kilambi	Feb. 2011
Natl.	-do-	-do-	Worklife Balance of Women Employees		SA Eng. Coll.	Feb. 2011
-do-	-do-	-do-	.	Knowledge Mgmt	Vel's Univ.	Apr. 2011
Intl	Aarathi	MBA	Impact of recent Financial Crisis & recovery in Indian Firms		Vivekanda Educational Inst. Tiruchengode	Feb. 2011
-do-	-do-	-do-	E-Marketing	Impact of LPG in Indian Business Scenario	Annai Madha Ammal Sheela Eng. College	Feb. 2011
Natl.	-do-	-do-	Creativity in Entrepreneurship	Challenges in Entrepreneurship	SSM College of Eng. Kunarapalayam	Feb. 2011
-do-	-do-	-do-	Corporate Brand Mgmt..	New Paradigm on Mgmt	SA Eng. Coll.	Feb. 2011
-do-	-do-	-do-	Entrepreneurship Growth & Performance		SRM Valliammal Eng. Coll.	Apr. 2011
State	-do-	-do-	Corporate Governance in India	Recent Trends in Capital Market	Kanchi Sri Krishna Coll. Kilambi	Feb. 2011
Natl.	Uma Maheswari	-do-	Service Quality in Indian service sector		SRM Valliammal Eng. Coll.	Apr. 2011
-do	Charu mathi	-do	Service Quality in Indian service sector		SRM Valliammal	Apr. 2011

					Eng. Coll.	
-do-	Kalpana Saravanan	-do-	Women & Minority Entrepreneurship		SSM College of Eng. Kunarapalayam	Feb. 2011
-do-	-do-	-do-		Knowledge Mgmt	Vel's Univ. Pallavaram	Apr. 2011

Dr.S.Manikandan, Dept.of Commerce authored a prescribed Text Book – Titled- Financial Accounting published by Scitech Publications Chennai.

15. Honours/Awards to the faculty members:

Tamil Nadu - State Level Best NSS Programme Officer Award – Prof.K.G.Sanjeevi Babu

Tamil Nadu – District Level - Best Ribbon Club Co-ordinator – Prof.K.G.Sanjeevi Babu

16. Resources generated in 2010-11

- Internal resources are generated through self-financing courses
- Alumni contribute liberally towards creating an Endowment in Chemistry dept.
- Providing rooms for the conduct of Govt. & Private organizations.
- Donations from three retired staff towards creation of Endowment awards.
- Maharani Vidyavathi Devi of Vizianagaram Trust offers a good number of scholarships to the economically backward students.

17. SAP/COSIST (ASSIST)/DST, FIST etc. assistance/recognition:

18. Community Service:

The community service is done by the volunteers of NSS, Rotaractors, RRC members, YRC members, NCC cadets, members of the Enviro club, Girls students of the Women students' Forum.

Highlights:

- Regular programmes by above students support service organizations Blood donation – Twice, 523 students donated blood
- Thirukoil Uzhavarapani – 5 times.
- Orientation programme
- Inter-collegiate cultural festival
- AIDS awareness programme
- Distribution of MTC students bus passes
- Inclusion of voters names in voters list
- Leadership training programme Seminar / Workshop
- Voluntary services
- Evils of tobacco awareness programme

- Helping hand to handloom weavers programme – Purchase of Handloom clothes.
- Environmental programme conservation of Energy

19. Teachers & officers newly recruited:

Non Teaching Staff – Govt. sanctioned post - appointed 05

Non-Teaching staff Management appointment - 24

20. Teaching - Non-teaching staff ratio:

Day College – 94 : 52

Evening College – 107 : 16

21. Improvements in the Library services:

- Internet facility made available for staff and students' use
- Access to e-journals made easy with the installation of Broad Band.
- Open access to books for the students
- Photocopying facility available

22. New books/journals subscribed and their value:

Books purchased (added) under various heads:

Period	Special fees	Nos	UGC-UG assistance	Nos	UGC-PG assistance	Nos	Management Assistance	Nos	Total	Total No.of Books
2010-11	Rs.51,924	238	-	-	Rs.1,17,488	489	Rs.2,55,327	771	Rs.4,24,739	1498

Journals purchased

Year	No. of Journal	Amount
2010-11	69	Rs.1,63,501

23. Courses in which student assessment of teachers is introduced and action taken on student feedback :

Almost all the department have undertaken Student-Teacher evaluation in day College. It is totally compulsory in the evening college. There are three types of forms available for the above evaluation.

The data collected at the end of the year from the outgoing students, is analyzed in the department meetings and steps are made to improve the teaching methodology.

In addition, students' feedback is collected from the final year students on the infrastructure facilities with regard to canteen, Library, Sports, toilets and teacher student relationship. Analysis of the data is regularly done to ascertain the level of satisfaction. Pie charts are also made for in depth analysis. Overall satisfaction level is above 95 percent

24. Unit cost of Education : Day College (Aided)
 With salary component : Rs.61,572.58
 Without Salary component : Rs. 479.68/-

25. Computerization of Administration and the process of admissions and examination results, issue of certificates:

The college office is fully computerized in respect of admissions, attendance, issue of certificates, staff salary etc.

Office of the Chief Suptd., University Examinations is fully computerized with internet facilities and Separate Telephone line for communications.

26. Increase in infra-structure:

- Two numbers of New Generator Sets for power backup for the college.
- Two numbers of Toilets with all modern facilities for the students were built.
- 45 nos of new benches and desks (4 seater) for students.
- Purchase of Storage Server
- Purchase of Server
- Purchase of 4 computers
- Purchase of 4 Fan tray with fan for server.
- ERP Solutions for both academic and administrative purpose initiated.
- Fibre optic band backbone connectivity installed.
- 2 Mbps Internet band width installed
- Microsoft campus agreement with GNES and its units.

27. Technology up gradation:

Internet Broad band connectivity provided to all the departments.

28. Computer and Internet access and training to teachers and students :

Layam, a professional organization trained students of MBA in Soft skill programme.

29. Financial aid to students:

a) Scholarships:

Sl. No.	Name of the scholarship	No.of students benefitted	Amount disbursed In Rs.
1	Maharani Vidyavathi devi Fresh and renewal	1	5000
2	Backward Class	137	1,68,834
3	Most Backward Class	182	1,74,358
4	SC and ST	431	20,00,251
5	SC and ST (Eve)	411	11,63,694
6	Private Scholarship	4	16,500

6	Farmers society Security Scheme	7	13,250
7	Ph.D. Scholars stipend	4	1,44,000

30. Activities and support from the Alumni Association:

The GNC Alumni Association was formed with a motive to foster and perpetuate friendship and co-operation among the alumni through functions and meetings of the association to make constructive contributions for the overall development of the institution and the students of the GNC.

Proficiency certificates were sponsored by the Alumni Association.

31. Activities and support from the parent-teacher association: There is no organized parent-teacher association.

Parent-teachers meeting are held thrice in a year for all I year students and twice a year for II and III year students.

At these meetings lot of counselling is rendered to the parents as well as the students who are weak in studies and irregular.

32. Health Services:

Dr. Babu Ganesh M.D is the Medical Officer for the college.

Annual medical examination is conducted for all the students and if any disease is found, the same is reported to the student and his parent / guardian for immediate attention and necessary treatment.

All students are covered for health insurance for Rs.1,00,000/- .

Teaching and non-teaching staff are covered under health insurance scheme of Tamil Nadu State Govt.

33. Performance in sports activities:

National Level

Sathish Kumar Winner Pentathlon Event

State Level

R.Rahul Junior Championship 4th Place Athletics
S.Dilip Kumar Snooker & Billiards Winner
Vijayasankar Cricket State Player

University Players

Name of the Students	Game
Arun Kumar	Shuttle Badminton
Sathish kumar	Swimming

Vijaya sankar	Cricket
A.C.Pradeepan	Cricket
Lakhminarayanan	Cricket
Rohit.R	Cricket
Vinoth	Kabbadi
Paulyas	Kabbadi
Karthik	Kho-Kho
Muruganathan	Kho-Kho
Allon DeZoosa	Kho-Kho
Rajesh	Kho-Kho

34. Incentives to outstanding sports persons:

Rs. 1950 was sanctioned to benefit 2 students.

35. Student achievements and awards:

The following students have secured University Ranks. Gold and silver medals were won by the students of Economics, Defence and Plant Biology& Biotechnology departments in Major subjects.

Name	Department	Rank
Saravanan.A	B.A Economics	1
Ramasubbaiah.rR.M.C	B.A Economics	10
Nandanamanimaran	B.A Defence	1
Sabarinathan.R	B.Sc Electronic Media	6
Selvi.S	B.Sc Electronic Media	7
Manju Priya.L	B.Sc Advance Zoology	1
Mohana Priya.M	B.Sc Advance Zoology	2
Praveen Kumar.G	B.Sc Advance Zoology	3
Balachander.K	B.Sc Advance Zoology	4
Balapoorani.V	B.Sc Advance Zoology	5
Anitha.K	B.Sc Advance Zoology	6
Gayathri.P	B.Sc Advance Zoology	7
Tamizharasy	B.Sc Advance Zoology	8
Mani.K	B.Sc Advance Zoology	9
Sharmila.S	B.Sc Advance Zoology	10
Maheswari.A	Plant Bio.Tech	3
Anitha.S	Plant Bio.Tech	5
Uma Maheswari.S	Plant Bio.Tech	7
Parthiban.C	Plant Bio.Tech	8
Swarnambika.S	Plant Bio.Tech	9
Sumathy,B	Plant Bio.Tech	10
Karthik.S	B.Sc Chemistrty	1
Porchezhian.V	M.Sc Chemistrty	2
Kanimozhi.U	M.Sc Chemistry	3
Balamurugan	M.Sc Chemistry	3
Elakiya.P	M.Com	2
Vijayanarayanan.A.G	M.Com	4

36. Activities of the Guidance and counselling unit:

COUNSELLING CELL

COUNSELLOR: Mr.Ravi Samuel

Counselling centre functions in Guru Nanak College on Fridays between 2pm and 5pm. The Students have been visiting the centre for counselling to improve academic performance, emotional and inter-personal problems affecting their academic performance. Referrals have been by and large through word of mouth by students who have visited the centre and the faculty of the college.

Seventy five students had registered in the centre for counselling service.

The counselling centre had conducted the following programmes:

1. Individual Counselling for emotional and academic problems.
2. Computer assisted assessment of the academic skills of the students.
3. Computer assisted Brain-Train programme to improve the academic skills of the students.
4. Short workshops to help students to overcome public speaking anxiety.
5. Counselling students who had poor attendance and who were withheld during last examination.
6. Prepared the students for campus interview by conducting mock Group Discussions and Interviews.
7. Conducted a session on preparing “Resume” and also enabled every student to prepare his/her resume.

A PROFILE OF CASES SEEN IN GURU NANAK COLLEGE

Academic problems: Students report problems in memory, concentration, poor ability to comprehend Etc. The student is given cognitive rehabilitation through computer assisted Programme “Brain Train”. This facility is also utilized by students taking Professional exams like CAT.

Conflict with Faculty: One Student perceived his faculty to be threatening and not understanding, but with counselling that false perception was removed.

Conflicts with Class mates: Interpersonal conflicts with class mates lead to feel isolated and neglected. So the students were counselled as to how to integrate with the students.

Personality Problems: The HOD of the MBA Programme referred a 1st year student for strange behaviour in the class. On detailed evaluation, it was found that he had misunderstanding with his class mates. Also due to poor communication skills, got into a problem with a faculty. So appropriate counselling was done to enable him to integrate with the students and teachers.

Relationships : Many students approached the counsellor for problems regarding their love relationships. So appropriate counselling was done to enable them to regain focus on academics and to resolve their interpersonal conflicts, arising mainly due to excess indulgence in interactions.

College instituted Disciplinary Committee / Anti ragging Committee and Anti ragging Squad.

Suggestion and Complaint Box are provided for students 'Grievance and Redress.

Student Support Programme:

Conducting student council elections every year

Conducting oratorical and quiz competition for students

Encouraging students to participate in various contests in other colleges by providing financial assistance.

A cultural programme to find the latent talents of students is conducted annually.

Soft skills training is given to all students by Madras Academy of Excellence (MAX)

Training has been given to PG students to appear for competitive examinations.

DISCIPLINE

Patrolling duty has been assigned for staff members to maintain discipline on the campus.

A Disciplinary committee consisting of staff is formed to go into the matters concerning, the discipline of students.

37. Placement services provided to students:

A full-time staff was designated “Chief executive (HR)” for looking after campus interviews for academically brilliant students of our college.

A total of 23 companies have recruited our final year students.

395 students have been placed in the year 2010-2011.

Sl.No	Name of the Company	No.of Students Selected and Placed
1	Mahendra Holidays and Resorts Pvt Ltd	08
2	CTS (BPO)	106
3	Wipro (BPO)	11
4	HCL (BPO)	88
5	CTS (IT and IT IS)	12
6	Keane IT Solution	01
7	Servion	04
8	Sutherland	26
9	Tally Solutions	01
10	Health Zone Financial services	08
11	Blue chip	03
12	Wipro Wase	03
13	IDBI	44
14	Ntrust Info tech	12
15	CSS Cort	16
16	TCS (BPO) for SC/ST	30
17	Congruent Solutions	01
18	India Info line	07
19	CEO Talant search	03
20	E- Nova Solution	03
21	Rane Group	01
22	Kotak Mahendra	03
23	Biocon	02
Total		395

38. Development programmes for non-teaching staff: None

39. Healthy practices followed:

- No capitation fee No donation for admission.
- Merit based admission
- Admission carried out by admission committee constituted based on Govt. Guidelines.
- Admission procedure is computerized.
- Personality development programmes are conducted for all the students.
- Remedial Coaching Classes was conducted to socially and economically weak students.
- Counselling was carried out for both marginalized students and their parents.
- Interactive methods are adopted.
- Retests are conducted to the failed and students who were absent or fail
- Students were involved in the editing of college magazine

40. Linkages developed with National/ Intl. academic/research bodies, if any.

INVOLVEMENT IN PROFESSIONAL SOCIETY ACTIVITIES:

Name of the staff	Department	Membership in
Dr.M.V.Arulalan	Commerce	1.Indian Economic Association 2.Indian econometric Society 3.Indian society for criminology 4.Indian Red Cross Society
Dr.Ravichandran	Commerce	1. Hony..Sec. of St.John's Ambulance 2.Family Planning association of India 3.Vice-president of Karuna Club-Chennai Kendra 4 Hony. Traffic Warden, Tamil Nadu Police
Dr.S.V.Raghavan	Defence & Strat.studies	National Congress for Defense Studies(NCDS) IDSA, ORF
Dr.Sadanand Patra	-do-	1. NCDS 2. Institute of Defence Studies and Analysis 3.Indian Defence Studies association (IDSA) 4. Indian History Congress (IHC) 5. Indian Social Science Congress (ISSC)
Dr.Manikandan K.	-do-	1 IDSA 2.NCDS 3.Indian Social Science Congress (ISSC) 4. Indian Association for Canadian Studies
Dr.V.P.Nedunchezian	-do-	IDSA, NCDS, ISSC and Indian Society for Criminology
Dr.Murthi	Tamil	Saiva Siddhanda Perumandram, Chennai-04
Dr.S.Anand	Economics	Indian Economic Assn. Association of Economists of Tamil Nadu Indian Distance Education
Dr.Karthikeyani	Chemistry	Indian Chemistry Society
Dr.S. Natarajan	Plant Biotechnology	Indian Science Congress Fellow of Botanical Society

		Member, Asian Allelopathy Society
Dr. K. P. Sanjayan	-do-	Fellow , Indian Academy of Entomologists Fellow, Madras Science Foundation
Dr.M.G.Ragunathan	-do-	Member, Indian science Congress Member, Society of Aquatic Biologists.
Dr.J.Jayanthi	-do-	-DO-

Defence & Strategic studies department is seeking co-ordination with the following bodies:

- i) National Congress for Defence Studies
- ii) Indian Congress for Defence studies
- iii) Indian Congress for social studies.

41. Any other relevant information in respect of Quality Improvement

Our college is conducting Career Oriented Programmes in Day College and 5 add-on courses in the Evening College. The courses conducted in Day College are approved and supported by UGC.

They are

- a) Advertisement, Sales & Marketing - By Economics dept.
- b) Risk Insurance - by commerce dept.
- c) E-commerce - -do-
- d) Banking - -do-

Some of our staff members were appointed as subject experts in the interviews conducted by the Teachers Recruitment Board (TRB).

Weekly assembly meetings are held at 9am every Monday. These meetings are helpful in developing students personality, linguistic proficiency in addition to dissemination of information.

PART – C

Detail the plans of the Institution for the next year:

- ❖ To take stringent action and measures to curb the menace of ragging on the campus
- ❖ Focus on strengthening traditional departments.
- ❖ Focus on Research and other collaborative programmes.
- ❖ To work for continuation of affiliation for MBA and MCA
- ❖ Pre placement training for all the students on continuous basis so as to make the students employable
- ❖ To encourage sports activities one more play ground to be developed at the southern end of the campus.
- ❖ To provide separate two wheeler parking for students
- ❖ To improve the academic and linguistic proficiency of the students by arranging special coaching classes for SC/ST and for minority community students.
- ❖ Alumni Association to be encouraged so as to increase their participation in all college developmental activities.

Name & Signature of the
Coordinator, IQAC

Name & signature of the
Chairperson, IQAC