

GURU NANAK COLLEGE (AUTONOMOUS)

**Affiliated to University of Madras and Accredited at 'A' Grade by NAAC
Velachery, Chennai – 600 042**

INTERNAL QUALITY ASSURANCE CELL



ANNUAL REPORT

2018 - 19

IQAC COMPOSITION: 2018 - 19

The Internal Quality Assurance Cell (IQAC) of Guru Nanak College (Autonomous), Velachery, Chennai – 600042 has been constituted in the academic year 2018-19 and following are the members of the newly inducted IQAC.

S.No	NAME	DESIGNATION	POSITION
1	Mr. Manjit Singh Nayar	General Secretary & Correspondent	Management Member
2	Dr. M. Selvaraj	Principal	Chairman
3	Dr. K. Namasivayam	Asso. Professor, Department of Physics	Coordinator
4	Dr. K. Manikandan	Asso. Professor, Department of Defence and Strategic Studies	Member
5	Dr. S. Jayakumar	Asso. Professor, Department of Commerce	Member
6	Dr. Y. Hariprasad Reddy	Asso. Professor, Department of Corporate Secretaryship	Member
7	Dr. M. G. Rangunathan	Asso. Professor, Department of Advanced Zoo. and Biotech.	Member
8	Dr. P. V. Kumaraguru	Deputy Director & Head, MCA	Member
9	Ms. B. Pramila	Assistant Professor, Department of English - Shift II	Member
10	Dr. Gunita Arun Chandhok	Vice Principal - Shift II	Sr. Administrative Officer
11	Mr. B. Balasubramani	Chief Administrative Officer	Sr. Administrative Officer
12	Mr. V. Selvaraj	Office Superintendent - Shift I	Sr. Administrative Officer
13	Mr. Gurmeet Singh Khanuja	Treasurer - GNES	Member from Employer
14	Wg. Cdr. Srikanth (Retd.)		Member from Local Society
15	Mr. K. Guru Viswanath		Alumni
16	Ms. R. Sandhiya		Alumni

CURRICULAR ASPECTS

MoU signed with Pondicherry University (Central University) for Twinning Programme.

The Syllabus of 13 programmes are revised and New Programme, B. Sc., Information Technology was introduced. Twelve (12) Value added courses were introduced.

The academic council passed the resolution to make certificate courses and internships mandatory for all students. MOOC-NPTEL and SWAYAM courses have been introduced for staff and students. Extra credit for these courses has been allotted for the students.

TEACHING LEARNING AND EVALUATION

The ICT method of teaching is used to make the student involve in learning. Field tours and Industrial visit were organized by most of the departments to impart experiential learning to the students. The learning skills of the student is enhanced through participation in seminars, conference, workshops and various competitions. E-resources are prepared by the faculty and made accessible to students on the institutional website through the GNC Learning Management System.

The Mentor - mentee system is actively practiced in all the departments. The Head of the Department assigns the students to the mentor from his/her credential. The mentor can have a track of his/her mentee's profile in terms of academic, co-curricular and extra-curricular activities. Periodic meeting with the mentee regarding progression and personal grievance are addressed and recorded. The record is maintained confidential. The HOD monitors the mentor and mentee system and suggestions are given as and when required. The main aim of this e-mentoring is to reduce paper work and to maintain confidentiality. The mentor can have contact with the student even after their graduation and can maintain the progressive record. This module can help to strengthen the Alumni network.

RESEARCH, INNOVATION AND EXTENSIONS

Four Research Scholars from Advanced Zoology and Biotechnology, Four Research Scholars from Economics, Three Research Scholars from PG Research Department of Commerce and One Research Scholar GRI (Insect Plant Interaction) were awarded Ph.D. Degree. 14 International and 7 national level research papers were published in the Journals notified on UGC website. 64 Books and Chapters in edited Volumes / Books were published.

MOU signed with 6 industries for the purpose of Collaborative research work, Patent, Commercialization of research product, Seminars, Placement, Faculty Development Programmes, Skill Development through Workshops and Industry - Institute Interaction. 9 Workshops/Seminars Conducted on Industry-Academia Innovative practices during the year.

The IMS included Research which covers various modules such as Details of the Research Supervisor and of Research scholar, Doctoral Committee, Publication, Awards, Collaboration, Linkages, MoUs, Consultancy, Patents, Projects, and Research Club.

On behalf of the NCC ARMY and AIR WING of Guru Nanak College various programmes like Awareness on Education for the School Childrens, Awareness on Drug Abuse among the School Children, Medical Camp at Medavakkam, Beach Cleaning Activity done at Kovalam Beach under Swachhta Pakhwada, MIME Awareness on Environmental Safety for the Public, Blood Donation Camp, Awareness on Plastic Pollution for the School Children, Special Lecture delivered on Surgical Strike Day Celebration, Awareness on Water Conservation, Traffic Regulation at Velachery Traffic Signal, Awareness on Education for the School Children, Swach Bharath Abhiyan, Cleaning of Temple Tank at Mylapore, Awareness on Road Safety for the Public, Awareness on Drug Addiction and Cancer for the School Children, International Yoga Day celebration were conducted successfully.

The Entrepreneurial Development Cell organized events like Workshop on "Herbal Soap Making", Workshop on "Homemade Chocolates", Workshop on "Paper Bag Making". The ED

Cell also organized an One Day Conference on Startup Policy and Skill Development for Employment-An Initiative by State Universities and a Business Plan Writing Competition.

The NSS Unit of Guru Nanak College is a very active Unit among the various college Units of the University of Madras. The NSS Unit has conducted NSS Orientation Programme, Yoga Day Celebrations as part of Fit India Movement, Campus Cleaning Programme, Uzhavarpani Saligramam, Blood Donation Camp, Tree Plantation, Walkathon, Perumbakkam One Day Camp and Organ Donation Seminar.

The Enviro Club successfully conducted a Beach Cleaning Programme.

The Women Students' Forum organized Orientation Programme for 1st year women students, Health Awareness Programme, Bharathiyar Kavithaigal and Singing Competition, Swami Vivekananda Essay Competition, Rangoli Competition, Craft Workshop, Personality Development Programme, Flower Kolam/Mehandi/Best out of waste, Kolam on Paper/ Poster making/ Cooking without fire, Self Defence for women, International women's day Celebration.

The Citizen Consumer's Club conducted various Competitions like Creative Writing on the title "Sustainable Development", Elocution Competition on "Impact of Globalization", A Debate on the "Role of Advertisement on Consumers' Positive and Negative Impact" and an Art work making of Wealth out of waste"

INFRASTRUCTURE AND LEARNING RESOURCES

The college has a planning, building and maintenance committee comprising a members from the management, who take up the work of the maintenance of the buildings including the periodical painting and white washing of class rooms. The Laboratories Computer labs are fully equipped and maintained by full time IT team appointed by the college for ensuring the network security, maintenances of the server, protection of system by installing anti-virus software and original software. Computers and printers repaired or replaced based on the wear and tear. Science labs are fully equipped with necessary equipments and practical are conducted in a

structured manner. All the labs have lab technicians and lab assistants Library Library has a collection of good academic resources like Books, Periodicals, Newspapers, CD's/DVD's, N-LIST e-resources, Journals, Cartographic resources and e-Question Bank. The library services offered through Library Management Software (LMS) and secured with CCTV. Current Awareness Services is rendered through Library e-groups (WhatsApp and Google Groups) for Faculty and Students.

The college has State of art of playground facility to cater to the international standards along with a pavilion maintained by India Cements Ltd. Two cricket grounds, Football and Hockey, Basket Ball, Kabaddi and Kho Kho courts are available. An indoor play area for table tennis and shuttle are available for which the maintenance are out soused • An RO Plant is installed in the Canteen to provide pure drinking water. Generator is available to give uninterrupted power supply. The Hostel facility is available outside the college for men and women and transport is provided to take them to the college. Canteen, Kappikudil, and Ice cream Parlour are available for students and staff to provide food and refreshments. The Digital display provides value quotes and information regarding Admission, Departmental and Sports events, details regarding the Examinations. The Greenery of the campus is well maintained by trained gardeners on a daily basis. Trained Plumbers and Electricians are available in the campus for any repair and maintenance. Cement benches are placed all around the campus to allow students to rest during break or lunch hours. Cement dust bins are fixed at various places to keep the campus clean. Flex boards, Quotes, Directions indicating fixtures are fixed in appropriate places. Wall paintings depicting the moral values are displayed. A separate large Parking area is available for students and Staff to park their vehicles. Staff quarters are available for Principal, Chief Administrative Officer and Estate Officer. Proper Roads are laid for connectivity within the campus with speed breakers. Rain water harvesting has been done for all the buildings of the campus.

The Wi-Fi enabled campus (MoU with Jio) allows the student to access to e-learning resources. The Computer Labs upgraded with 107 computers Science Laboratories are equipped with the funding from DST. Library Management Software (LMS) and physical academic

sources like books, periodicals, newspapers, CDs, DVDs, N-LIST e-resources, journals, cartographic resources and e-question bank are available in the library.

STUDENT SUPPORT AND PROGRESSION

The College has a well-functioning IMS which takes care of the Admission of the student including online application form, profiling of the applicants, shortlisting the students, generation of merit-list, SMS and Email intimation to the shortlisted candidates, document verification and register program, online fee payment, ID card generation. The Student Support module consists of Student profile, Student Attendance, online application for extension and club activities, selection intimation and Placement. The Extension module of the IMS includes Selection process, OD provision, Student participation and achievements.

The Student's Council is the representative body with representation from all the departments as office bearers from their respective departments. The student's council is an integral part of the college system the council is highest formal body of students in the college. It aims to help the students in Social interaction, academic improvement, creative expression and self-responsibility. The Students' Council desires to encourage students to graduate by becoming accountable citizens and moral leaders in the society by creating the experience through innovative activities and programs. Structure Students' Council with representation of office bearers from all the departments, aims to solve the student problems and also acts as voice of the students to the management of the college. This representation to students' council is established by electing the class representatives from each class and section and all individual student from the respective department vote and elect their department representative on a democratic manner to the council. These democratic elected representatives, represent the council and among them the posts are nominated among themselves unopposed and their posts are declared by the Staff Council of the college officially.

The Students' Council is student centered, serving the students, staff and management of the college in smooth functioning of the college. The Students' Council complements the students by providing the experience through varied cultural, social and educational programs by

providing an opportunity to every student of the college to participate. The council plays the role of encouraging the overall growth of individual student to have self-realization individually and socially. During the year 2018-2019 the Council has extended its support for conducting various activities. On 5th September Teachers' Day was celebrated. Guru Siksha – An intercollegiate and interschool event was organized. On 11th January 2019, Indophilia-Inter Collegiate Patriotic Event was organized to inculcate the patriotic values among the students community. On 12th January, the Pongal was celebrated to instill the traditional values among the students as “Samathuva Pongal” followed by cultural events. The Students Council organized the Republic Day function on 26th January 2019. During the last week of February 2019, the intra departmental cultural event “Cherish” has been conducted. On March 1st 2019 “Griffin”-Inter-collegiate cultural fest was conducted. On March 8th 2019, the International Women's Day has been celebrated after conducting various competitions to the women students with the co-ordination of the Council Office bearers. Annual Day has been conducted on 9.4.2019, Proficiency prizes and medals had been distributed to deserving students. Students Council has successfully completed all the events in a grand manner during the academic year 2018-2019. The Council complements the experience of students through a wide-ranging diverse academic, cultural, educational, social, and recreational activities. These activities provide the opportunity to balance the academic life and social life of the students to be better citizens of the country.

The college has an active Alumni Association that supports the growth of the institute by contributing in monetary and non-monetary ways. Meritorious alumni give their valuable suggestions during syllabus revision at the time of the Board of Studies. Alumni share their knowledge by means of special talk or lecture in their respective domains. Prominent alumni are invited to motivate the students to attain greater Graduation outcome and provide with an exposure for subsequent enhancement in terms of career, higher studies and Entrepreneurship.

Library conducts separate alumni meet pertaining to “Noolaga Nanbargal” wherein special lectures are provided regarding various study centres to qualify in competitive examinations, peer team coaching is organized and periodically reviewed. Career guidance and higher studies details are also discussed regularly during alumni meet.

The College organised and funded the participation of over 300 students in the 20th Rashtriya Katha Shivir, Pransala, Gujarat in December 2018. The camp inculcated patriotism, universal brotherhood, and moral and ethical values in students.

Langar (Free meal scheme) is an unique programme wherein more than 800 students are benefitted every day. The Management is sponsoring for all sports, culturals for the students every year.

Parent - Teacher meetings scheduled in the academic calendar for the every academic year Parent -Teacher meetings are held after the completion of First Internal Assessment and model exams Slow learners and students those who require attention are given counselling in the meeting. Progress of the students are highlighted. Participation of Parents in College Programmes such as Fresher's day, Colledge day and Graduation day

GOVERNANCE, LEADERSHIP AND MANAGEMENT

The institute practices decentralization ad participative management. It has a significant impact on decision-making policies, planning and administration. The involvement and cooperation of the Management, Staff, Students and all Stakeholders helps to attain the vision of the Colledge – “to provide quality education to all”. The Principal is the Ex-officio member of the Governing body and the chairman of the IQAC. The staff council advices the Principal in internal administration of the Colledge. The Principal in consultation with the Staff Council nominates different committees for planning, implementation and execution. The composition of the different committees is changed every year in order to provide equal opportunities for academic and professional development of all faculty members. The Colledge has the following functional committees: The Governing Council, Finance Committee, Staff Council, IQAC Cell, Planning and Evaluation Committee, Admission Committee, Academic Calendar Committee, Academic Audit Committee, Sports Committee, Library Committee, Student Welfare Committee, Students Discipline Committee, Fine Arts Committee, Grievance Redressal Committee, Anti - Sexual Harassment Cell, Attendance Monitoring Committee, Scholarship Monitoring Committee, Campus Maintenance Committee, Canteen Committee, Hostel

Committee, Research Coordination Committee, Website Management Committee, Students' Council.

The institution promotes the culture of participative management in policy-making, framing guidelines, rules and regulation. The Principal, Deans, Heads of the departments, teaching and non-teaching faculty, Student Council members, class student representative's works together on the progression of institution by sharing the responsibilities and participate in the growth and development of the institution.

The College has a well-equipped Integrated Management System (IMS) that supports the management in decision making to enhance the quality in all arenas of the institution. The administration of the College is maintained through e-governance. The modules included file management, e-circular, Academic Calendar, Biometric attendance for Staff and Research Scholars, Event management, Leave Management, Feedback from all Stakeholders, Student Satisfaction Survey, Exit poll, Online Transfer Certificate, Dean module, Alumni and generation of dynamic reports. For the Finance and Accounts – Tally ERP 9 is used for finance and accounts purpose. Staff Leave and salary is linked to Biometric. For aided staff, Integrated Financial and Human Resource Management System (IFHMS) software implemented by the Government is used. All the notifications are sent through SMS gateway to various stakeholders.

The Faculty module of the IMS enables the faculty to update their profile in terms of their personal, academic, research and extension activities, to prepare and execute lesson plan, to enter internal marks, to upload question papers, to track mentee's records through mentor process, Online application of leave.

Various Staff Welfare measures have been done for both Teaching Faculty and Non-Teaching including

- Staff Gift worth Rs. 2000/- on Teachers day and other important occasion to all staff members (eg., Guru Nanak Devji Birth day)
- For every pongal /Makara shankaranthi/ Lohari cash incentives Rs. 1000/- is provided to all staff members

- ESI/PF amount is deposited for every staff members
- 50 of the tuition fees are waived to the wards of the staff members
- Maternity benefit is provided to an extent of 3 months with salary and further 3 months can be extended on special request
- Last 2 hours permission are granted to the nursing mothers
- Faculty Development Programme was organized by the college management for all the teaching staff at Layam Academy
- One day picnic is organised for the staff every year
- Free accommodation is provided for the faculty members
- Leaves granted to staff members on medical grounds
- Financial assistance for staff/family members are provided for medical emergencies
- The Management is sponsoring for staff sports and cultural activity
- The Management also sponsors the registration fee to the staff members for attending International/National Conferences
- Group Insurance scheme is available for Students, Teachers, Parents
- Mineral water Dispenser is provided to all the departments
- The A/C auditorium provided at free of cost for the personal function of the staff members

INNOVATION AND BEST PRACTICES

The Standard operating procedure for carrying the experiments and the do's and don'ts Boards are placed in the various science laboratories (Physics, Chemistry, Plant Biology and Plant Biotechnology, Advanced Zoology and Biotechnology and Biotechnology).

Value education is provided for final UG students to inculcate self-values, self-analysis and introspection, moral values, constitutional values, Social values, Aesthetic values, Professional values and Environmental ethical values. It also enlighten the students in Guru Nanak Devji's teaching.

Several innovative programmes are conducted by the College and to name a few are (i) Awareness of entering adulthood: rights and responsibility, (ii) Lecture on Gender Equity, (iv) Polycystic ovaries Awareness & Women's Health and (v) Workshop on self-defence

The College campus is planted with trees and plants to make it a green Campus. The campus is full of various kinds of flora and fauna, apart from 722 trees of 163 species, we have banyan enclaves and verdant shades of green throughout the campus. We have made a walkers path, a pedestrian path inside the campus and a separate exit and entrance for the vehicles. The students and faculty are encouraged by the NSS unit, enviro club and the departments to keep the campus green by planting more trees and making the campus plastic free zone. The college has made adequate arrangements for the parking of vehicles (two wheelers, four wheelers). Emission test certificates are mandatory for the vehicles in the campus. The electrical equipment are turned off when not in use. The Staff and students use the the staircases whenever possible. The Solar energy used in the campus is of a tune of 10KW. The college has adequate facilities to collect the rain water for the purpose of gardening. Water recharge pits has been constructed in the various parts of the campus. College has been declared a No Smoking zone. A large number of students and teachers use public transport (Bus, MRTS, and Metro, Train and share autos) to travel from and to the college. The college follows reuse / recycle policy as far as the electronic items are concerned. The low end computers which can no longer be upgraded and used at the college but suitable for the type of work done on campus are given away for reuse in the local schools. The Green Audit is done periodically. Plantation of trees is done regularly on various occasions. The college initiates measures towards Paperless campus through e-governance polices. The Herbal garden developed and maintained by the Dept. of Plant Biology and Plant Biotechnology.

The best practices successfully implemented by the institution are follows:

The Langar system – free meal to economically backward students. The objectives of the Langar system is to create universal value of equality among students by connecting through serving food to all and to extend an ambience to the needs of students from economically backward and who experience lack of nutritious food. The Langar is run by volunteers, doing selfless service. This practice results in oneness in the community as the service ensures the

equality among all in the society. The Context Expenses of the Langar are met by management and also voluntary contribution from staff. Students from Economically backward are benefitted by Langar system which makes them to concentrate on academics without starvation Around 400 hundred students are benefitted by this service on daily basis.

General Assembly – The main objectives of this practice is to inculcate the values of group prayer among the students and to nurture and maintain a positive healthy culture which binds everyone together. This also helps to motivate the students by appreciating with rewards and accolades on achievements in academics and co-curricular activities.

Our institution does not claim minority benefits though it was founded and established by a Sikh management (Minority). It stands tall extending a strong support to the majority community and strictly adheres to all government regulations. All the members of the council are successful entrepreneurs with high social standing and with the noble vision to serve for the benefit of all, which is our motto “Pro Bono Publico”. The management is highly committed and all surplus from the institution is ploughed back for the welfare of the college. Our institution plays a vital role in upgrading youth from weaker sections of the society.

Sd/-

Dr. K. Namasivayam
IQAC Coordinator

Sd/-

Dr. M. Selvaraj
Principal