

## **The Annual Quality Assurance Report (AQAR) of the IQAC 2013-2014**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

### **Part – A**

#### **1. Details of the Institution**

1.1 Name of the Institution	<b>GURU NANAK COLLEGE</b>
1.2 Address Line 1	VELACHERY MAIN ROAD
Address Line 2	VELACHERY
City/Town	CHENNAI
State	TAMILNADU
Pin Code	600042
Institution e-mail address	principal@gurunanakcollege.edu.in
Contact Nos.	044- 22451746, 22444621
Name of the Head of the Institution:	Dr. M.SELVARAJ
Tel. No. with STD Code:	044- 22451746, 22444621
Mobile:	9444131879

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) : **EC/62/RAR/022**

1.4 Website address:

Web-link of the AQAR:

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++	82.00	2003	2008
2	2 <sup>nd</sup> Cycle	A	3.13	2013	2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

1.7 AQAR for the year (*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 2010-11 submitted on 12.09.2011
- ii. AQAR2011-12 submitted on 15.10.2012
- iii. AQAR 2012-13 submitted on 24.10.2014
- iv. AQAR2013-14 submitted on 24.10.2014

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

1.11 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF MADRAS,  
CHENNAI, 600005

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	✓	DST-FIST	✓
UGC-Innovative PG programmes	-	(Specify)	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	3
2.11 No. of meetings with various stakeholders:	No. - Faculty 2
Non-Teaching Staff	1
Students	1
Alumni	-
Others	-
2.12 Has IQAC received any funding from UGC during the year?	Yes ✓ No
If yes, mention the amount	Rs. 3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International  National  State  Institution Level

(ii) Themes

Relevance of Sangam Literature of Contemporary Life

2.14 Significant Activities and contributions made by IQAC

- Academic auditing of the Departments
- Students ' feedback of faculty and Institution
- Co-ordinated the Seminar on Classical Tamil

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	Achievement
<i>Please see annexure</i>	

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Not Applicable

## Part – B Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	7	2	-	-
PG	5	-	-	-
UG	16	-	1	-
PG Diploma	-			
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	3	-	-	-
<b>Total</b>	31	2	1	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	-
Annual	-

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Affiliated to University of Madras

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

Department of B.Com (Hons.) (Self-financing college)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	72	48	24	-	-

2.2 No. of permanent faculty with Ph.D.	44
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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
	26	7	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty	119	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	45	6
Presented papers	2	32	6
Resource Persons	-	7	-

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Case studies and Role Play</li> <li>• Demonstration using models</li> </ul> |
|---|

2.7 Total No. of actual teaching days during this academic year	180 days
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Affiliated to University of Madras
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	30	-	-
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2.10 Average percentage of attendance of students	75%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	No. of students passed	Pass %
Arts stream	200	80	40%
Science stream	519	295	56%
Commerce	509	396	78%

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

- Procure result analysis of the department and recommend the follow-up actions
- Students' feedback of faculty collected and analysed for follow-up actions

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	35	-	35
Technical Staff	-	-	-	06



## Criterion – III

### 3. Research, Consultancy and Extension

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

- Requested the Management to sponsor registration fee to present to papers in seminars/conferences.
- Staff motivated to apply for major and minor projects.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	1	6
Outlay in Rs. Lakhs	6.30	27.22	10.29	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	5
Outlay in Rs. Lakhs	-	4.16	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	-	4	2

#### 3.5 Details on Impact factor of publications: **NOT AVAILBALE**

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 (Rs. In lakhs)	Received (in lakhs)
Major projects	2	UGC	27.22	5.5
Minor Projects	3	UGC	4.16	1.69
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
<b>Total</b>	<b>5</b>	<b>-</b>	<b>31.38</b>	<b>7.19</b>

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 - **NOT APPLICABLE**

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Others

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	CICT	-	-	-

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

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Campaign for making the campus a plastic-free zone
- Tree census for Chennai city
- Awareness rallies on Voter's awareness, Smoke-free Boghi, Cancer prevention.

## 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	20 acres			
Class rooms	48	27 (under construction)	Management	
Laboratories	8			
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	2	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.99lakhs	Management	
Others - Auditorium	1			
Hostel	1			
Library	1			
Canteen	1			
Pavilion	1			

#### 4.2 Computerization of administration and library

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Admission of the students (ERP)</li> <li>• Attendance particulars of students' (ERP)</li> <li>• Library lending system</li> <li>• Office administration (ERP)</li> </ul> |
|---|

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	49216	-	1495	2.1 lakhs	50711	2.1 lakhs
Reference Books	1287	-	64	2.7 lakhs	1351	2.7 lakhs
e-Books	80409	-	-	-	13400	93809
Journals	58	-	60		118	-
e-Journals	3828	-	2419	1.3 lakhs	6247	1.3 lakhs
Digital Database	-	-	-	-	-	-
CD & Video	226	-	16	-	242	-
Others (specify)	19	-	12	19	31	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	294	294	-	open access	5	25	25	
Added	51	20	-	open access	5	8	8	
Total	345	314	-	open access	5	33	33	

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

- On-line application for admissions introduced
- ERP system introduced in college administration
- Campus Wi-Fi access available
- Internet access to staff in Departments.
- Networking available

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

i) ICT	4.82 lakhs
ii) Campus Infrastructure and facilities	15.5lakhs
iii) Equipments	0.35lakhs
iv) Others (RO Plant)	5.04lakhs
<b>Total :</b>	<b>25.71lakhs</b>

## Criterion – V

### 5. Student Support and Progression

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

- Freshers are briefed about support service as a part of the Orientation Programme
- Prizes won by the student members of various support services are given away during Monday morning assembly to motivate interest among other students.
- The student members of the IQAC coordinate with Student Council members to create an awareness among students about various support services
- Faculty in-charge of various support services disseminate information about the programmes to students.

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

- Every class is assigned a class teacher who keeps track of the academic performance and attendance status of the students in his/her class. Students can approach their class teacher for any help regarding academic and non-academic matters.
- The ERP system helps to monitor the attendance of students periodically. At the end of every month the attendance statement of students is sent to the respective Heads of Departments and students who lack attendance are given stiff warning.
- Parent-teacher meets are held at regular intervals and parents are apprised of their ward's academic performance and attendance position.

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

UG	PG	Ph. D.	M.Phil.
4334	435	97	11

#### (b) No. of students outside the state

340

#### (c) No. of international students

-

Men	No	%
	2868	69

Women

No	%
1901	31

Last Year (2012-13)(UG & PG)						This Year (2013-14) (UG & PG)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
383	1081	11	3135	08	4618	445	1233	13	3070	08	4769

Demand ratio:      1:10      Dropout % :      0.88%

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

- Coaching classes for Civil Services (preliminaries), Banking Services (Clerical and Probationary Officers) and TNPSC examinations are conducted as part of the UGC sponsored “Entry into Services” Programme. Besides the faculty, experts in the field are invited to handle classes.

No. of students beneficiaries

198

5.5 No. of students qualified in these examinations – **NOT AVAILABLE**

NET  SLET  GATE  CAT   
IAS/IPS etc.  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- The college has a full-time student counsellor who extends assistance to students with personal and psychological problems. Whenever necessary she recommends them for further counselling to psychiatrists and clinical psychologists.
- The placement Officer offers guidance regarding training and career options. She arranges campus interviews and recruitment drives by top notch companies.
- The alumni of the college who are placed in high positions in various organization help in conducting job fairs. They help to place UG and PG students.
- TCS conducts training programmes and absorbs those who qualify.
- Soft Skills, Resume Writing and Personality Enrichment classes are conducted prepare the students for the job market.
- Add on programmes in Banking, Risk Insurance and E-Commerce offered by the Dept. Of Commerce are an exposure for the students in theses specialized areas and help in their placement.

No. of students benefitted

402

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	1755	208	Not available

## 5.8 Details of gender sensitization programmes

- The Women Student's Forum functions actively. The women staff in-charge of the forum and the students' General Secretary (Women) coordinate the programmes of the forum. Orientation Programmes are conducted. Doctors are invited to sensitize students on women related health problems. Women entrepreneurs are invited to motivate students.
- Workshops are conducted to enhance the entrepreneurial skills of the students. Women activists are invited to speak on women abuse and women's rights. International Women's Day is celebrated.

## 5.9 Students Activities

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

State & University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	19	1.19lakhs
Financial support from government	1661	53.27lakhs
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: RO plant was installed for drinking water purpose



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision

“To provide quality education to all especially to those from the less privileged background; to build a community of individuals who are responsible citizens; to motivate the students to work towards a harmonious, just and equitable social order; and to equip them to face challenges with courage and commitment”

##### Mission

- To impart knowledge which is empowering, value based and holistic in nature
- To help students understand the importance of creating social order that is harmonious, just and equitable
- To sensitize students to environmental issues thus motivating them to be conscientious environmentalists.
- To equip students to face challenges with courage and commitment
- To create a vibrant academic atmosphere which focuses on teaching, learning, research and outreach programmes.

#### 6.2 Does the Institution has a management Information System

- The smooth functioning of the institution is achieved by proper systematizing and channeling of information flow and decision making process.
- The key constituents of the college are the Management, College Committee, the teaching and administrative staff and the students.
- The Principal ensures that the suggestions made by the first two constituents are implanted by the teaching and administrative staff. Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration.
- The Heads of departments conduct the activities of the department in collaboration with other members of the department.
- The students’ council represents the student body. Thus the Information system is well organized.

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

##### 6.3.1 Curriculum Development

As an Affiliated college the curriculum designed by the University of Madras is followed.

### 6.3.2 Teaching and Learning

- When the college re-opens for the academic year in July workshop/training session is organized to fine tune the teaching skills of the staff.
- Assignments, seminars, and projects are used besides written tests to evaluate students' performance. This help to improve their creativity, originality and analytical thinking.

### 6.3.3 Examination and Evaluation

- As an affiliated college it follows the Semester pattern and the CBCS system and the continuous internal assessment norms laid by the University of Madras.
- Examination and evaluation as per the University guidelines

### 6.3.4 Research and Development

IQAC is working as a R&D unit of the College

- There has been a rise in research activities.
- Currently 23staff are research guides.
- Staff are encouraged to publish and present papers. Management sponsors the registration fee as an incentive.
- Staff are encouraged to applying for major and minor projects.
- National level Seminars are conducted periodically. This year a National Seminar in Classical Tamil was conducted.
- A bi-annual Guru Nanak College Journal of Multi-disciplinary Research holds the pride of place in the research activities.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### **Library**

- The library is fully automated using barcode technology for library transactions. It also offers On-line Public Access Catalogue and On-line user accounts facility to verify their transaction particulars. It is equipped with CCTV camera, well arranged stacks, Open Access system.
- The library has UGC-INFONET Digital Library Consortium called N-LIST for exclusive use of e-resources i.e. e-journals, e-books, and e-bibliographical databases etc.
- This academic year the best practices are Monthly book exhibitions, Workshops related to Library and Information Science & Technology, Create & Share – a Student Notice board, Ranking the users based on their library utilizations.

## ICT

Departments have been provided with OHPs, laptops and LCD projectors to enable teachers to introduce ICT in their teaching. Provisions for SMART classrooms are made in the building under construction. All departments have computers with internet facilities. Computing Skills classes are conducted for students and the computer labs facilitate hands on training.

### Physical Infrastructure :

- Gurudwara
- Chellaram block
- Maharani Vidyavathi block
- Sindh block,
- Ranjith Singh block
- GRI block
- MCA block
- MBA block
- Sri Guru TegBahadur Auditorium
- Punjab block
- Library
- Sports pavilion
- Shift II Office
- Seminar Halls (2 Nos)
- Langar Hall
- Canteen
- **Guru HarKishan Block is under construction**

### 6.3.6 Human Resource Management

- Students' volunteer services are utilized for undertaking socio-economic programmes sponsored by University of Madras and Govt. of TamilNadu.
- Members of staff volunteer to take responsibilities of various administrative and welfare activities.

### 6.3.7 Faculty and Staff recruitment

- Advertisement in National Dailies
- List from Employment Exchange
- Follow the Community Roaster System
- Interview Panel as per Govt. of TamilNadu statutory requirement
- Merit based selection criteria

### 6.3.8 Industry Interaction / Collaboration

- The college has entered into memorandum of understanding with additional two companies to impart institutional training to the commerce graduates (B.Com. Honours)

### 6.3.9 Admission of Students

- No capitation fee or donation for admission to any course
- 100% Merit based admission is given for all the branches including management quota
- An admission committee monitors and executes the admissions
- Admission of Students' as per TamilNadu guidelines
- Admission procedure is computerized
- On-line applications are made available

### 6.4 Welfare schemes for

<p>Teaching</p> <ul style="list-style-type: none"> <li>• Contributory Provident Fund for management faculty</li> <li>• Maternity leave for management faculty</li> <li>• Advance salary paid to regular staff till the approval is received</li> <li>• Festival advance</li> <li>• Co-operative Society</li> <li>• Bonus for management staff.</li> <li>• GNC teaching staff association</li> </ul>
<p>Non-teaching</p> <ul style="list-style-type: none"> <li>• Fees concession to children of non-teaching staff</li> <li>• Festival advance</li> <li>• Free tea served</li> <li>• Co-operative society</li> <li>• GNC non-teaching staff association</li> </ul>
<p>Students</p> <ul style="list-style-type: none"> <li>• Mid-day meals scheme for needy students (Langar)</li> <li>• Counselor to deal with their academic and psychological problems</li> <li>• Career guidance</li> <li>• Organize health awareness programmes</li> <li>• Women student's forum invites expert doctors for creating awareness about women related health problems</li> <li>• Installation of RO plant</li> <li>• Scholarships to needy students</li> <li>• Bus passes in collaboration with MTC</li> </ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	-	Yes	IQAC
Administrative	Yes	RJDC, Chennai	Yes	Internal auditor

6.8 Does the University/ Autonomous College declares results within 30 days? - **Not Applicable**

For UG Programmes      Yes     No

For PG Programmes      Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

**Not Applicable**

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

**Not Applicable**

6.11 Activities and support from the Alumni Association

- Alumni help in career guidance and placements
- Alumni of Chemistry Department created Endowment for Lectures and prizes

6.12 Activities and support from the Parent – Teacher Association

- Parent –teachers meetings are conducted twice in a semester
- Parents cooperate and support the decisions taken in the meetings.
- Parents participate in College programmes such as Freshers' day, College day, Graduation day

6.13 Development programmes for support staff

- Updating of computer skill for administrative work.
- Encourage to develop academic qualification

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

- Saplings are planted and nurtured
- At the site of construction of the new block trees were not cut but pain was taken to re-plant 7 trees in different location and they have survived
- Numbering and naming of trees on the campus

## Criterion – VII

### 7. Innovations and Best Practices

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

- Coaching for IAS (Preliminary)
- Conduct of soft skills classes in collaboration with ebek

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

- Proposed to submit application for autonomy (beginning of the year)
- All formalities completed and application submitted (ATR)

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

- i. Mid-day meal scheme (Langar)
- ii. Earn while you learn
- iii. On-line application facility

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Functioning of the Enviro Club
- Awareness rallies organized to sensitize the public about environmental issues
- Staff and students help the Government organized tree and deer census programmes

7.5 Whether environmental audit was conducted? Yes  No

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

Strength :

- NAAC accredited at 'A-grade'
- Vast campus of 22 acres,
- High demand ratio in admissions
- Enlightened and liberal management
- Government aided institution
- Co-educational institution
- Multi-disciplinary streams of curriculum
- Well-developed turf wicket and a magnificent pavilion
- High percentage of Ph.D. staff
- High percentage of NET and SLET qualified staff

Opportunity :

- Eligibility to apply for UGC grants and funds
- Eligibility to apply for RUSA
- To tap the alumni resources

Weakness:

- Insufficient classrooms
- Shifts system of working denies optimal achievement of sports and extra-curricular opportunity

Challenges:

- Large numbers of students are from Tamil Medium Schools
- Large number of first generation students
- Many students' take part-time jobs due to economic background
- 

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

- New courses in the field of commerce such as B.Com (Marketing management), B.Com. (Information System and Management), B.Com. (Bank Management) and B.Com. (Honours) linked with CMA will be introduced
- Internship/project will be included in the curriculum as a core paper
- More MoU's with the corporates
- The curriculum will be revised and updated to suit the current scenario
- Soft skills and special skill courses will be introduced
- More practical oriented subjects will be introduced
- Inter-disciplinary Elective(IDE) will be part of the curriculum

*C.N. Eswari*

Dr. C.N. Eswari

Signature of the Coordinator, IQAC

**Dr. C.N. ESWARI, M.A., M.Phil., Ph.D.,**  
Associate Professor and Head  
Department of English  
Guru Nanak College  
Chennai - 600 042.

*Dr. M. Selvaraj*

Dr. M. Selvaraj

Signature of the Chairperson, IQAC

*Dr. M. Selvaraj*

**Principal**  
Guru Nanak College  
Chennai - 42.



ANNEXURE – I (Part-A 2.15)

<b>S.No.</b>	<b>Plan of action</b>	<b>outcome</b>
1.	To initiate ICT in Teaching	Departments were provided with LCD Projectors, Laptops & OHPs
2.	To enhance Teaching methods	Workshop conducted in July /August every year.
3.	To enhance students Performance	Introduction of Academic Calendar
4.	To enhance Research Activities	Bi-annual Research Journal Published Inaugurated Chemistry research Lab Motivation to Publish papers Rise in number of research guides
5.	Academic enrichment of Staff	Management sponsors the registration fee for paper presentation.
6.	Encourage to present papers in conferences abroad	Two staff members were sponsored the registration fee for presenting papers in international conferences abroad
7.	To improve the overall Discipline	Committee was constituted to monitor the late comers. Attendance details sent through SMS to the parents' & meetings scheduled
8.	Emphasis on smart classes	New Building under construction with smart class facility and English language lab.
9.	Encouragement in sports and other activities	Awareness created about the sports facilities /extra curricular opportunities available in the college
10.	Students' welfare	RO plant installed. Langar kitchen Inaugurated
11.	To get autonomy for the institution	Preparation underway for autonomy committee's visit