

Annual Quality Assurance Report

(AQAR)

of

Guru Nanak College
(Autonomous)

For the academic year 2016-2017



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

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, 2016 to June 30, 2017)

Part – A

1. Details of the Institution

| | |
|--------------------------------------|-----------------------------------|
| 1.1 Name of the Institution | GURU NANAK COLLEGE (AUTONOMOUS) |
| 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 2245 1746, 2244 4621 |
| Name of the Head of the Institution: | Dr. M. SELVARAJ |
| Tel. No. with STD Code: | 044 2245 1746 |
| Mobile: | 9791937970 |

Name of the IQAC Co-ordinator:

Dr.K.NAMASIVAYAM

Mobile:

94444 52430

IQAC e-mail address:

iqac@gurunanakcollege.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN10439

1.4 NAAC Executive Committee No. & Date:

EC/62/RAR/022, January 05, 2013.

1.5 Website address:

www.gurunanakcollege.edu.in

Web-link of the AQAR:

http://gurunanakcollege.edu.in/aqar

1.6 Accreditation Detail

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B++ | 82 | 2003 | 2008 |
| 2 | 2 nd Cycle | A | 3.13 | 2013 | 2018 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

7th July, 2007

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 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 – 2011 Submitted on 12.09.2011
- ii. AQAR - 2011 – 2012 Submitted on 15.10.2012
- iii. AQAR - 2012 – 2013 Submitted on 30.10.2013
- iv. AQAR - 2013 – 2014 Submitted on 25.08.2014
- v. AQAR - 2014 – 2015 Submitted on 31.12.2015
- vi. AQAR - 2015 – 2016 Submitted on 31.12.2016

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NIL

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

University of Madras,
Chennai – 600 005

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

Autonomy by State/Central Govt. / University

UGC

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

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

-

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

09

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

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

Internal Security: World Experiences; Pedagogies for Excellence of Academia; Strategies for Quality Enhancement in Higher Education
Attached Annexure 1

2.14 Significant Activities and contributions made by IQAC

- Academic Audit of the Departments
- Results Analysis of the College Department- wise
- Preparing College Data for National Survey
- Submission of forms for the National survey for different National magazines Week and India today
- Collection of Staff Self-Appraisal.
- Conducted IQAC Workshops
- Submission of Proforma for the Funding Agencies to conduct National Conferences
- Follow up works of the Autonomy
- Involved in all the quality related works.
- Forming of different committees for NAAC Re-accreditation for the III Cycle

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 |
|---|---|
| <ul style="list-style-type: none"> • Internal and External Academic Audit to be conducted. • NAAC Re-accreditation workshop to be conducted for the 3rd cycle. • To get assessed/ranked through different agencies. | <p>Conducted successfully with External Experts.</p> <p>Workshop conducted and apprised of the quantitative metrics. Department NAAC coordinators are identified and entrusted with assignment.</p> <p>Our institution was ranked among the top 100 institutions.</p> |

* 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

Governing Body of the College – NAAC Report was placed in Governing council for Approval.

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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | 09 | - | - | 09 |
| M.Phil | 02 | - | - | 02 |
| PG | 08 | 01 | 05 | 08 |
| UG | 21 | 01 | 12 | 21 |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | 07 | - | 07 | 07 |
| Others | 03 | - | 03 | 03 |
| Total | 50 | 02 | 27 | 50 |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 36 Programs |
| Trimester | NA |
| Annual | NA |

programmes:

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.

B.A.- English (Literature) and Master of Social Work

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 252 | 225 | 27 | - | - |

2.2 No. of permanent faculty with Ph.D.

| |
|-----|
| 108 |
|-----|

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 |
| 225 | - | 27 | - | - | - | - | - | 252 | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Guest Faculty | Visiting faculty | Temporary faculty |
|---------------|------------------|-------------------|
| 05 | 02 | 03 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 45 | 250 | 109 |
| Presented papers | 115 | 106 | 55 |
| Resource Persons | - | 10 | - |

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

Open Book System was also introduced, Interrogative method of teaching ICT enabled, Demonstration using models. Use of power point, Industrial visits, Experimental learning, Case studies and Role Play Conduct of workshops, Lectures, seminars by renowned scientists, Problem solving ,Viewing & discussing documentaries and movies

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) Yes

2.9 No. of faculty members involved in curriculum Restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 40 Faculty member

2.10 Average percentage of attendance of students > 90%

2.11 Course / Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| UG | | | | | | |
| Science | 840 | 33 | 52 | 15 | Nil | 77 |
| Arts | 1173 | 14 | 40 | 46 | Nil | 70 |
| Commerce | 1567 | 51 | 33 | 16 | Nil | 85 |
| PG | | | | | | |
| Science | 86 | 96 | 14 | Nil | Nil | 74 |
| Arts | 82 | 78 | 22 | Nil | Nil | 82 |
| Commerce | 46 | 94 | 06 | Nil | Nil | 89 |

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

Periodical review of the teaching - learning process at the end of each semester • Suggestions given to remodel and strengthen the mentor system and remedial coaching practices. • Procured the result analysis of the department and recommended the follow-up action • Students' feedback of faculty and institution are collected from the students, parents and analysed for follow-up action • IQAC conducts meetings / professional skill development programs to enhance teacher effectiveness • Modern teaching methods of smart classes suggested. • Encourages publications in state level/national /international level conferences/seminars/symposia in high impact factor journals. • Fortified the staff members to attend faculty development programs • Encourages faculty to attend seminars/ conferences/symposia to update their knowledge in their respective research field. • Self-appraisal of staff is also collected.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses | 6 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |

| | |
|--|---|
| Orientation programmes | 1 |
| Faculty exchange programme | 1 |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 2 |
| 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 | 88 | 23 | 13 | - |
| Technical Staff | 6 | - | - | - |

Criterion – III

3. Research, Consultancy and Extension

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

Attached Annexure II

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 2 | Nil | 2 | 2 |
| Outlay in Rs. Lakhs | Nil | Nil | 2,85,000 | 1 |
| | Nil | Nil | 5,50,000 | 1 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 20 | 35 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | 05 | 15 | - |
| Conference proceedings | 7 | 63 | - |

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 | | | | |
| Minor Projects | 2015-17 2016-17 | UGC-MINOR Start-up Grant by UGC | 2,85,000 5,50,000 | 2,85,000 5,50,000 |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects <i>(other than compulsory by the University)</i> | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |
| Total | 2 | | 8,35,000 | 8,35,000 |

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 Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|--------------------|-------|------------|---------|
| Number | - | 6 | - | - | - |
| Sponsoring agencies | - | Guru Nanak College | - | - | - |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 7 | 1 | 6 | - | - | - | - |

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

23

105

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

18

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 | Nil | College forum | 11 | | |
| NCC | 04 | NSS | 15 | Any other | 4 |

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

Extension Activities & Institutional Social Responsibilities

- NSS of Guru Nanak College and Blood Bank of Rajiv Gandhi General Hospital, Chennai, organised a Blood Donation Camp in GNC and collected 500 units of blood, on 08.07.2016. A special camp at Somanalam Village, Kundrathur was organised from 24.09.2016 to 30.09.2016, wherein 150 NSS volunteers participated and cleaned the Govt. School, Temples, Old age homes, Govt. Hospital planted trees in school and constructed fencing for the garden there. They also conducted rallies, and awareness programmes on Dengue and Diarrhea
- NCC Air and Army Wing organised a Seminar on “Career Opportunities in Defence Forces” from 04.08.2016 to 08.08.2016, with Mr. Surendran, Director of Defence Academy, Chennai as Chief Guest. I am proud to state that Ms. Kaviya.K.Dilip,II-B.Sc.(Physics), was the Parade Commander of Tamilnadu, Puducherry and Andaman & Nicobar. She participated in the “All India Vayusainik Camp held at Rajasthan from 15th to 26th October 2016. She represented Tamilnadu NCC Directorate at the Annual NCC Republic Day Camp and Prime Minister’s Rally at New Delhi from 1st to 29th January 2017 and also the Mountaineering Camp at Manali, Himachal Pradesh. She was honoured with the “NCC Best Cadet Award 2016-17” that carried a cash prize of Rs. 4500/-
- NSS units of GNC, in association with primary Health Centre of Chennai organised an awareness programme on “Tuberculosis”, and awareness rallies on Road Safety and on HIV/AIDS, as part of their events
- The Rotaract Club organised Installation function and launch of “Feathers” on 08.07.2016, with Rtn. Babu Peram, District Governor Nominee as Chief Guest
- The Enviro Club commemorated “Sikh Environment Day” on 14.03.2017. The Enviro Club and ECO Sikh organised a Presentation and Extempore Competitions on “Environment” for our students on 04.03.2017
- NCC Army wing cadets have won Overall Championships & Trophies at Presidency College , Dr.Ambedkar Law College, Alpha Arts & Science College & Pachiyappa’s College in 2016
- Suresh Krishna of III B.A.Defence attended the Republic Day Parade at New Delhi in 2016
- 5 Air Wing Cadets were honoured with Gold, Silver & Bronze Medals at the All India Vayu Sainik Camp held in Bangalore
- N.Kirubakar of III B.Sc. Physics attended the All India Advance Leadership Camp at Agra and was honoured with “The Best Personality Award”
- Sairam of III B.Sc. Physics has become the Fighter Pilot in the Indian Airforce

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 | 64 | 13 | Management | |
| Laboratories | 9 | 1 | Management | 10 |
| Seminar Halls | 4 | 1 | Management | 5 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | - | - | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | - | - | - |
| Others | - | - | - | - |

4.2 Computerization of administration and library

| |
|---|
| <p>Computerization of administration and library</p> <p>Admission of the students is maintained by ERP ERP software is augmented for students' attendance maintenance. Library lending system is made totally computerized. Library manual cards are replaced by college ID with bar coding. The entire office administration is brought under ERP system for the speedy administrative process.</p> <p>Administration Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format), Income Tax have been computerized through administration office. In addition the Administrative offices (Aided & Self Supporting Stream) make effective use of computers for the following: Process of Applications for Government funded scholarships, maintaining academic record of the students, staff Data base, salary details, correspondence with Joint director & directorate Office, Preparation of Transfer & Conduct certificates for students. Annual statements of Bank Reconciliation Statements and Financial statements are computerized.</p> <p>Budgeting Separate domain id created for communication & data acquisition for faculties of all departments</p> <p>Librarian Desk ID card scanners are used to record the entry of users into the library. The daily report of users visiting the library, month-wise, department wise, staff & student wise visits are prepared. The following are achieved by the computerization</p> <ul style="list-style-type: none">* Document Catalogue * Members* Web OPAC (Online Public Access Catalogue) |
|---|

4.3 Library services:

| Particulars | Existing Up to Mar 2016 | | Newly Added Apr 2016- Mar 2017 | | Total Upto March 2017 | |
|-------------------|---|-------------|-----------------------------------|-------------|--------------------------|-------------|
| | Nos. | Value (Rs.) | Nos. | Value (Rs.) | Nos. | Value (Rs.) |
| Total books | 52291 | 84,48,505 | 1114 | 2,40,389 | 53405 | 86,88,894 |
| Reference Books | 1230 | | 20 | | 1250 | |
| E-books | 97000 | 5,000 | 30 lacs | - | 31 lacs | 5,900 |
| Journals | 41 | 34,368 | 27 | 20,789 | 68 | 55,157 |
| E-journals | 6247 | 5,000 | 10000 | - | 6247 | 5,900 |
| Digital data base | 2 | - | - | - | - | - |
| CD and Video | 308 | - | 6 | - | 314 | - |
| Others Specify | * e-journals, e-books and e-databases subscribed through INFLIBNET membership. | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers & Laptops | Computer in Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|---------------------------|------------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 424 | 306 | 10 MBPS | - | - | 49 | 57 | - |
| Added | | | | | | 6 | 6 | |
| Total | 424 | 306 | | | | 55 | 63 | |

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

- Campus Wi-Fi access facilities for students and staff Internet access to staff & research students in the department
- On-line application for admissions
- ERP system in college administration and student attendance
- Networking available throughout
- A server room is available with state-of-the-art facilities
- Mobile phone attendance for students introduced

4.6 Amount spent on maintenance in lakhs:

| | | |
|--------------------------------------|---|-------------|
| ICT | 1.Internet Charges | 3,48,371 |
| | 2.Telephone Charges | 2,04,558 |
| | 3.Wesite Renewal | 16,004 |
| | 4. Postage | 57,013 |
| | Total | 6,25,946 |
| Campus Infrastructure and Facilities | 1.Campus maintenance | 18,40,673 |
| | 2.Repairs and maintenance | 9,40,885 |
| | 3.Electrical maintenance | 10,73,317 |
| | 4.Building maintenance | 3,12,350 |
| | 5.Electricity Charges | 31,03,185 |
| | 6.AMC | 3,20,964 |
| | 7.Computer (Repairs & Maintenance) | 4,35,538 |
| | 8.Repairs & Maintenance of office equipment | 2,300 |
| | 9.Lab maintenance / Equipment | 39,88,674 |
| | 10.Generator maintenance | 2,73,331 |
| | 11.Security guard | 21,45,000 |
| Total | 1,44,36,217 | |
| Equipment | 1.Electrical Equipment | 43,000 |
| | | |
| Others | 1.RO Plant | 2,10,000 |
| | | |
| | Grand Total | 1,46,89,217 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation conducted on day one for the new entrants to make them familiar with the College and the activities.
- In the Monday prayers the staff coordinators, student secretaries and the few senior student members of various student support services brief about the services to encourage the fresher's to enroll in the series.
- In the Monday morning assembly, prizes won by the student members of various support services and others are distributed by the principal to motivate interest among other students and to inspire more members to participate still more actively.
- Academic College Calendar issued to all students.
- Scholarship like Maharani Vidhyavathi Devi scholarship & Govt. scholarships are provided to the students.

5.2 Efforts made by the institution for tracking the progression

Efforts made by the Institution for tracking the Progression

- Student profile collected by the concerned Departments
- Seminars are conducted in classrooms in connection with curriculum
- Internal marks of Students are recorded and compared it with their previous marks
- Staff –in-charge for the classes monitor and help the students to improve their academic performance by counselling and keeps track of the attendance status of the students in his/her class.
- Class teachers help the students regarding academic and non-academic matters when they approach them for any help.
- A healthy teacher-student relationship is maintained which helps the students to improve their academics.
- With the help of the ERP system monitoring the students' attendance is made easy and monthly statement of attendance is procured. The respective Heads of Departments give stiff warning to the students who lack attendance which helps in improving the attendance.
- Parent-teacher meets are held at regular intervals and parents are apprised of their ward's academic performance and attendance position.
- Heads of the departments and the Principal meet to discuss on the progress of students in academics.
- The College Council headed by the Principal meets often in a semester to discuss various matters of the college, particularly on student progression.
- The suggestions and feedback from the council members help the college in creating a suitable system to enhance the academic performance of the students in each and every semester.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 5920 | 467 | | |

(b) No. of students outside the state

156

(c) No. of international students

0

| | | | | | |
|-----|------|----|-------|------|----|
| Men | No | % | Women | No | % |
| | 4984 | 76 | | 1497 | 24 |

| Last Year | | | | | | This Year | | | | | |
|-----------|------|----|------|-----|-------|-----------|------|----|------|-----|-------|
| General | SC | ST | OBC | PWD | Total | General | SC | ST | OBC | PWD | Total |
| 612 | 1099 | 11 | 3676 | 31 | 5429 | 912 | 1213 | 4 | 4245 | 2 | 6387 |

Demand ratio

Dropout %

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. Summer vacation training for NET/ SET is given

No. of students beneficiaries

TNPSC (group II) – 20

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | 4 | SET/SLET | 3 | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 9 |

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 organizations 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 to prepare the students for the job market.
- Add on programmes in Banking, Risk Insurance and E-Commerce offered by the Dept. of Commerce is an exposure for the students in these specialized areas and help in their placement.

No. of students benefitted

- Career guidance is given for 250 students
- Student counselling for 20 students

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 |
| 25 | 2005 | 350 | 50 |

5.8 Details of gender sensitization programmes

Attached Annexure III

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 | NA | NA |
| Financial support from government | 623 | 45,02,333 |
| Financial support from other sources | NA | |
| Number of students who received International/ National recognitions | NA | NA |

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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

The vision of the College is “to provide quality education to all, especially 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 sensitize the students to environmental issues thus motivating them to be conscious of Environment 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 Software GNC imtihaan- Iboss was setup to integrate software into the examination process. Change is the only constant. Currently the EMS product used by us undergoes regular customization based on the valid requirement as end users for effective functioning of the examination process. Before any customization is implemented the request is analyzed and assessed for the essentiality and elimination of the actual man hours. Only when the change passes through the above mentioned criteria the request is placed to the software team and the same is provided by the service provider in the demo version. On testing the provided change and on achieving the desired result the change is implemented in the live software.

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

6.3.1 Curriculum Development

The curricula designed for the undergraduate **program** promotes effective student learning in arts, science, humanities, commerce, computer application technology, and business administration with a primary focus to produce top-quality graduates for their future endeavours, including graduate study, employment or other personal goals. The Master Degree programs imbibe student-centric learning environment that emphasizes concrete experiences, intellectual discourse and critical reflections. The students acquire the knowledge, skills and acumen necessary for intellectual growth, employability and entrepreneurship in a changing global environment.

6.3.2 Teaching and Learning

The college has been effectively following Tutor –Mentor system in all the programmes to assist both the advance learners and slow learners. The advance learners are encouraged and motivated to write all competitive and professional exams and also help the slow learners in acquiring their graduation and the necessary skill sets to face the challenges of the present day with confidence and vigour. The students are also guided to attend the bridge course in English to improve their communication abilities which helps them to perform better in campus interviews and get placed. Special efforts are taken towards slow learners in terms of their needs. Science departments include peer group learning to address the needs of slow learners. Practical study groups are made with the composition of one bright student and few slow

learners. Different departments adopt different methodologies and techniques to improve and enhance their performance.

6.3.3 Examination and Evaluation

Question papers are set by two different examiners for one subject code. The examiners are given a password to open the template for keying in the questions. The same along with the scheme and key is sent back by the examiner to the e-mail specifically created for the purpose. It is then stored in a separate hard disc which is kept under safe custody at OCOE. The set question papers are scrutinized by experts in the field for the correctness, the scope and whether the question paper is set according to the requirements specified. (within the syllabus, whether it is according to the blue print, the standard etc.,)

Question Papers are encoded to maintain secrecy and confidentiality and is decoded only in the examination hall according to the date and time schedule. Question papers are multiplied in house and are packed and kept in safe custody till it is put to use. Students are provided with a well-knit ruled 42 pages booklet with a graph sheet for convenient writing. The answer booklets have security features.

The OCOE is completely automated, the answer scripts are masked and given dummy numbers for a fair evaluation process.

- Single evaluation system is followed for both UG and PG. The evaluators are selected based on their experience, expertise and their willingness to do the evaluation. They are called on rotation for the central evaluation camp held at the OCOE. The data base maintained is dynamic by including new examiner's profile every semester through direct application and referrals.
- Soon after evaluation the marks are entered in the computer in the presence of the examiner. This ensures the data entry quality, which is authorized by the signature of the examiner in the printed mark entry sheet (Foil Sheet). This helps in reducing errors and strengthening the process of mark entry.
- System of second mark entry is there to find out any discrepancy

END SEMESTER PRACTICAL EXAMINATION

- The practical examination answer sheets are made ready in house with the details preprinted on it. The student cannot exchange the booklet as it is student specific.

TABULATION OF MARKS

- The marks entered are tabulated department wise and an analysis report is generated for result passing board.
- The result passing board consists of the head of the department as chairperson and an external member from the crew who evaluated the answer scripts. Sometimes an internal member is also called for the result passing board meeting.
- Once the meeting is convened the members of the board analyses and pass on their consensus of any moderation recommended to the deputed member of the OCOE. A passing board report is

generated with the details of benefit and signed by all the members.

- The results are published through college website. Announcement about the result publication is done through the electronic notice board for the information of the students.
- When results are published the information about obtaining photocopy and applying for reevaluation is clearly given along, so that students who wish to apply can do so.
- After reevaluation results are published a copy of the Gally sheet of every class is given to the respective department HODs for their records.

6.3.4 Research and Development

Research is one of the prominent areas of the College. Gill Research Institute (GRI) is active under a Director and a Deputy Director. They are ably assisted by the Dean, Deputy Dean (Academics) for Science and Arts and Humanities. This research institute motivates the young research scholars. The College has a **Research Coordination Council** which monitors and coordinates all research activities on the campus. As of now there are Five **Research Centres and three well equipped science laboratories** in the college. With a view of fostering talents of students in co-curricular activities such as debates, seminars, oratorical, essay-writing and quiz competitions as well as to encourage their histrionic talents, the departmental associations function effectively in the college.

The College has a strong conviction of social awareness and service and the NSS has been at the forefront of these activities. All classes also have extension programmes guided by their faculty advisor and earn 2 credits during the year for extension activities. All outreach programmes are regularly organized by the college. The college offers value added programmes like Yoga, Soft skills, Communications Skills, Personality Development, Computing Skills and so on. These programmes are meant to help the students to develop self confidence and become young entrepreneurs. In the area of Sports and Games, coaches are appointed to train the students. Regular practice, training, matches and tournaments are held every year. The College Sports Council guides all sports activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college utilizes the space, infrastructure, play ground, seminar halls, and other areas in the best way possible. The Chief Administrative officer looks after the general maintenance and provides support to the teaching community in all administrative aspects. He maintains the logbook for seminar hall, cricket ground, indoor auditorium for sports and other related functions and allocation is based on prior booking and the availability.

Maintenance and physical utilization of the resources like seminar halls, auditorium, smart class rooms, RO plant also rests with the Chief Administrative officer. The Estate officer is in charge of the general cleanliness of the campus, restrooms, sanitation facilities, furniture and fixtures, class room maintenance, the greenery, and landscaping. In addition to the regular staff, the college has also outsourced a professional agency for the campus maintenance.

All computer labs have exclusive programmers who besides being in charge of attending trouble shooting issues, also maintains a log book that reflect the daily student usage particulars and responsible for submission of status reports.

The college has an extensive well-qualified information technology team for in house operations to maintain hardware, software, trouble shooting and network issues. Most of the team members are certified professionals holding international certification in the A+, certification in computer hardware, N+ advanced networking, CCNA certification for networking technologies and devices, Red Hat Linux certification for administration and security. On demand, the members of ICT cater to the need and requirements of the departments in the college. Further, they are also responsible for maintaining hardware and software stock maintenances.

6.3.6 Human Resource Management

- A staff association headed by the principal and elected office bearers' in the beginning of every year convenes the general body meeting of the members and new recruiters will be introduced to create a healthy relationship between the seniors and the new comers.
- The staff association takes care of the requirements of the staff by discussing with the management and a healthy relationship is maintained.
- At the beginning of each academic year the Management reviews the existing positions and identifies personnel for various teaching and non-teaching positions based on recommendations from the departments through the principal.
- The management makes appointments through prescribed procedures.
- Orientation and training programmes are organized for new recruits.
- Our Secretary and Correspondent of the college is providing dynamic leadership and good governance and administration to carry out various requirements of effective Human Resource management in place
- The Management interacts with Teaching and Non-teaching staff at frequent intervals of time.
- A Chief Administrative officer along with his trained staff co-ordinates matters relating to the finance and other related activities.
- Placement Officer cum student counsellor appointed by the Management interacts efficiently with the corporate sector and counsels the students when needed.

6.3.7 Faculty and Staff recruitment

- Recruitment is based on the following steps
- Advertisement in National Dailies
- List from Employment Exchange
- Follow the Community Roaster System
- Interview Panel as per Govt. of Tamil Nadu statutory requirement
- Merit based selection criteria

6.3.8 Industry Interaction / Collaboration

- The college has entered into memorandum of understanding with various companies to impart institutional training to the commerce graduates
- The College has an active Placement Cell which acts an interface between College & industries.

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 Tamil Nadu guidelines
- Admission procedure is computerized
- On-line applications are made available

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | 7 |
| Non teaching | 5 |
| Students | 8 |

For Faculty

- Contributory Provident Fund for management faculty
- Maternity leave for management faculty
- Advance salary paid to regular staff till approval is received
- Festival advance
- Co-operative Society
- Bonus for management staff.
- GNC teaching staff association

For Non-Teaching Staff

- Fees concession to children of non- teaching staff
- Festival advance
- Refreshments during working hours for administrative staff
- Co-operative society
- GNC non-teaching staff association

For Students

- Mid-day meals scheme for needy students (Langar)
- Counselor to deal with their academic and psychological problems
- Career guidance
- Organize health awareness programmes
- Women student’s forum invites expert doctors for creating awareness about women related health problems
- Installation of RO plant
- Scholarships to needy students
- Bus passes in collaboration with MTC

6.5 Total corpus fund generated

5.5 Crores

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 | ✓ | Subject Experts from other institutions | ✓ | Internal Audit Team |
| Administrative | ✓ | RJDC | - | - |

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?

1. Controller of Examinations Sections Constituted
2. All Modern gadgets were introduced to ensure high level of security and confidentiality to the questions and the Answer scripts
3. Internal and External were fixed at 50/50 with necessary passing minimum.
4. Board of Studies were Constituted
5. Revaluation is entertained after obtaining Xerox copies of the answer Scripts.

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
- Alumni students of the Physics Department has contributed Rs. 1 Lakh towards fee concession
- Flood disaster take from banyan enclave

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 and 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

- The campus itself is full of greenery and has more than 500 trees
- Saplings are planted and nurtured
- At the site of construction of the new block trees were cut but pain was taken to re- plant 7 trees in different locations and they all 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.

Introduction of Mobile phone attendance has reduced man-hours on the office towards calculations. It has increased the % of attendance. Student complains decreases. Moreover it is paperless
Sports persons are given Expert Coaching for different games throughout the year. This has increased the student skills which inturn increased the sports achievements for the year.

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

Online student feedback form was uploaded in the college website. Feedback results were obtained and analysed. Redressal mechanism were initiated.

New autonomous syllabus was successfully implemented. Faculty development programme was organised by the science departments of the self-financing stream on “Alpha Mind Power”. Department of MBA organised a case studies workshop. E contents were prepared and uploaded in the college web portal. More saplings were planted.

Orientation programme to fresher’s were organised. Job Fair was organised by the placement cell. Rain Water deep wells were constructed at 25 spots.

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

1. Providing Breakfast and Langar for the needy students.
2. Complete automation through i Boss and Imthihaan the two software used for office and evaluation

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

7.4 Contribution to environmental awareness / protection

We protect our reserved forest status by planting more trees on every college function / Occasion. We have 25 rain harvesting plants to keep the ground water table steady. We move towards paperless work by implementing 100% online admission and mobile phone attendance. Harnessing Solar energy towards green energy.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- To introduce new certificate courses
- To implement new autonomous syllabus as per the autonomous pattern
- Initiated to have more Faculty Development Program
- To emphasize more on paper less work towards e-governance
- To plan for more seminars and workshops in recent trends.
- To plant more saplings to make the campus more green

Annexure I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

ANNEXURE I

Themes –

Internal Security: World Experiences

Pedagogies for Excellence of Academia

Strategies for Quality Enhancement in Higher Education

“Quality is never an accident; it is always the result of intelligent effort.” ~John Ruskin

“We are what we repeatedly do; excellence then is not an act, but a habit.” Aristotle

Guru Nanak College aims for excellence in all spheres and is always keen to demonstrate its willingness to perform, achieve and excel in all activities. There is continual change in response to developments that are relevant, varied and challenging in higher education which an institution needs. It is in this context, the IQAC and the Department of Library organized a National seminar on **“Open Access for Research and Education”** on 18th October 2014.

The Department of Defence and Strategic Studies and IQAC organized a three day International Conference on **“Internal Security: World Experiences”** (ICIS-2016) on 5th and 7th February 2016 in which several ambassadors from Syria, Iran, Lebanon and Jordan participated along with delegates all over India including students and research scholars. This conference was organized to give wider perspective on India’s internal security threats and problems.

A one day workshop on **“Pedagogies for Excellence of Academia”** on 2nd March 2016 covering three major areas namely academic auditing, role of teachers in quality enhancement was organised.

Two Day National Conference on **“Strategies for Quality Enhancement in Higher Education - (SQEHE-2016)”**, 15-16th July 2016 was organised.

NAAC sponsored National Conference on **“Strategies for Quality Enhancement in Higher Education – SQEHE 2017”**

Held during 15th and 16th July 2017

A BRIEF REPORT

Being Caught in the whirlwind of quality education, Guru Nanak College (Autonomous) of Chennai conducted a NAAC sponsored National Conference on **“Strategies for Quality Enhancement in Higher Education” –SQEHE 2016** on 15th and 16th of July 2016. While Dr. M. Selvaraj, Principal emphasized on that teachers need to develop professionalism in their career and there should be increments and incentives on the basis of the performance of a teacher. Dr. A. Karthikeyani, Convener of the conference and IQAC coordinator, While briefing the theme of the conference insisted on the need for quality enhancement in the Higher Education in the present scenario of globalization. Dr. Gunita ArunChandok Director, Shift II delivered the vote of thanks.” International reputed speakers from academia and administrative bodies working at the helm of National planning in higher education addressed the gathering of 300 participants consisting of college professors of the city and other places.

The thrust area being quality education, the speakers spread over a wide spectrum of higher education and recommended a series of strategies for enhancing the quality in higher education. The talks were based on their experiences of two decades and more with practical utility. Mr. P.Murari, I.A.S., Advisor to President- FICCI & Former Secretary to the President of India, in his inaugural address, emphasized that “Education and

Employment should match and Colleges should work hand in hand with the Industry”. In the key note address Dr. A. Gnanam, Founder Director, NAAC, and Vice-Chancellor for Bharathidasan University, Madras University and Pondicherry University stressed that “teachers need to follow the high quality of teaching adopted in reputed global Institutions.”

Dr.Varghese, Director, Centre for Planning and Research in Higher Education (CPRHE), National University of Education Planning and Administration(NUEPA) presented a critical view of the different dimensions of globalization in higher education. He drew a balance sheet of the impact of globalization on India and suggested that in Indian universities and colleges must set up campus branches in collaboration with leading institutions of the western countries.

Similar was the point of view of Dr.Ganesh Prof. Dept. of Management Studies, IIT (M), Chennai with added emphasis on professionalism of the individual teachers.

While Dr. Ramesh Sharma, Former Director, Common Wealth Educational Media Center for Asia and former regional director of IGNOU, suggested that teacher must be equipped with technologies of latest order, Mr. Sujith Kumar, HR Business Leader, Infosys, President, National HRD Network, Chennai, emphasized the teacher must be a role model for the students in the terms of communication, attitude, behaviour and interpersonal relationship. The core note was struck by Prof.S.Selvam, Prof. of Eminence at IIT Delhi and Managing Director, National Institute for Professional Excellence who gave practical tips on “Education, Research and innovation”. Dr.S.Pragadesswaran, Prof. Dept. of Management Studies, Annamalai University, Chidambaram, Spoke on “Modernization of Higher Education by moralization of Young minds in Yogic Practice”.

In the valedictory address, Dr. Sivasubramaniam, Advisor, R & D, Vel’sUnijversity and former Vice-Chancellor, Bharadhiyar University, exhorted to the staff to adopt new methods and new technologies in dealing with the students. They must look beyond the box and must work out of the box. Dr.Thangaraj, former Vice-Chancellor, Periyar University, drew attention of the psychological aspects of the students and urged the teachers to be more student friendly in their behaviour and communication with the students. Dr. Karthikeyani, Convener of the conference summed up that it is only in the hands of the teachers, educationists and administrators who can enhance the quality in Higher Education. Further, she added that “this conference has worked as an instrument of ignition for the participants of 300 faculty members which will be a lead in the quality enhancement”.

ONE DAY WORKSHOP ON “PEDAGOGIES FOR EXCELLENCE OF ACADEMIA” HELD ON 2ND MARCH 2016

A BRIEF REPORT

Under the auspices of Internal Quality Assurance Cell (IQAC), a one day workshop was organized on 2nd March 2016. The title of the workshop was “Pedagogies for Excellence of Academia.” The main objective of the workshop is to improve the quality of the academia.

Dr. M.Selvaraj, Principal while giving the welcome address, said that “Academic auditing & role of teachers are the pillars for the excellence of any academia among all the parameters for quality enhancement of academia and that too in the present scenario of the technological era. Dr. Karthikeyani, Convener of the workshop and Coordinator of the IQAC, Guru Nanak College, while giving introduction of the theme of the workshop, highlighted the meaning of the words in the title especially the origin of the word Pedagogy from the ancient Greek word “Pedagogies who were different from teachers but were responsible for the character, conduct and behavior of the children and Teachers have to become paidagogs for the students apart from being Teachers. Dr. Gunita Arun Chandok, Director Shift II

introduced Professor Don Berman who is a Full Bright Scholarship Awardee from China. Professor Don Berman stressed the importance of interactive teaching in the contemporary technological era.

Professor P.Ramamurthy, Coordinator IQAC and Director, National Centre for Ultrafast Processes, University of Madras gave a lucid presentation on Academic Auditing and the importance of maintaining the files for auditing. Professor S. Selvam, Managing Director, National Institute for Professional Excellence & National Professor of Eminence at IIT and former Dean, Anna University Centre for Institution Industry Collaboration, while giving a mesmerizing lecture on “role of teachers in quality enhancement” insisted that “teacher should be more self-confident and should walk a mile ahead into the world of students’ to bring them into the groove. Further they should concentrate on research, consultation and administration in addition to teaching which will enhance the quality of any academia”. Professor A. Manoharan, Director, Spell Bee International Chennai, while giving an interactive session on “Good to Great” asserted that at most care and love should be given to students make them great citizen”. Vote of thanks was given by Dr. Praveen Kumar, Assistant Professor of Tamil, IQAC member of the College.

ANNEXURE II

Plan of Action by IQAC/Outcome for the year 2016-17

| Plan of Action | Outcome |
|---|--|
| To encourage various departments to apply for major and minor projects. | Few members have applied. |
| To encourage all the departments to conduct national/ international conferences / seminars | 6 National conferences conducted under the auspicious of IQAC, special mention to be made of Department of Corporate Secretaryship organised One Day State Level Workshop on the Topic “ Impact of Companies Act, Amendments 2013 ” |
| Perfection on Paperless attendance | Achieved after due consultation and modification |
| To apply for various funding agencies towards the conduct of conferences/Seminars/symposia | Received sponsorship from ICSSR, DST |
| Constitution of Board of Studies for all the disciplines and Academic Council for the College | Board of Studies Meetings and Academic Council Meeting were conducted. |
| Surveillance camera installation | Installed CCTV cameras on throughout the college in various places. |

| | |
|--|--|
| Improvisation of Digital Notice Board at the centre of the college | Improvised |
| e-communication | All Department and the Faculty were communicated through e.mail and mobile for important events and programmes |
| To introduce new courses | Introduced 2 New Courses (1) B.A English Literature (2) Master of Social Work (MSW) |
| To conduct Quality Workshops & International Conferences by IQAC | "Pedagogies for Excellence of Academia," – Workshop "Internal Security: World Experiences" – International Conference |
| To Conduct Internal Academic Audit of the College | Internal Academic and Administrative Audit Conducted |

Name: *Dr. K. NAMASIVAYAM*

Signature of the Coordinator, IQAC

Name: *Dr. M. SELVARAJ*

Signature of the Chairperson, IQAC
