

# Annual Quality Assurance Report

(AQAR)

of

**Guru Nanak College**  
(Autonomous)

**For the academic year 2017-2018**



**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	GURU NANAK SALAI, 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 <sup>st</sup> Cycle	B++	82	2003	2008
2	2 <sup>nd</sup> Cycle	A	3.13	2013	2018
3	3 <sup>rd</sup> Cycle	A	3.13	2013	2020
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

7<sup>th</sup> July, 2007

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

2017 -18

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
- vii. AQAR - 2016 – 2017 Submitted on 25.08.2018

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Plagiarism, workshop on new framework  
Annexure - I

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.
- Submission of SSR towards NAAC Reaccreditation

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"><li>• Internal and External Academic Audit to be conducted.</li><li>• Submission of IIQA and SSR towards NAAC reaccreditation.</li><li>• To get assessed/ranked through different agencies.</li></ul>	<p>Conducted successfully with External Experts.</p> <p>IIQA submitted in the month of December 2017 and SSR submitted on 23<sup>rd</sup> January 2018.</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	13	22
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	07	06	07	13
Others	03	-	03	03
<b>Total</b>	50	07	34	57
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	41 Programs
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders\*

*(On all aspects)*

Alumni  Parents  Employers  Students

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.Sc. Biotechnology



## 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.

92

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	35	200	120
Presented papers	70	150	-
Resource Persons	-	25	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

41 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 %
<b>UG</b>						
Science	592	16%	49%	2%	Nil	67%
Arts	142	Nil	18%	23%	Nil	45%
Commerce	959	10%	44%	16%	Nil	71%
<b>PG</b>						
Science	113	35%	49%	Nil	Nil	84%
Arts	21	14%	71%	Nil	Nil	86%
Commerce	90	12%	60%	Nil	Nil	73%

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	85	23	15	-
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	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil
	Nil	Nil	Nil	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	40	-
Non-Peer Review Journals	-	-	-
e-Journals	15	28	-
Conference proceedings	12	65	-

#### 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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
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

Level	International	National	State	University	College
Number	2	5	-	-	-
Organized by the Institution		Guru Nanak College			
Sponsoring agencies	-		-	-	-

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

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	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**

- **The IX Initiative of Moral and Cultural Training** was organized at Guru Nanak College from 22.12.2017 to 29.12.2017, to inculcate the culture and values of all religions amongst the student community and the public at large. The Hon'ble Governor of Tamil Nadu Mr. Banwarilal Purohit, Union Ministers, Ministers of State and Mr. Gurumurthy, Chartered Accountant and Journalist graced the occasion. More than 5 lakh people visited the fair.
- **The NSS of Guru Nanak College** organized 22 Programmes to create awareness on social issues. The NSS Unit co-ordinated with HDFC Bank and organized a Blood Donation Camp on 06.12.2017 & 07.12.2017. NSS unit organized 7 days - special camp programme at Thiruvanchery village, Selaiyur, Kanchipuram (Dt) and conducted various events from 24.12.2017 to 30.12.2017. The volunteers cleaned the government school, veterinary hospital, bus stand, library, temple and initiated yoga practising Programmes, road safety Programmes, tree plantation programme.
- **Red Ribbon Club** organized an "Aids Awareness Programme" on 31.03.2018.
- **NCC AIR & ARMY WINGS** - BCA students attended "AIVSC" i.e., All India Vayu Sainik Camp, the camp for Airwing NCC cadets, and participated in "Aeromodelling - RC powered flying" where students made a model aircraft successfully and were honoured with a silver medal at the National Level. Cadet Corporal Manivannan G, Cadet Corporal Arun A and Poovarasana of BCA received gold medals.
- Guru Nanak College a unit of Guru Nanak Educational Society has entered into an MOU with Swabodhini School for special children with a purpose of running a special school for students with autism and related challenges within the Guru Nanak College Campus. The College will provide infrastructure support and Swabodhini School for special children will be in charge of providing special education, therapy and training for students with special needs.
- With the aim to provide structured employment based vocational skill training for students with autism and related intellectual special needs will start offering certificate course in (1) Basic computer skills training (2) Basic retail skills training (3) Basic culinary skills & sciences in association with Swabodhini Schools

## 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

##### Computerization of administration and library

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.

##### **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.

##### **Budgeting**

Separate domain id created for communication & data acquisition for faculties of all departments

##### **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

- \* Document Catalogue \* Members
- \* Web OPAC (Online Public Access Catalogue)



#### 4.3 Library services:

Particulars	Existing Up to Mar 2017		Newly Added Apr 2017- Mar 2018		Total Upto March 2018	
	Nos.	Value (Rs.)	Nos.	Value (Rs.)	Nos.	Value (Rs.)
Total books	53405	86,88,894	1247	3,02,683	54652	89,91,577
Reference Books	1250		20		1270	
E-books*	31 lacs	5,900	-	-	31.5 lacs	5,900
Journals & Magazines	68	55,157	-	-	68	67,129
E-journals*	6247	5,900	-	-	6000+	5,900
Digital data base	-	-	-	-	-	-
CD and Video	314	-	27	-	331	-
Others Specify	<b>* e-journals, e-books and e-databases subscribed through INFLIBNET membership.</b>					

#### 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			20 MBPS 150 MBPS			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.)

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Campus Wi-Fi access facilities for students and staff Internet access to staff &amp; research students in the department</li> <li>• On-line application for admissions</li> <li>• ERP system in college administration and student attendance</li> <li>• Networking available throughout</li> <li>• A server room is available with state-of-the-art facilities</li> <li>• Mobile phone attendance for students</li> </ul> |
|---|

4.6 Amount spent on maintenance in lakhs:

ICT	1.Internet Charges	2,70,831
	2.Telephone Charges	2,24,934
	3.Wesite Renewal	7,09,138
	4. Postage	52,878
	Total	12,57,781
Campus Infrastructure and Facilities	1.Campus maintenance	16,94,800
	2.Repairs and maintenance	9,69,319
	3.Electrical maintenance	4,31,315
	4.Building maintenance	1,80,065
	5.Electricity Charges	36,38,808
	6.AMC	6,12,546
	7.Computer (Repairs & Maintenance)	3,93,073
	8.Repairs & Maintenance of office equipment	22,631
	9.Lab maintenance / Equipment	10,22,134
	10.Generator maintenance	3,96,371
	11.Security guard	24,87,744
Total	1,18,48,806	
Equipment	1.Electrical Equipment	47,838
Others	1.RO Plant	2,41,526
	Grand Total	1,33,95,951

## 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
6076	520	-	-

(b) No. of students outside the state

156

(c) No. of international students

0

Men

No	%
5056	76

Women

No	%
1540	24

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
912	1213	4	4245	2	6387	913	1568	8	4104	3	6596

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	6	SET/SLET	10	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	5

## 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
16	2029	535	60

## 5.8 Details of gender sensitization programmes

International Women's day celebrations  
Personality enrichment programme women

## 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	15	3,00,000
Financial support from government	1116	54,32,930
Financial support from other sources	5	1,50,000
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

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
- Initiated solar power plant to a tune of 10 KW
- 31 Rain Water harvesting pits were erected
- Herbal Garden developed and maintained by the Botany department

## 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 Imthihan 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 revise the autonomous syllabus to the need of the hour
- To enhance the quality of research and publications
- To get into more MOU's to enhance placement
- To plan for more seminars and workshops in recent trends.

### 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

### **REPORT ON THE ORIENTATION WORKSHOP ON REVISED NATIONAL ASSESSMENT AND RE-ACCREDITATION FRAMEWORK**

The IQAC organised an orientation workshop on the revised National Assessment and Re-accreditation framework on Tuesday the 5<sup>th</sup> September 2017 at Guru Ramdas Seminar Hall at 12 Noon. Dr. K. Namasivayam, the IQAC coordinator highlighted the theme of the workshop.- Revised National Assessment and Re-accreditation Framework (July 2017). Dr. S. Jayakumar, member of IQAC welcomed the gathering.

Dr. K. Manikandan, Associate Professor and Head, Department of Defence and Strategic Studies of our college was the resource person. The members of staff of both shift I and shift II attended the programme. Dr. K. Manikandan highlighted the features of the Revised Assessment and Accreditation Framework like ICT enabled digital coverage of Assessment & Accreditation—ONLINE, Pre-qualifier for Peer Team Visit as 30% of the System Generated Scores (SGS) System Generated Scores (SGS) with combination of Online Evaluation (about 70%) and Peer Judgment (about 30%), Third party validation of data, the grade qualifiers, Appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges, Revising several metrics to bring in enhanced participation of students and alumni in the assessment process, focus on stakeholders, purpose of assessment, various stages of assessment, process of assessment, Quantitative Metrics, Qualitative Metrics and what is expected of autonomous colleges. The final result of the Assessment and Accreditation exercise will be a System Generated Score (SGS) which is a combination of evaluation of qualitative and quantitative metrics

Dr. M. Selvaraj, Principal spoke on the role of the key players—the management, Director, Deans, Controller of Examinations, the IQAC team, the HOD's, students, alumni, and the students. The Secretary and Correspondent of our institution Sardar Manjit Singh Nayar highlighted the need to achieve the target within the deadline, and uploading of the data on war a footing in the website. Dr. Y. Hariprasad Reddy, member of IQAC proposed the vote of thanks.

### **REPORT ON THE SENSITIZING WORKSHOP ON PLAGIARISM**

The IQAC cell of our college organised a sensitizing programme on Plagiarism on 27<sup>th</sup> September 2017 at 11.30 am at the Pavilion Hall. Principal Dr. M. Selvaraj presided over the workshop. Dr. S. Jayakumar member IQAC welcomed the Research Supervisors and Research



Scholars of the host institution and from other colleges. Dr. K. Namasivayam, Coordinator, highlighted on the implications of Plagiarism. The resource person was Dr. K. Manikandan, Associate Professor and Head, Department of Defence and Strategic Studies, who spoke at length as what constitutes Plagiarism, forms of Plagiarism, the need for academic integrity, the do's and don'ts of plagiarism and the consequences of Plagiarism.


Dr. K. Manikandan also highlighted the need to create academic awareness about the responsible conduct of research, study, project work, assignments, thesis, and dissertation in Higher Educational Institutions. He emphasized the appropriate systems and checks in place to detect plagiarism, and prevent plagiarism by a student, faculty or staff of Higher Educational Institution (HEI). He pointed out as how penalties are severe for the act of plagiarism. If found plagiarized, found guilty-debarred from publishing any work, denied annual increments and disqualified from supervising any student or scholar. The institutions need to form two committees i.e. Academic Misconduct Panel (AMP) and Plagiarism Disciplinary Authority (PDA) as two watch dogs to monitor the offences. The programme on the whole was well received and it was useful for both the Research Guides and the Research Scholars as well. Dr. Y. Hariprasad Reddy, member IQAC proposed the vote of thanks.

## ANNEXURE II

Plan of Action by IQAC/Outcome for the year 2017 - 18

Plan of Action (2016 -17)	Outcome (2017 -18)
<ul style="list-style-type: none"> <li>To introduce new certificate courses</li> </ul>	6 new certificate courses were added Also added 3 certificate courses as the ISR initiative to special children in association with Swabodhini.
<ul style="list-style-type: none"> <li>To implement new autonomous syllabus as per the autonomous pattern</li> </ul>	Yes, new autonomous syllabus was implemented for the students admitted during 2016 -2017 and 2017 -2018
<ul style="list-style-type: none"> <li>Initiated to have more Faculty Development Program</li> </ul>	Yes, have organised 2 Faculty Development Program for the year 2017 -2018, where all Teaching faculty were given training through professionals.
<ul style="list-style-type: none"> <li>To emphasize more on paper less work towards e-governance</li> </ul>	Yes, introduction of Mobile attendance and complete online admission enhanced paperless work.
<ul style="list-style-type: none"> <li>To plan for more seminars and workshops in recent trends.</li> </ul>	Yes, conducted 2 International and 5 National Conferences, Seminars & Workshops.
<ul style="list-style-type: none"> <li>To plant more saplings to make the campus more green</li> </ul>	Yes, have planted over 500 saplings on special occasions.

Name: Dr.K.NAMASIVAYAM

  
Signature of the, Coordinator, IQAC  
Chairperson, IQAC

  
Name: Dr.M.SELVARAJ

Signature of the PRINCIPAL