



ALPHA ARTS AND SCIENCE COLLEGE

(A Christian Minority Institution)

Approved by the Government of Tamilnadu & Affiliated to University of Madras

(NAAC 'A' GRADE INSTITUTION)

A Unit of Alpha Group of Educational Institutions



Ref. No. AASC/NAAC/2015/124

14th August.2015

To

The Director,
National Assessment and Accreditation Council,
Post Box. No. 1075, Nagarbhavi,
Bangalore- 560 072.

Sub: Submission of AQAR Report

Ref. No. TRACK ID No. 12434

Sir,

The Third Annual Quality Assurance Report (AQAR) of Alpha Arts and Science College (CGPA 3.14, Grade A), Chennai, Tamil Nadu, for the Academic Year 2014-2015 is submitted herein.

This AQAR report is in the format prescribed by NAAC. The required (12) annexures are also attached.

Kindly accept and acknowledge the same.

Yours Faithfully,

(Dr. D. Ashalatha)
CHAIRPERSON, IQAC

Principal

Alpha Arts and Science College
Porur, Chennai - 600 116



Campus: Post Bag No.30, Behind Ramachandra Medical College, Porur, Chennai- 600 116.
Ph: 044 - 2476 2368, Fax: 044 - 2476 7765 E-mail: artscollege@alphagroup.edu Website: www.alphagroup.edu
Admin.Office: 16, 3rd Cross Street, West C.I.T. Nagar, Chennai- 600 035. Ph.: 2432 3431 Fax : 2436 1204

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, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Alpha Arts and Science College

1.2 Address Line 1

Post Box No.30

Address Line 2

Porur

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 116

Institution e-mail address

artscollege@alphagroup.edu

Contact Nos.

044 – 24762368; 044 - 24768656

Name of the Head of the Institution:

Dr. D. Ashalatha

Tel. No. with STD Code:

044 – 24762368; 24768656

Mobile:

8428623817

Name of the IQAC Co-ordinator:

Ms. Geetha Ravi

Mobile:

9841292669

IQAC e-mail address:

iqac.aasc@alphagroup.edu

1.3 NAAC Track ID (For ex. MHC0GN 18879)

12434

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/59/A&A/54 Dated 21-4-2012

1.5 Website address:

http://www.alphagroup.edu/alpha_arts/

Web-link of the AQAR:

<http://alphagroup.edu/alpha-arts/internal-quality-assurance-cell AQAR 2014-15.php#>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.14	2012	20.04.2017
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

07.06.2010

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

2014-15

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 2012-13 submitted to NAAC on 14 / 08 /2013.**

ii. **AQAR 2013-14 submitted to NAAC on 17/ 07/ 2014.**

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

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) GC 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) **. BCA and M.Sc (Information Technology)**

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

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

12

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

5

2.4 No. of Management representatives

4

2.5 No. of Alumni

5

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2

2.9 Total No. of members

35

2.10 No. of IQAC meetings held

4

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

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

- ✓ Faculty Development Workshops
- ✓ Social Awareness Programs
- ✓ ICT enabled teaching learning
- ✓ Training programmes/capacity building sessions for faculty
- ✓ Quality enhancement programs/ leadership training for students
- ✓ Hosting competitions to tap students' skill, talents and creativity

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in incorporating a culture of quality within the institution. Through its activities the cell ensures efficient performance of academic and administrative tasks.

Faculty Development Workshops/ Programs conducted

1. Staff Induction Programme during the commencement of the academic year
2. Staff Orientation Programme for New Faculty
3. Workshop on “Stress Management” for Staff
4. Orientation Programme for Non-Teaching Staff
5. National Level “Knowledge Sharing Workshop on Personality Development”
6. Workshop on Microsoft Excel for all Staff
7. Lecture on “Health & Wellness” by the Dept. Of Physical Education
8. FDP on Learner Motivation & Communication Skills
9. FDP on Teacher- Learning Strategies and Classroom Management

Community Outreach Programmes/ giving back to the society

1. Awareness Rally on Drug Abuse
2. Yoga Workshop to celebrate International Yoga Day
3. YRC Unit in association with NSS organized a social responsibility program “ Care and Share” to lend a helping hand to less privileged in the society
4. Hands on training to encourage Women’s entrepreneurship and Empowerment
5. Programmes by the Foreign Students in the adopted school

Quality enhancement programs/ leadership training for students:

1. District Level” Peer Educator Programme”
2. Student participation in National Forum
3. Certification Programmes for the minority students through NIELIT
4. A workshop on ‘Financial Education for young investors’ in association with SEBI
5. Seminar on ‘How to pursue CA’
6. One day workshop on ‘Advanced Java’
7. Workshop on ‘The means to obtain loans from authorized financial sources to start a business’ for the Women of the Self Help Group.
8. Four day workshop on ‘FCP’ to enrich students’ technicality of working with editing software
9. Four day workshop on ‘Radio Jockey’
10. Five day workshop on ‘Short Film’ to enhance the technical skill of 3rd years
11. Workshop on ‘The gateway of capital market’
12. A week long workshop on ‘film making to expose the 1st years to the aspects of script writing, acting, make-up, and film editing’
13. Training offered to a group of selected students and out of which four were placed by WNS NEXUS

Hosting competitions to tap students’ skill, talents and creativity:

1. Literary Fest (CLF) to foster creativity and originality.
2. “Cado Alpha” to encourage leadership and organizational skills.
3. Inter College Contest for “ Collaborative Thinking and Problem Solving”

Academics

1. Use of ICT in Teaching-Learning Process.
2. New remedial model for slow learners.
3. Facilitating students to achieve academic goals by means of Minimum Learning Material(MLM) and learning from Peers.(PGP)
4. Stakeholder’s feedback mechanism fine tuned.

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
<p>To encourage students to participate and showcase their talents at the National and International levels</p>	<ul style="list-style-type: none"> ➤ Vishal of II CS was selected to participate in the Republic Day Parade at New Delhi on 26 Jan 2015. He saluted the Nation in the presence of the Hon'ble President Shri Pranab Mukherjee, Prime Minister Narendra Modi and the Chief Guest Mr. Barack Obama-President, US of America. He was awarded a gold medal from the Prime Minister for the Prime Minister's rally and a silver medal for the Guard of Honor from Indian Army Chief Gen. Dalbir Singh Suhag and a bronze medal and cash prize of Rs. 12,000 from the Honourable Governor of Tamil Nadu Dr. Rosaiah. ➤ Mohammed Nihal of II B.Com. represented the Tamilnadu NCC Sports Football team and played the highly competitive National Games Competition held at New Delhi in October 2014. ➤ 2 students were selected to participate in the All India Inter-University American Football Tournament held in Punjab between February 26th-3rd March 2015. ➤ K. Archana of II CS participated in the Pre-RDC Camp held at Trissur in October. One among a contingent of 68 volunteers she was

	selected for the Chennai Republic Day Parade in Jan 2015.
To disseminate knowledge at the National level through National Service Scheme.	<ul style="list-style-type: none"> ➤ A National level “Knowledge Sharing Workshop” was conducted under the auspices of the NSS for both students and for NSS Coordinators in September 2014. Kalaimamani, Dr. Karu. Nagarajan Member Secretary, Directorate of Collegiate Education, Captain Subhash Chand, APA, Central Ministry of Sports & Youth Development addressed the participants.
To make use of the Infrastructure and the resources available in the Institution to benefit the women of the immediate neighbourhood.	<ul style="list-style-type: none"> ➤ The Women’s Cell of the College organized a Tailoring Course for girl students from economically weaker sections. This course benefitted them as a means of livelihood. ➤ The NSS Unit of the College conducted a day long workshop to encourage entrepreneurship in women. Manufacture of Detergent powder, cleaning powder, phenyl etc. was demonstrated to the women participants from the neighbourhood of the College.
To encourage a healthy environment for the students of different countries through the medium of Sports.	<ul style="list-style-type: none"> ➤ The AIS-FPL football match continued this year also to foster a healthy camaraderie among the students ➤ Foreign students visited the adopted School as a part of a Culture-Sharing Initiative aimed at giving back to the local community in which most of the foreign students reside. The programme included sharing of information by

	<p>students from Bhutan, Comoros and Sudan about their country, its geographical location, language and natural resources. A Solo dance and Group dance by students from Sudan and Comoros followed. The Bhutanese girls took time to interact with standard II students of the school by teaching them rhymes from their curriculum. It was a fun day that proved fruitful to the student community at VPM School and more specifically to the foreign students as they got the opportunity to spend time with less privileged students from a government school and gain insight into the opportunities/challenges faced by these young children.</p>
<p>To enhance English language skills of foreign students so as to make the campus a comfortable study environment for them</p>	<p>➤ The Foreign and NRI Students' Cell in association with the Department of English organized a 60-hour Certificate Course on Fluency in English. Classes commenced in January and concluded in the month of April. 18 students enrolled, comprising Comoros and Sudanese students, of which 17 students completed the course successfully. The course dealt with wide range of topics which helped enhance the spoken and written skills of students. The Course Instructor was a faculty from the Department of English. The progress made by the students was obvious. They made considerable improvement in all four skills and in their presentations as well. Students showed remarkable progress in grammar too.</p>

<p>To encourage and motivate the minority students to be technically sound in Computer Knowledge.</p>	<p>➤ A government sponsored certificate programme on Basics in Computers-“Level O Program” was taken up for the benefit of the minority students of the college.</p>
<p>To foster the importance of team work and collaborative thinking among students.</p>	<p>➤ The Research Cell organized an Inter Collegiate “Collaborative thinking and Problem Solving Contest” on 26 August 2014, with the prize money of Rs. 30,000, sponsored by Cognizant Technology Solutions. Twenty four colleges registered for the contest, each college sending a team with two participants. The contest included a written test on Mathematics and Computer Science followed by quiz. The prize was shared by R.K.M Vivekananda College, Stella Maris and Madras Christian College who bagged the 1st (Rs.15, 000), 2nd (Rs. 10,000) and 3rd (Rs. 5000) prizes respectively.</p>
<p>To promote creativity and originality in English language learners.</p>	<p>➤ The Department of English in association with Chennai Literary Association organized 2 Inter-collegiate competitions – Libretto and Seam-a-Story - on 9th December 2014 as part of the city’s annual Chennai Literary Festival 2014. Both competitions, fully sponsored by CLA, were well received by students of various colleges. 120 students from 18 city colleges participated in the competitions. The I Place in Libretto was won by MCC and the II Place by Alpha Arts. The I and II place in Seam-a-Story were bagged by Madras Christian College</p>

<p>To initiate awareness amongst students as part of International Youth Day Celebrations.</p>	<ul style="list-style-type: none"> ➤ A One Day District Level Peer Educator Programme was hosted by Alpha on 11th Feb 2015. Disaster Management, First Aid, Prevention of AIDS and Importance of Stem Cell Donation were part of the programme. 150 volunteers and faculty from various colleges of Thiruvallur District under the University of Madras Jurisdiction participated in the programme. Mr. B. Karthick – Assistant Director, Youth Affairs, TANSACS and Dr. G .Bhaskaran, Co-ordinator, University of Madras, was present.
<p>To encourage leadership and organizational skills in NCC Students.</p>	<ul style="list-style-type: none"> ➤ 1st CADO ALPHA-2015 (Inter-Collegiate NCC competition) on 21st and 22nd March 2015. NCC Cadets from fifteen colleges (SD/SW) enthusiastically participated in various competitions like Contingent drill, Guard of Honour, Individual Drill, Best cadet, Ladaye, G.K /G.S.K, Debate, Tent pitching, Cross Country, Flag Area, Firing and Cultural. NCC Officers from different colleges, OTA instructors and PI staff actively involved in the event. ➤ Lt Col Ajay Dhawan, Officer Commanding, 1 (TN) ARMD SQN NCC presided over the event. ➤ Hon'ble Vice Chancellor Prof. (Dr) P.VANANGAMUDI, the Tamil Nadu Dr. Ambedkar Law University inaugurated the event. The Chief Guest for the Valedictory function was President's Medal awardee,

	<p>Mr.K.Periaiah, IPS, Deputy Inspector General-Training, Police Training College, Chennai-83. The Overall “CADO ALPHA BANNER” was won by Women’s Christian College and the runner-up was won by 1 (TN) AIR SQN NCC.</p>
<p>Facilitating students to achieve academic goals by means of Minimum Learning Material(MLM) and learning from Peers.(PGP)</p>	<ul style="list-style-type: none"> ➤ Minimum Learning Material [MLM] is another academic support offered to slow learners this year with the minimum important portions simplified for easy comprehension and application. ➤ MYM - Meet Your Mentor Programme, was conducted within the department for better results and to enhance the academic performance and attendance of the slow learners
<p>To show the students solidarity towards the needy through suitable programmes.</p>	<ul style="list-style-type: none"> ➤ The Student Forum was united in expressing its solidarity to the poor and needy. The students collected a significant amount of groceries, stationery and clothing which were donated to the Charitable Trust “Sathyameh Jeya” as part of the “Share & Care” programme.
<p>To train the trainers-EL faculty</p>	<ul style="list-style-type: none"> ➤ The Professional Skills Development Workshop for English Language faculty was organised by the Alpha Group of Institutions in association with the US Consulate General, Chennai and the Regional Language Office (RELO) of the US Department from 6-13 November 2014. The Resource person for the 7 day Workshop- was Dr Julie Ciancio, Associate Dean, Director of International Development, Westcliff University, Faculty, College of

	<p>Education, California State University, San Bernardino and English Language Specialist, on contract, Us Department of State. The Workshop focused on teaching strategies to improve English Language to attain the major institutional goal of preparing students for professional life.</p>
<p>To encourage students to participate in programs at the National and International level both inside and outside the college.</p>	<p>➤ Nivetha Chockalingam, of III BBA, was selected for the Study of the US Institutes for Student Leaders on Women’s Leadership [SUSI] Program in the US. This 5 ½-weeks long intensive academic residency program, from 26 June to 3 August 2014, for foreign undergraduate leaders, focused on adaptive leadership, change and empowerment and was hosted by the University of Kansas. Educational visits to local women’s organizations in Chicago, meetings with women leaders and the creation of a Mission, Vision, and Values. Plan to help empower women in the local home community also formed part of the Program. Nivetha is one among just 3 Indian and 20 Asian and Middle Eastern students selected to attend the SUSI program.</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

Academic Performance

- Facilitating students to achieve academic goals by means of Minimum Learning Material (MLM), learning from Peers (PGP) and Meet your Mentor Program (MYM)

Staff Quality Enhancement

- Encouraging faculty to present papers in International Conferences, paper publications.
- Training programmes/capacity building sessions for faculty and non-teaching staff

Curriculum Enhancement

- Certificate courses to enrich the curriculum
- Guest Lectures
- Career oriented certificate courses to place them in reputed companies
-

Holistic Growth of students

Alpha Skill Development Institute set up

- for overall Development of the students
- to improve the communication skills
- to bring Leadership qualities among students
- with Career oriented courses to place them in reputed companies

Promoting entrepreneurship

- Tailoring course for Students
- Visit to Industrial Unit making Jute bag and Paper cups
- Self help group – Exhibition and workshop on means to obtain loans from authorized financial sources.

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	Nil	Nil	Nil	Nil
PG	02	Nil	02	02
UG	11	<ul style="list-style-type: none"> • 2 (BBA, ISM) Shift II • Additional batches included for Shift II BCA& B.Com 	13	13
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	2	3	5	5
Others	Nil	Nil	Nil	Nil
Total	15	5	20	20
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	-	2	-	-

1.2 (i) Flexibility of the Curriculum: CBCS (Choice Based Credit System)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10-Shift I 05- Shift II
Trimester	-----
Annual	-----

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)
 Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

- English I & II
 - The entire syllabus has been revised
- In the department of Electronics and Communication:
 - a. The paper on Computer Programming which was earlier combined with the Numerical Method has been shifted from the III semester to the IV semester.
 - b. Foundation course on Numerical Method has been made a separate paper and retained in the third semester.
- Syllabus of Part I Tamil of Semester I amended

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

Two Departments were added in Shift II. Department of Business Administration (BBA) and Department of B.Com(ISM) Information Systems Management

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	93	30	4	1	58

2.2 No. of permanent faculty with Ph.D.

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
	-	-	-	-	-	-	7	-	7	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

2

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	26	7
Presented papers	3	13	-
Resource Persons	-	1	1

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

- Think Pair and Share method to promote classroom participation
- Problem solving Case studies and Role play to supplement the lecture format
- Teaching soft skills through audio visual aids to quicken the learning process and facilitate a clear understanding
- Flipped Class room for active learning , student engagement and learning through hands on work
- Video lectures by experts for a better understanding of the subject
- Experiential learning to reinforce the fundamentals of the subject
- For the slow learners
 - (i) MYM (Meet Your Mentor) – A Teacher Mentor for every
 - (ii) student to help identify and remedy learning problems faced by students
 - (iii) PGP(Peer Group Programme) – Slow learners participate in Groups with high achievers to learn through peer discussions
 - (iv) MLM (Minimum Learning Material) provided where the study material is simplified for easy comprehension and application.

2.7 Total No. of actual teaching days during this academic year

167 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Evaluation of students is based on both Continuous Assessment (internal) and the End Semester Examinations (external). Other different methods of assessing the student are – tests, quiz, seminars, assignments, projects, etc. Open Book Test is being administered for some papers.

- To improve the quality of evaluation Centralised Valuation for Continuous Internal Assessment was followed
- Revaluation facility offered from Exam Grievance Cell.

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

2		2
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2.10 Average percentage of attendance of students

Shift I= 79.9 %
Shift II = 78.04%

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.Sc (Computer Science)	91	11%	40.6	55	-	57
BCA	94	11.7	40.4	5.3	-	59.6
B.Sc (Biotechnology)	10	30	60	-	-	90
B.Sc (Electronics & Communication)	16	6	62.5	-	-	68.7
B.Sc (Visual Communication)	20	5	40	-	-	45
BBA	42	2.3	21	35.7	2.3	61.9

Title of the Programme	Total no. of students appeared	Division				
B.Com (Gen)	131	6.8	52	19	-	78.6
B.Com (ISM)	48	6	46	10.4	-	62.5
M.Sc (BT)	13	30.7	30.76	-	-	61.5
M.Sc(IT)	15	26.6	46.6	-	-	73.3

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

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programs. The College encourages, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Faculty members are motivated to design contemporary, skill based and value-added courses. Rigorous review of the functioning of the various units of the College is a part of quality enhancement/sustenance measures.

- Periodical review of the teaching-learning process at the end of each semester
- Feedback from students on curriculum, teaching, learning and evaluation
- Facilitate lesson plan, infrastructure needs, lectures by eminent academicians and industrial stalwarts, certificate courses, bridge courses, involving students to explore real life problems, industrial visits and education tours,
- Tech talks by alumni
- Monitoring through hand books, mentor cards and internal audits, Remedial measures, PTA meetings
- Periodical assessments through Remedial measures, Result analysis meeting, Feedback by students on teaching, campus experience, Alumni Feedback etc.
- 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	90
Faculty exchange programme	2
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	13
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	11	Nil	Nil	Nil
Technical Staff	7	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Encouraging faculty to submit research proposals to funding organizations
- Invited lectures by eminent researchers from industry and other academic institutions
- Providing facilities for faculty to do in-house research
- Encouraging collaborative research activities within the institutions
- Encouraging students to explore real life problems through research
- 2days OOD leave in a month for faculty performing research.
- OD for faculty to attend conferences/workshops/seminars, Viva-voce, and to present research papers
- Sabbatical leave during the final phase of Ph.D. thesis submission
- Establishing linkages with institutions/ organizations for training and R& D
- Sharing information on conferences, seminars
- Sharing of information - Individual contribution by faculty who are currently pursuing research

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	---	---
Non-Peer Review Journals	1	1	---
e-Journals	---	---	---
Conference proceedings	2	8	---

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	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

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	---	---	---	---	---
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
				05		

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	06	State level	03
National level	02	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	06	State level	03
National level	05	International level	---

3.25 No. of Extension activities organized

University forum	---	College forum	4		
NCC	09	NSS	10	Any other	5

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

NCC

- Road Safety Awareness Program
- Tree Plantation on 01.10.14 & 08.10.14
- Coastal Clean Up day Celebrations
- Independence Day & Republic Day Celebrations.
- Traffic Control Event.
- AIDS Awareness Program
- Vigilance Awareness Rally.
- My Flag My India
- Swaach Bharat

NSS

- Youth Leadership Training Camp
- Free Health Check up for the Public.
- National Level Knowledge Sharing Workshop on Personality Development through community services
- One day District level Peer Educator Programme by RRC
- Awareness Lecture on “Intensive Course on Stem Cells & Cancer Vaccine Life Cells (India’s largest Stem Cell Bank) “ by Daathri- NGO
- One day Entrepreneurship Training programme for the Women in the Neighbourhood
- Awareness programs on: Voter’s Day, AIDS, World Tourism Day, Disaster Management,
- Youth Day Celebrations at University of Madras
- Personality Development Course conducted by State NSS.
- Tutorial classes for the school students
- Volunteering as Scribes for the disabled in Schools & Colleges.
- Rural Sports Day
- Blood donation
- Environment Issues: Sapling Planting, Seed Generation, Coastal Clean Up,

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	5.0008 acres	---	Self financing	5.0008 acres
Class rooms	38	---	Self financing	38
Laboratories	11	---	Self financing	11
Seminar Halls	1	---	Self financing	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	---	---	Self financing	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	Self financing	---
Others	---	---	Self financing	---

4.2 Computerization of administration and library

- The administrative office of the college is highly computerized reducing repetition and replication of jobs while increasing efficiency.
- Administration, Academic and examination centres are computerized and results are processed through computer system.
- The Central Library is computerized with text books, reference books and journals or catalogues aligned author wise and subject wise and is connected with DELNET with Wi-Fi.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11646	2771861	150	38795	11796	2810656
Reference Books	3881	923953	50	12931	3931	936884
e-Books	75000	17000	75000	17000	75000	17000

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Journals	21	34120	---	---	21	34120
e-Journals	3000	17000	3000	17000	3000	---
Digital Database	7	In house Database	---	----	---	---
CD & Video	437	(Attached with Books)	---	---	437	(Attached with Books)
Others (specify)	---	---	----	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	4	-	1	-	6	23	5
Added	10	-	-	-	-	-	-	-
Total	190	4	-	1	-	6	23	5

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

- Internet access has been provided to all teaching & Non teaching staff and students with Wi-Fi connections.
- The college has established Wi-Fi computer network laboratories
- Students are regularly trained on different computer programs by the faculty.
- The faculty were sent for training and knowledge building to industries of repute.
- Faculty were encouraged to attend faculty development programs organized by major institutions, industries.
- The College has its own software for admission and maintenance of database.
- The college has its own website for updating of events.
- The College conducted O Level Computer program for minority students.
- Introduction of NPTEL Online Programs to Student & Staff.
- FDP was conducted on Use of ICT in Teaching-Learning Process.
- The College Administrative Office uses ERP for all administrative work.

4.6 Amount spent on maintenance in lakhs:

i) ICT	4.77
ii) Campus Infrastructure and facilities	10.31
iii) Equipments	1.43
iv) Others	0.81
Total:	17.31

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All information regarding the Student Support Services like Placements, Scholarships, NRI Cell Activities, Life Skills development, Women's Cell, Anti Ragging Cell, Exam Grievance Cell, Personal & Academic Counseling through NGO-Rapha, Health Check-up facility through tie-up with SRMC, General Insurance for Students are made known to the Students through Orientation Programs, Circulars, Notices, the Public Address System, Group Messages, Social Media like Facebook, Whatsapp, E-mail and phone calls.

5.2 Efforts made by the institution for tracking the progression

- To reduce the student dropout, financial assistance through various sources like Alumni, as well as Counselling is done on a regular basis.
- Departments maintain records to follow the academic progress of their students.
- The Mentor-ward system is helpful in tracking the progress of the wards by their respective mentors
- TCP Cell maintains a comprehensive record of recruitments and a record of all placements
- The Department maintains and updates the records of the progress of alumni through Alumni meetings, Social media etc.
- Parent Teacher Meets
- CIA, Model, Assessments, tracks Academic performance
- Periodic feedback collection & analysis

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2191	21	-	-

(b) No. of students outside the state

59

(c) No. of international students

79

Men	No	%	Women	No	%
	919	41.55		1293	58.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
207	322	2	1325	3	1859	430	251	1	1451	2	2175

Demand ratio: 10:9

Dropout %: 6.7%

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

- The Institution facilitates the availability of books to prepare for competitive exams in the library.
- The TCP Cell conducts training in Numerical Ability, Aptitude and English for Competitive exams.
- Information regarding Free Training at various Centres in the City is made known to the Students through the respective Committees.
- Periodical arrangements are made for guest lectures in the related subjects.

No. of students beneficiaries

630

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	---	GATE	---	CAT	1
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	

5.6 Details of student counselling and career guidance

- Counsellors from the NGO “Rapha” visit the college on a regular basis. Mentors direct the students for individual counselling. Suggested follow up measures are implemented. “Rapha” also holds classroom sessions on sensitive topics relevant to the student community.
- The Training and Placement cell (TCP) conducts counselling sessions throughout the year on career guidance. Experts from the industry are invited for the sessions.
- Alumni holding prominent positions are invited to motivate and offer guidance to the students.
- The Department organises tech-talks and seminars by subject experts on career opportunities. Motivational videos are shown to encourage students..
- Under the auspices of EDC, entrepreneurship is encouraged, especially women.

No. of students benefitted

454

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	630	428	26

5.8 Details of gender sensitization programmes

Rapha-NGO held pre-marital counselling as separate sessions for boys & girls
Counseling by Mentors to their wards
Women's Cell held sessions for Gender Equity, Women Empowerment

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 in Rupees
Financial support from institution	03	51,750.00/-
Financial support from government	162	524750.00/-
Financial support from other sources	7	1,00,750.00/-
Number of students who received International/ National recognitions	2	

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: 1.Extension of timing for break.

2. Relaxation of in-time for students by 5 minutes.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To instil in students a sound philosophy based on core human values, and through quality education foster a community of competent youth who would contribute to national and global development serving humanity at large.

Mission

1. To offer a wide range of academic programmes relevant to the regional and national need in line with the emerging trends.
2. To train the students through innovative teaching techniques and steer them towards higher thinking.
3. To assist the students to acquire healthy and useful experiences leading to holistic progression.
4. To develop entrepreneurial skills and bridge the lacuna between the world of work and learning.
5. To promote value based education, sensitizing the student to social responsibility and good citizenry.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The institution is affiliated to the university of Madras and strictly follows the curriculum designed by the UOM.

1. Organizes Certificate courses to bridge up the lacuna between the Industry and the Institution and to enrich the technical skills.
2. Field visits to enhance the practical skills.
3. Bridge Courses conducted by the Department of English and Mathematics to raise the standards of the Students to the basic requirement of the collegiate education. Bridge course materials will be updated annually.
4. The Course material of bridge course and certificate course will be reviewed and revised after taking feedback from students, Alumni, Staff from other Institutions and industry experts if possible.
5. The areas that are identified as core and are to be included in the basic curriculum will be represented to the respective Board of Studies to find its inclusion in the University Curriculum.

6.3.2 Teaching and Learning

Teaching

Faculty development programmes were conducted to enhance the teaching methodology, teaching skills, and quality of teaching of staff:

“RELO” – Organized professional skills development workshop for English Department faculty in association with the U.S. Consulate General, Chennai and the Regional English Office, New Delhi. The workshop focussed on enhancing better utilisation of present curriculum, appending with necessary topics to attain a major institutional goal of preparing students for professional life upon graduation.

Teaching Aids like OHPs, PPTs, videos on animation used to explain the concepts more clearly

Learning

Institution conducted programmes such as the following to improve the academic performance of students

1. Exclusive Study materials prepared for slow learners.
2. Extra coaching provided for remedial students to ease out examination fear..
3. Peer Group learning implemented.
4. Assignments like Case Study made online.
5. Industry mentor programme to impart technical skills and important personality traits to excel in career.
6. Provided hands on training to enrich the practical skills.
7. Certain departments adopt game modules to make the class interesting.
8. Software to teach programming skills.
9. Motivate students to attend workshops and conferences to keep abreast of the recent trends in the respective subjects.
10. Learning through industrial visits.
11. Online assignments given for advanced learners.

6.3.3: Examination & Evaluation:

1. Central evaluation started to speed up the evaluation process.
2. Creation of answer booklet to familiarise the students with the University Exam Booklet.
3. Conversion of Exam Process from manual to online that includes setting up of the Question Paper. Result analysis, mark entry etc.
4. Class performance / evaluation done weekly.
5. Follows the choice based credit system implemented by UOM for the internal evaluation.
6. Snap test, group discussion, open book test included besides the centralized CIA and model exams.

6.3.4 Research and Development

1. Encouraging faculty to submit research proposals to funding organizations
2. Invited lectures by eminent researchers from industry and other academic institutions
3. Providing facilities for faculty to do in-house research
4. Encouraging collaborative research activities within the institutions
5. Encouraging students to explore real life problems through research
6. 2days OOD leave in a month for faculty performing research.
7. OD for faculty to attend conferences/workshops/seminars, Viva-voce, and to present research papers
8. Sabbatical leave during the final phase of Ph.D thesis submission
9. Establishing linkages with institutions/ organizations for training and R& D
10. Sharing information on conferences, seminars
11. Sharing of information - Individual contribution by faculty who are currently pursuing research

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Central library appended with New Release on latest technology.
2. Digital Library available for all students
3. Appended department book bank. Functional throughout the academic period to help the Students from Economically poor backgrounds.
4. Audio visual classes increased
5. Students encouraged to join online courses-NPTEL
6. Increased the number of LCD projectors
7. Networking to access information has been installed in the Library.
8. Upgradation of equipments in Laboratories-ECS
9. Periodic upgradation of software and hardware – Mr. Uma Shankar

6.3.6 Human Resource Management

1. Performance Appraisal- Self and Peer evaluation
2. Feedback analysis on staff
3. Providing on duty leave to staff for workshops and conferences
4. Sabbatical leave for research.
5. 1 day OD per month for faculty pursuing research

6.3.7 Faculty and Staff recruitment

To ensure quality in the recruitment process:

- The eligibility (NET/SLET/ Ph.D.) is adhered to.
- The communication skills and core competency of the candidates are put to test by means of a demonstration session.
- The attitude and other personal characteristics are examined at a personal interview with the HR.

6.3.8 Industry Interaction / Collaboration

1. Certificate courses, internships, workshops are done through industry- institution collaboration.
2. Receive support from Alumni towards the implementation of industry tie- up.
3. “Collaborative Thinking and Problem Solving Contest” initiated and partially supported by CTS.
4. MOU signed with various organizations to conduct certificate courses, internships etc.
5. Organizing Training by Industry Experts.

6.3.9 Admission of Students

Admission Selection Procedure:

1. Enquiry form scrutinized for eligibility to the requested course.
2. Counselling given if required.
3. Detailed discussion with parent & Students.
4. Submission of application followed by Spot admission along with XII mark Statement.
5. Provisional admit card given after formalities completed.

2014-15 Admissions

1. Scholarship made available to students securing more than 90% in their XII standard.
2. Sports quota for students who have been recognised at the National or regional level in any sport.
3. Reduction in total fee for alumni students of the same group to continue their higher Education.

2015-16 Admissions

1. Scholarship and sports quota not finalised.
2. Reduction in total fee for Alumni Students of the same group to continue their higher Education.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Ph.D. leave & Sabbatical leave • Gratuity • PF Benefit • Medical leave • Maternity Leave
Non-teaching	<ul style="list-style-type: none"> • Fee Concession to wards of Non teaching staff • Medical leave • Maternity Leave • Gratuity • PF Benefit
Students	Student Safety Insurance Policy United India Insurance Company

6.5 Total corpus fund generated 350.17 Lakhs

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		---		
Administrative		---	Yes	Alpha Management

6.8 Does the University/ Autonomous College declare 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?

- All processes relating to examinations are computerised: Applying for the exam, Issue of hall tickets, internal marks entry, Exam absentee statement etc.
- After the publication of results students who have grievances have the facility to apply for re-totalling, revaluation, obtaining the photocopy of answer scripts and applying for instant exams.
- Dyslexic students are exempted from writing exams for certain subjects like languages. They are also given extra time for completing the exams.
- Students with disabilities are allowed the use of a scribe.

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

- The University promotes Autonomy:
- In certain processes relating to examinations -applying for the exam, Issue of hall tickets, Internal marks entry, Exam absentee statement, selection of external examiners for soft skills and practical exams.
 - In HR policies – staff recruitment
- In admission – preference for first generation learners and students from the neighbourhood

6.11 Activities and support from the Alumni Association

Alumni contribute in the following ways

1. Conduct of Placement Drives
2. Extending financial help to the needy students.
3. Donation of Books and Study Materials for Department Book Bank.
4. Share their experience during Tech Talks.
5. Organize Motivational talks.
6. The Department encourages Alumni to visit the Department at their own convenience.
7. The College conducts Alumni meet annually. The Alumni forum helps the College to get in touch with the Alumni forum from time to time.

6.12 Activities and support from the Parent – Teacher Association

1. Regular PTA Meetings conducted at the Department level.
2. One to one interaction is encouraged.
3. Feedback taken from Parents for further improvements.

6.13 Development programmes for support staff

1. The Supporting Staff are encouraged to enrol their wards in the College. They get concession in fee for their wards.
2. Development Programmes are conducted to make the staff literate.
3. Noon Meal Scheme was offered.
4. Support Staff participate in many of the Self Help Programs conducted in the College such as paper bag making, detergent making etc.

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

- Rain Water Harvesting made compulsory.
- College is declared as a Tobacco prohibited and plastic free Zone.
- Fallen leaves are used as natural manure by the process of Vermicomposting
- Maintenance of Organic Garden by the use of Biofertilizers.
- College emphasizes the need to reduce paper usage. Staff encouraged to use e-circulars and emails. Paper recycling encouraged.
- Increase in the green cover in the College.
- Use of paper cups by the Canteen instead of plastic cups.

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.

- Peer Group Learning (PGP) method implemented by some Departments to help slow learners benefit from the skill of advanced learners.
- Feedback Analysis

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

Action Taken Report

- To encourage students to participate in and showcase their talents at Regional, National and International forum:
 - + Prompt dissemination of information through the public address system, student notice boards and circulars on student events across the country and the globe.
 - + Suitable training was given prior to participation in competitions [co-curricular and extra-curricular]
 - + Regular and routine parade training within the campus by the NCC
 - + Camp exposure and training given to NSS volunteers
 - + Regular training of sportspersons for various track and field events and sports
- To disseminate knowledge, sensitize and impart training at the Regional/ National Level through the NSS and RRC units of the College:
 - + Collaborated with the NSS unit of the University of Madras (University of Affiliation) to conduct the National Level NSS Workshop on Knowledge-sharing and Personality Development of Youth through Community Services
 - + A One Day **District Level Peer Educator Programme** was organized by the Red Ribbon Club of the College
- To empower girl students in the College and women in the neighbourhood [unemployed/ illiterate/semi-literate] through **livelihood and skill development training** via the resources available to the Women's Cell of the Institution.
 - + Girl students [from the lower income bracket] were identified through the Women's Cell and offered short term entrepreneurial training on Tailoring
 - + Mothers of students from the local adopted school were trained to start small scale ventures.

- To offer an enriched campus life and secure residency in the neighbourhood:
 - ✚ **Fluency in English** - a Certificate Course for foreign students of the forthcoming batch
 - ✚ **Culture-Sharing Initiative** aimed at giving back to the local community in which most of the foreign students reside. Foreign students from Bhutan, Comoros and Sudan shared information about their country, its geographical location, language and natural resources. Proved fruitful as foreign students got the opportunity to spend time with less privileged students from a government school and gain insight into the opportunities/ challenges faced by them.
 - ✚ **Alpha International Students'-Football Premier League** [AIS-FPL] 2015 was organized for a second time owing to great demand from football players of the College. This year saw the addition of a new team of players, making it four teams, as opposed to three teams last year.
 - ✚ **Sapling planting** in the College campus by third year foreign students to enhance the green cover of the College even while leaving behind a mark of their presence in Alpha

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

1: Professional Skills Development Workshop for English Language Faculty in association with the US Consulate General, Chennai and the Regional English Language Office (RELO) of the US Department of State

2: Providing World-Class Opportunities for Students

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

7.4 Contribution to environmental awareness / protection

The NSS unit of the College organized and participated in several environmental awareness and protection programmes around the year:

- ✚ Sapling planting programmes throughout the city in association with TREE BANK, an NGO supporting Bio Friendly activities
- ✚ Programme Officer attended a Special Refresher Course on **Disaster Management** sponsored by UGC at the University of Madras.
- ✚ Programmes to create Awareness on social Issues such as Green cover, Water conservation, Hazards of Deforestation, Mosquito control, cleanliness of Surroundings, Plastic free Environment
- ✚ The Prime Minister's Clean India Project - Swachh Bharat
- ✚ Awareness programmes on: World Tourism Day, Disaster Management, Environment Issues, Sapling Planting, Seed Generation and Coastal Clean Up
- ✚ National Level Knowledge-sharing Workshop with focus on environmental and sustainability issues, distribution of seeds and sapling planting in the campus
- ✚ Sapling planting in the campus by foreign students to create awareness on need for green cover in their place of stay
- ✚ Food waste used as compost for the College garden

7.5. Whether environmental audit was conducted? Yes No

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

- Low competency in learning the English language due to vernacular medium of study at the school level hinders effective study of subjects and performance at job interviews during placement drives
- Non-availability of funding for research especially from government
- Constrained by University curriculum

Opportunities

- Autonomy in curriculum design and development
- Offer wide range of academic programmes that meet industry needs
- Availability of funding for Research
- Increase in national and international student and faculty exchange programmes
- Improvement in academic results
- Increase in University ranks
- Devise mechanisms to improve the quality of students to compete at the international forums

Challenges

- Constraints in mobilizing funds from research organizations
- Enhancing communication skill of learners for better employability
- Lack of educational support at home due to students being first generation learners

8. Plans of institution for next year

1. Collaborative programs with various NGOs and Government Organizations.
2. MoUs with numerous research and training institutes.
3. Initiation of programs by the Career Development Cell.
4. National level conference / seminar / workshop / in
 - a. Economics.
 - b. Visual communication.
 - c. Bio technology
 - d. Management studies
 - e. Computer studies

Name Ms GEETHA RAVI

Aeeekalan

Signature of the Coordinator, IQAC

Name DY. D. ASHALATHA

D. Ashalatha

Signature of the Chairperson, IQAC

**College Calendar
2014 – 2015**

JUNE - 2014

1	Sun
2	Mon
3	Tue
4	Wed
5	Thu
6	Fri
7	Sat
8	Sun

9	Mon	Staff Reporting
10	Tue	IQAC - Staff Induction Program
11	Wed	IQAC - Staff Orientation Program
12	Thu	
13	Fri	
14	Sat	
15	Sun	

16	Mon	
17	Tue	
18	Wed	College Reopens for II, III UG & II PG
19	Thu	
20	Fri	
21	Sat	
22	Sun	

23	Mon	
24	Tue	
25	Wed	Orientation for Students and Parents
26	Thu	Bridge Course & Orientation Programme for I UG Begins
27	Fri	
28	Sat	
29	Sun	

30	Mon	
----	-----	--

JULY - 2014

1	Tue	
2	Wed	Bridge Course & Orientation Programme for I UG Ends
3	Thu	
4	Fri	
5	Sat	IQAC - Non Teaching Staff Orientation
6	Sun	
<hr/>		
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	IQAC - Student Leadership Workshop
12	Sat	
13	Sun	
<hr/>		
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	Student Forum Inauguration & Fresher's Talent Meet
19	Sat	
20	Sun	
<hr/>		
21	Mon	Maths Club Activity
22	Tue	
23	Wed	NCC & FOP Inauguration
24	Thu	
25	Fri	} PACE - BCA Club Activity
26	Sat	

27 Sun

28 Mon

29 Tue Ramzan

30 Wed

31 Thu

27

August - 2014

1 Fri } FUTORS - Computer Science Club Activity
2 Sat } Alumni Meet
3 Sun

4 Mon I - CIA Begins

5 Tue

6 Wed

7 Thu

8 Fri

9 Sat I - CIA Ends

10 Sun

11 Mon

12 Tue NSS & YRC Inauguration

13 Wed

14 Thu Alpha Fest Off Stage Events

15 Fri Independence Day

16 Sat Alpha Fest Off Stage Events

17 Sun Krishna Jayanthi

18 Mon BIOHUES - Bio Technology Club Activity

19 Tue

20 Wed

21 Thu

22 Fri Alpha Fest On Stage Events

23 Sat

24	Sun	
25	Mon	
26	Tue	
27	Wed	Cultural Immersion Programme
28	Thu	
29	Fri	Vinayakar Chathurthi
30	Sat	E2S - BBA Club Activity
31	Sun	

28

September - 2014

1	Mon	
2	Tue	BBA Club Activity
3	Wed	
4	Thu	} VISCOM Club Activity Samuel Memorial Trophy
5	Fri	
6	Sat	
7	Sun	Thiru Onam
8	Mon	
9	Tue	
10	Wed	} Synergy
11	Thu	
12	Fri	Women Cell Workshop
13	Sat	AGI (Alpha Group of Institutions) - Trophy
14	Sun	
15	Mon	II CIA Begins
16	Tue	
17	Wed	
18	Thu	
19	Fri	

20 Sat II CIA Ends
21 Sun

22 Mon

23 Tue

24 Wed

25 Thu



Media and ICT Conference

26 Fri

27 Sat

28 Sun

29 Mon

30 Tue

29

October - 2014

1 Wed

2 Thu Gandhi Jayanthi & Ayudha Pooja

3 Fri Vijayadasami

4 Sat

5 Sun Bakri-Id

6 Mon Model Exam Begins

7 Tue

8 Wed

9 Thu

10 Fri

11 Sat Model Exam Ends

12 Sun

13 Mon

14 Tue

15 Wed Commencement of University Practical Exam

16 Thu

17 Fri

18 Sat
19 Sun

20 Mon

21 Tue
22 Wed

Diwali

23 Thu

24 Fri
25 Sat
26 Sun

27 Mon

28 Tue
29 Wed

Closure of Semester

30 Thu



31 Fri

Photography Exhibition - 2014

30

November - 2014

1 Sat
2 Sun

3 Mon

4 Tue
5 Wed

Muharram

Commencement of University Theory Exam

6 Thu
7 Fri
8 Sat
9 Sun

10 Mon

11 Tue
12 Wed

13 Thu
14 Fri

15 Sat
16 Sun

17 Mon

18 Tue

19 Wed
20 Thu
21 Fri
22 Sat
23 Sun

24 Mon College Reopens for UG & PG Students - Even Semester

25 Tue

26 Wed

27 Thu

28 Fri

29 Sat MANOTECH - ISM Club Activity - Working Day

30 Sun

31

December - 2014

1 Mon

2 Tue

3 Wed

4 Thu

5 Fri

6 Sat Working Day

7 Sun

8 Mon

9 Tue

10 Wed

11 Thu

12 Fri Edufest, Christmas Celebration & Joy of Sharing

13 Sat

14 Sun

15 Mon

16 Tue I CIA Begins

17 Wed

18 Thu

19 Fri

20 Sat Working Day

21 Sun

22 Mon

I CIA Ends

23 Tue Christmas Vacation Begins

24 Wed

25 Thu Christmas

26 Fri

27 Sat

28 Sun

29 Mon

30 Tue

31 Wed

32

January - 2015

1 Thu

2 Fri

3 Sat Milad-Un-Nabi

4 Sun

5 Mon College Reopens after Christmas Vacation

6 Tue

7 Wed

8 Thu

9 Fri MUSES Club Inauguration

10 Sat

11 Sun

12 Mon

13 Tue

14 Wed

15 Thu Pongal
16 Fri Thiruvalluvar Day
17 Sat Uzhavar Thirunal

18 Sun

19 Mon

20 Tue

21 Wed

22 Thu Kalai Chuvadugal

23 Fri COMET - Commerce Club Activity

24 Sat Working Day - N. George Memorial Trophy - Working Day

25 Sun

26 Mon Republic Day

27 Tue

28 Wed

29 Thu

30 Fri Management Conference - BBA

31 Sat Sports Day

33

February - 2015

1 Sun

2 Mon

3 Tue

4 Wed

5 Thu

6 Fri

7	Sat	Rural Sports Meet - Working Day
8	Sun	
9	Mon	II CIA Begins
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	II CIA Ends
15	Sun	

16 Mon

17 Tue

18 Wed

19 Thu



20 Fri

21 Sat

22 Sun

ECS LOGICA Club Activity

23 Mon

24 Tue

25 Wed

26 Thu

27 Fri

28 Sat

March - 2015

1 Sun

2 Mon Student forum election

3 Tue

4 Wed

5	Thu	
6	Fri	
7	Sat	Women's Day, Investiture, International Students day & Social Break up
8	Sun	
9	Mon	Model Exam Begins
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Model Exam Ends
15	Sun	
16	Mon	Commencement of University Practical Exams
17	Tue	
18	Wed	
19	Thu	
20	Fri	College Day
21	Sat	Telugu New Year
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

April - 2015

1	Wed	Closure of the Semester
2	Thu	Mahavir Jayanthi
3	Fri	Good Friday
4	Sat	
5	Sun	
<hr/>		
6	Mon	Commencement of University Theory Examinations
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
<hr/>		
13	Mon	
14	Tue	
15	Wed	
16	Thu	Convocation
17	Fri	
18	Sat	
19	Sun	
<hr/>		
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Staff Picnic
25	Sat	
26	Sun	
<hr/>		
27	Mon	
28	Tue	
29	Wed	
30	Thu	

May - 2015

1	Fri	May day
2	Sat	
3	Sun	
<hr/>		
4	Mon	
5	Tue	

6 Wed
7 Thu
8 Fri
9 Sat
10 Sun

11 Mon
12 Tue
13 Wed
14 Thu
15 Fri
16 Sat
17 Sun

18 Mon
19 Tue
20 Wed
21 Thu
22 Fri
23 Sat
24 Sun

25 Mon
26 Tue
27 Wed
28 Thu
29 Fri
30 Sat
31 Sun

Alpha Arts and Science College
Porur, Chennai – 600 116
Students Feedback on Campus Experience

Student Name:
Batch: 2013-2016

Department:

S. No.	Question	Rating
1	How well did the college help you to improve your performance in the examinations?	To a great extent/ To a moderate extent / To a slight extent/ To a very little extent
2	How would you rate the discipline level in the college campus?	Very restrictive/ To a moderate extent / To a slight extent/ To a very little extent
3	How well did the college help you to improve your communication skills?	To a great extent/ To a moderate extent / To a slight extent/ To a very little extent
4	How well did the college help you to improve your inter-personal skills?	To a great extent/ To a moderate extent / To a slight extent/ To a very little extent
5	How would you rate the efforts made by the college towards placement?	Outstanding/ Very Good/ Good/ Average/
6	How would you rate the extracurricular activities (such as Sports, NSS, NCC, Alpha Fest) of the college?	Excellent/Very Good /Good/ Average
7	How would you rate the co-curricular activities in the College (Club Activities, etc.)	Excellent/Very Good/ Good/ Average
8	How would you rate the infrastructure facilities (classrooms, canteen, playground, library, laboratory, etc.) at the College?	Excellent/Very Good/ Good/ Average
9	How would you rate the mentoring and counseling services provided?	Excellent/Very Good/ Good/ Average
10	How would you rate your overall experience at Alpha?	Excellent/Very Good/ Good/Average

What did you like most about Alpha?.....

What did you like least about Alpha?.....

Any other comments/suggestions you want to share?.....

Annexure – 2- (ii) -A

ALPHA ARTS AND SCIENCE COLLEGE

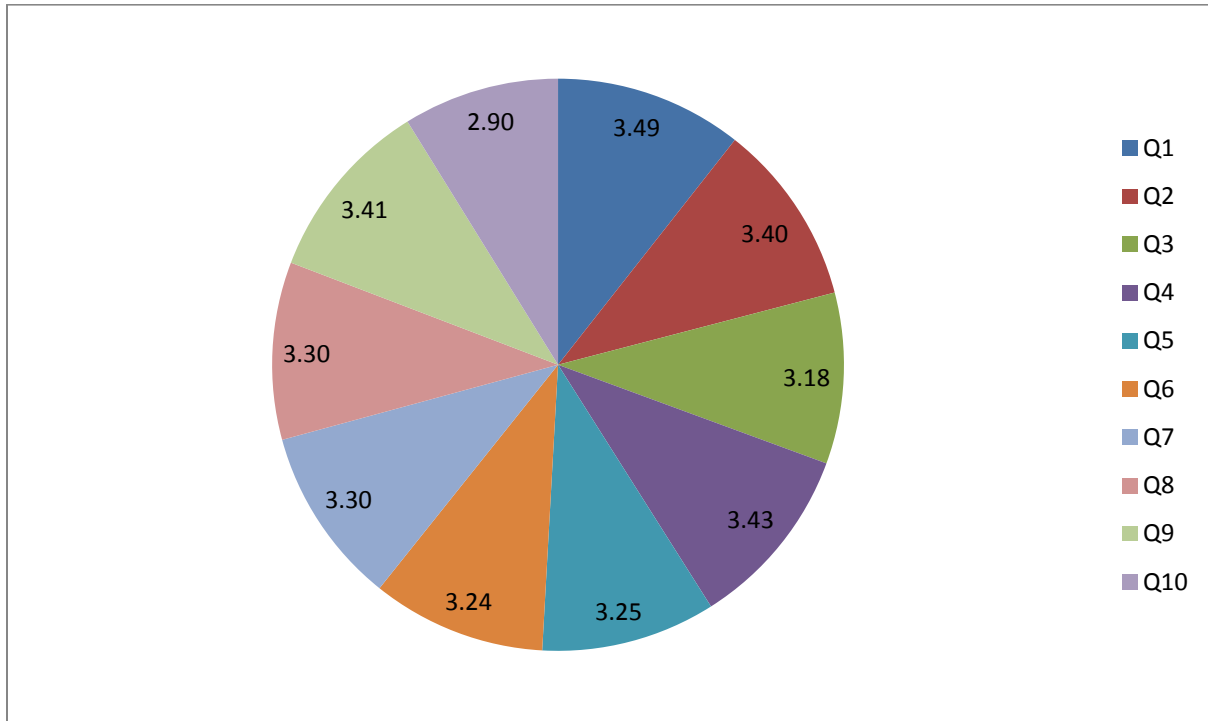
STUDENT FEEDBACK FORMAT – 2014-15

No		Always	Mostly	Sometimes	Never
1	Does the teacher come to the class on time				
2	Does the teacher come prepared with the lessons				
3	Does the teacher explain the topics clearly				
4	Does the teacher keep the class under control and maintain discipline?				
5	Does the teacher clarify doubts and questions in the class				
6	Does the teacher clarify doubts and questions outside the class if required by the students?				
7	Does the teacher complete the portions before the examinations				
8	Does the teacher revise the lessons before the examinations?				
9	Does the teacher use English language while lecturing in the class?				
10	Is the teacher partial				

Annexure-2-(ii)-B STUDENT FEED BACK ON STAFF ANALYSIS

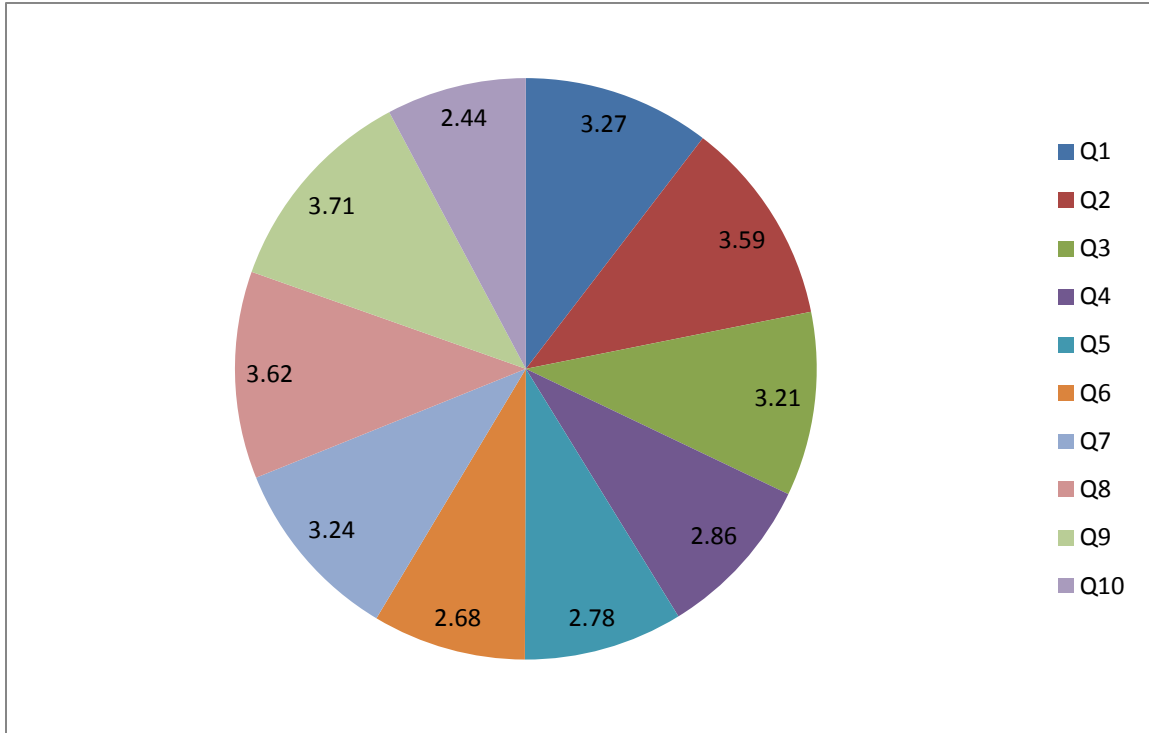
DEPARTMENT OF COMMERCE

MS. VIJAYALAKSHMI

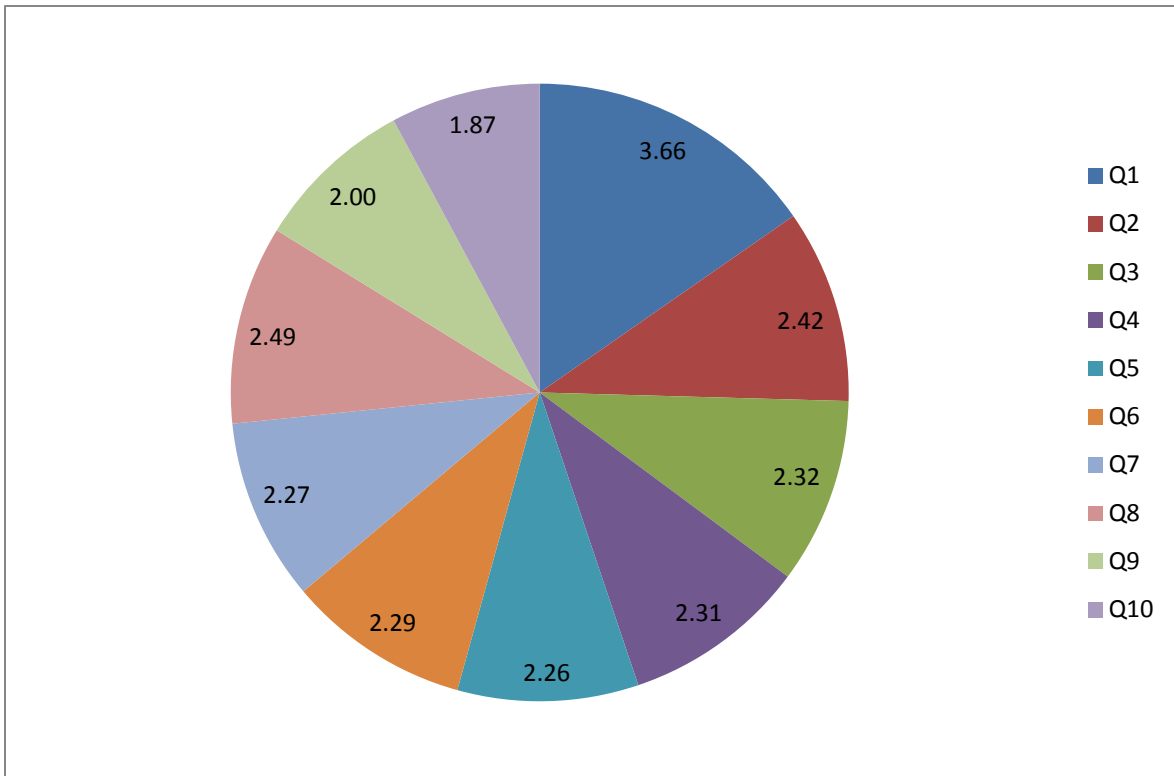


DEPARTMENT OF COMMERCE

Ms. Metilda Salomi

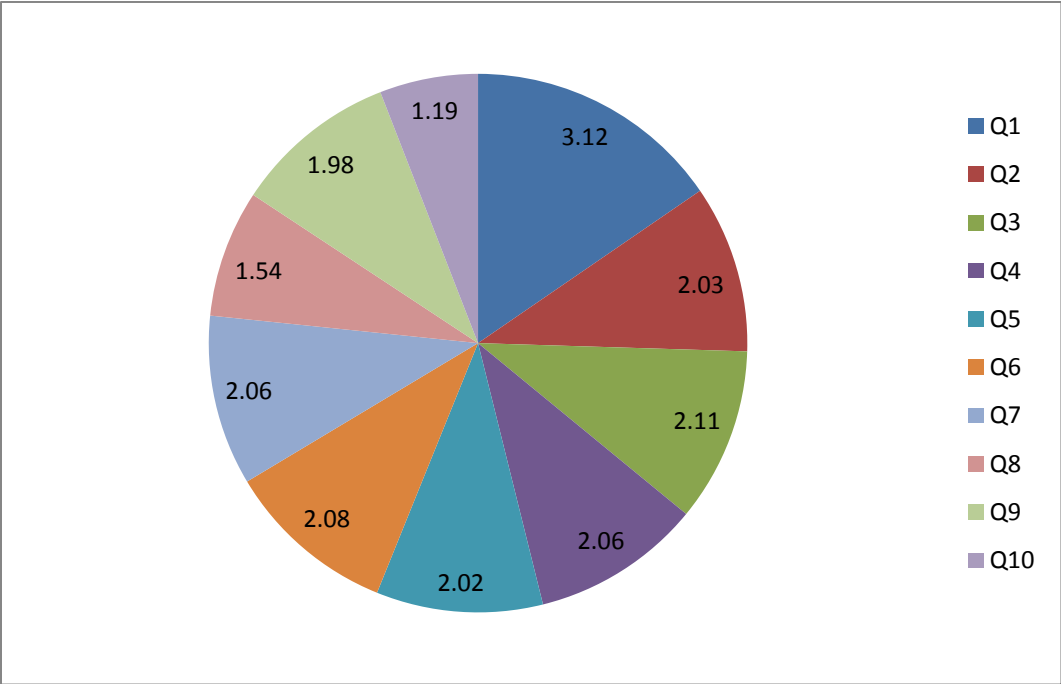


DEPARTMENT OF COMMERCE
Dr. Jesu Arul Selva Vimali



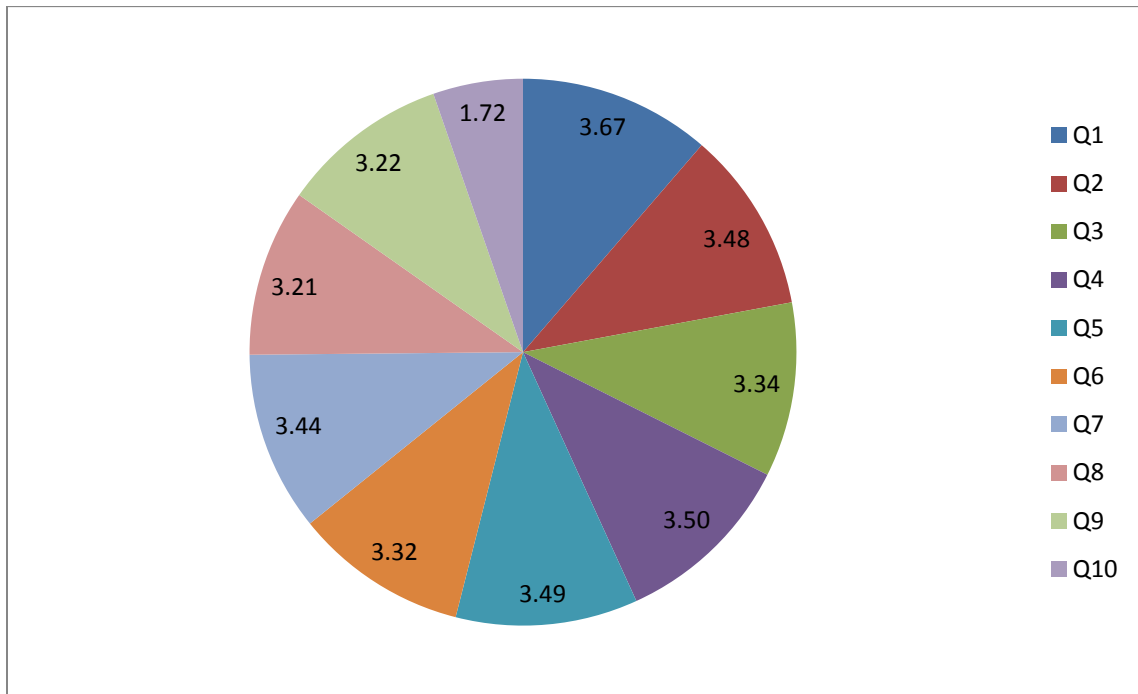
DEPARTMENT OF COMMERCE

Ms. M Mahalakshmi



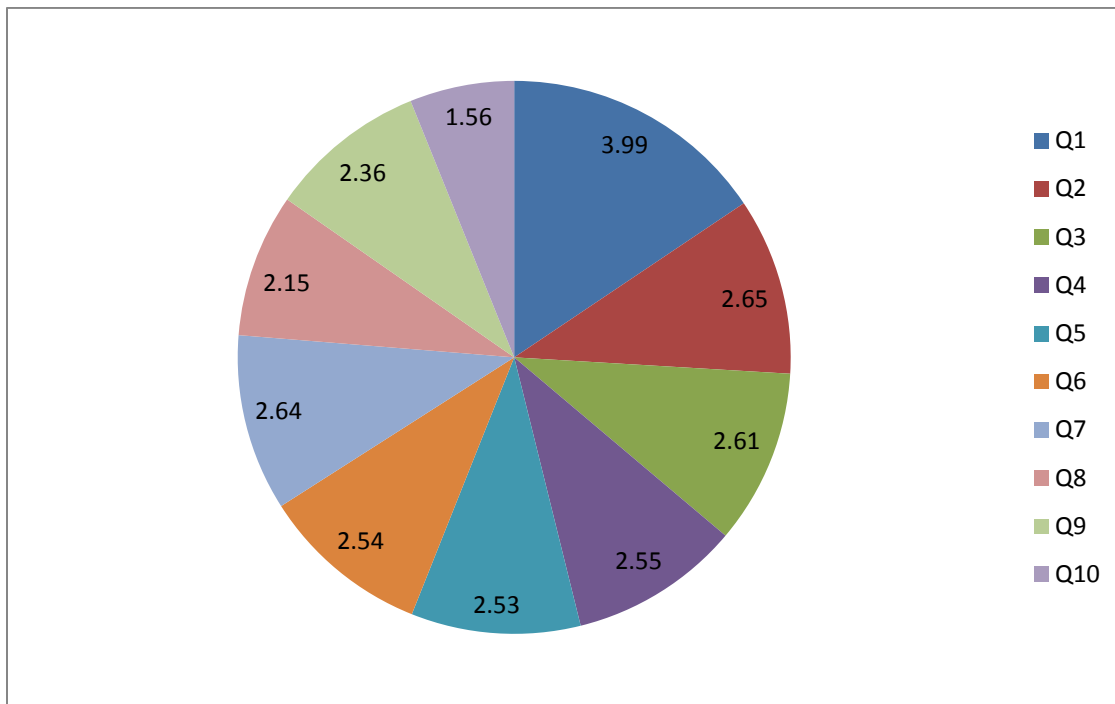
DEPARTMENT OF COMMERCE

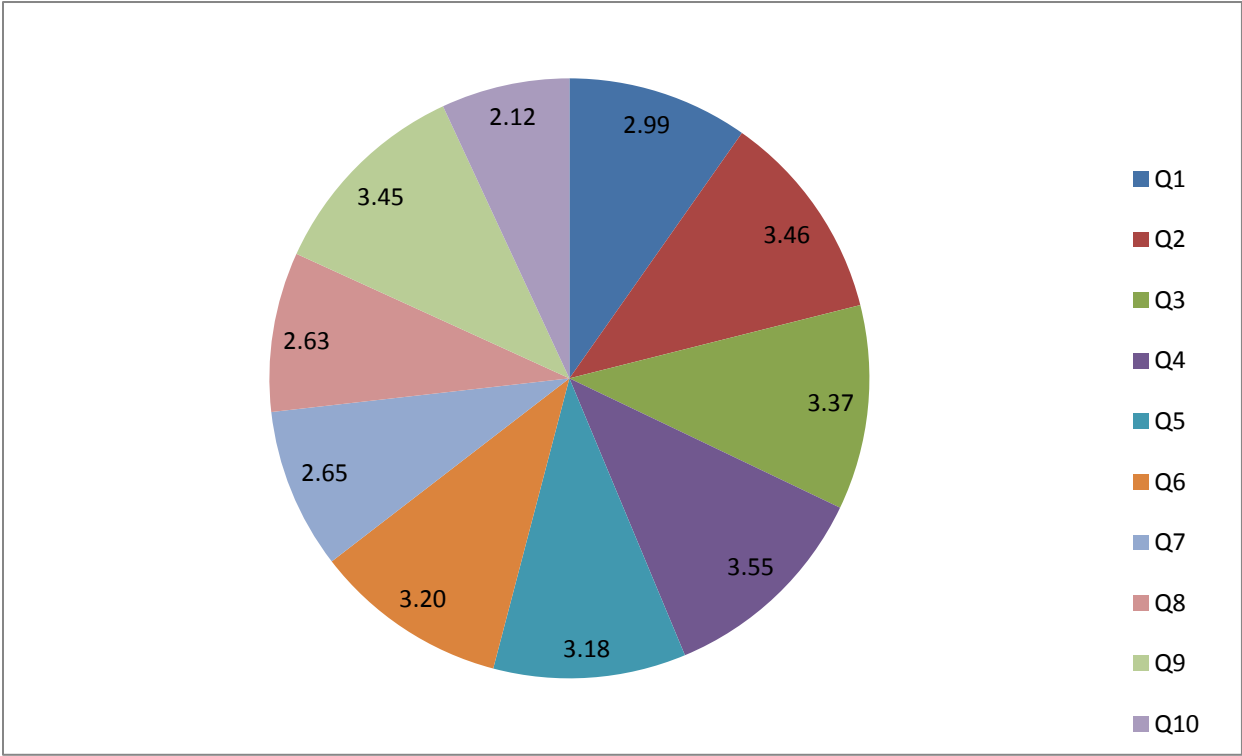
Ms. B Kalaivani



DEPARTMENT OF COMMERCE

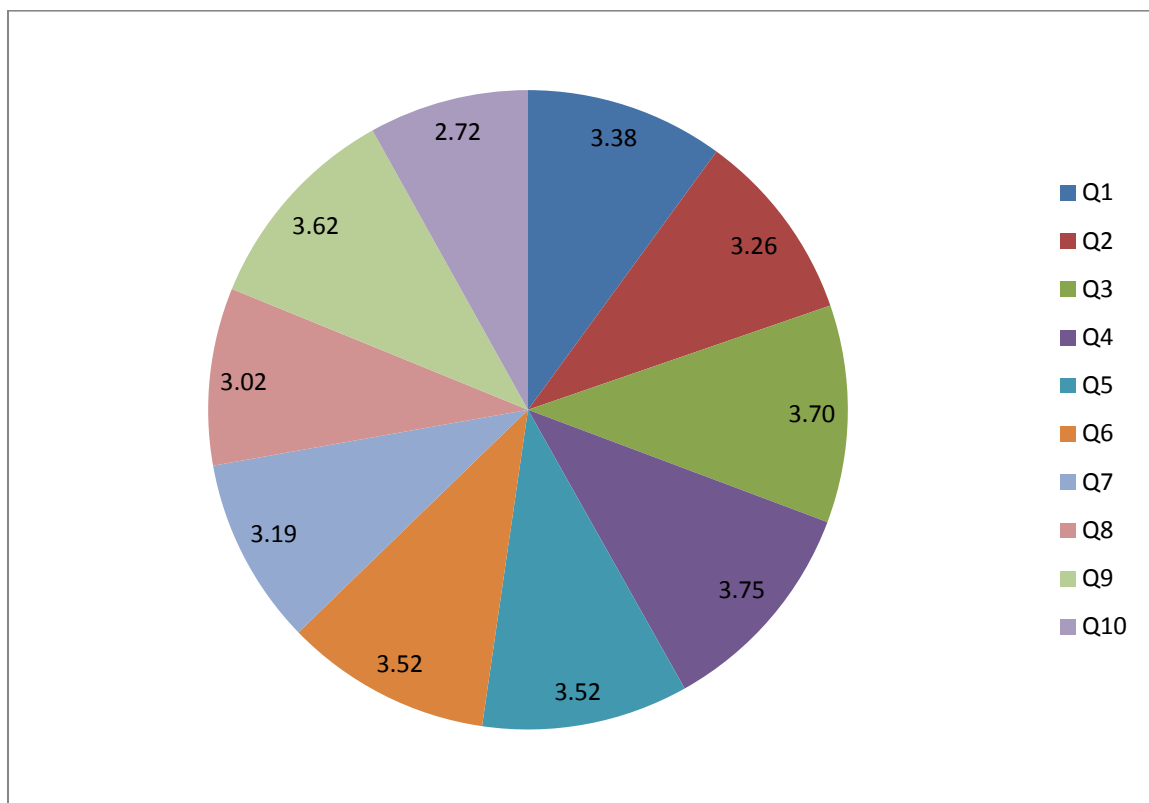
MR. GOPI





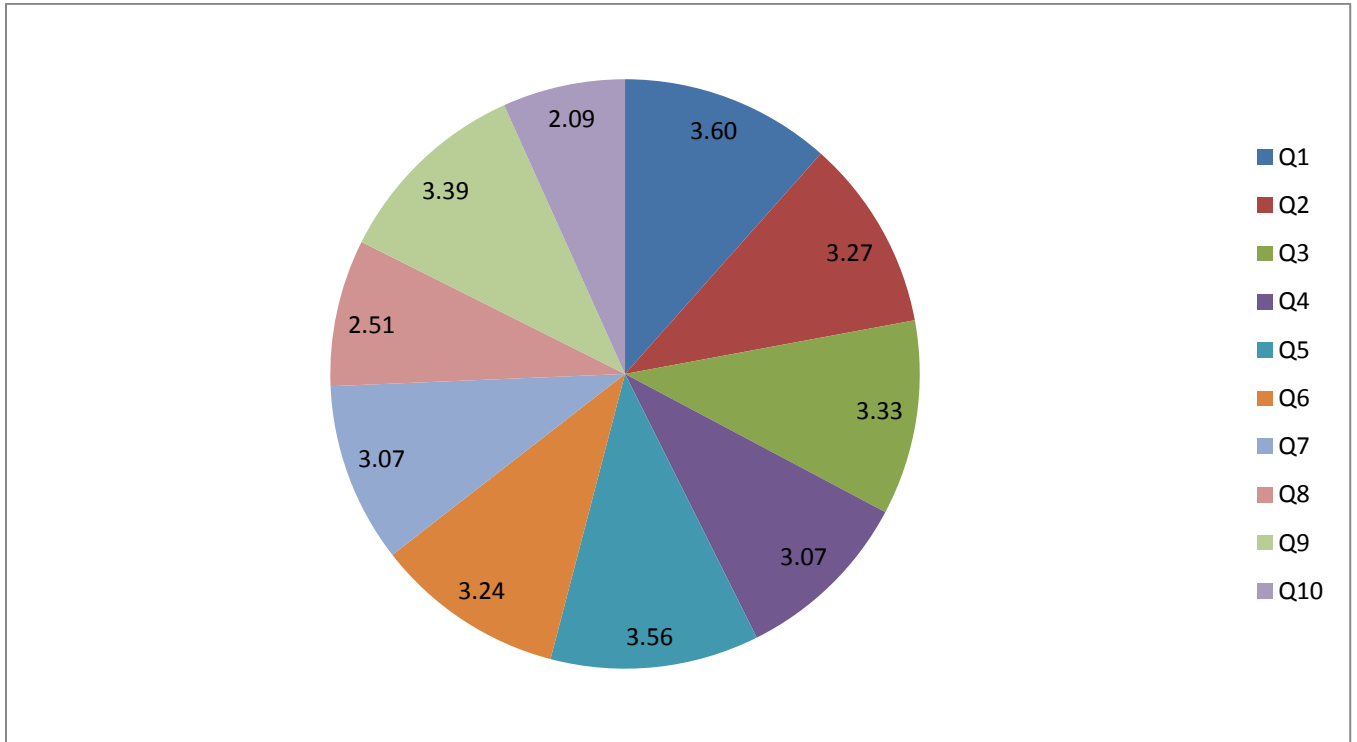
DEPARTMENT OF BUSINESS STUDIES

Mrs.V. BHUVANESHWARI



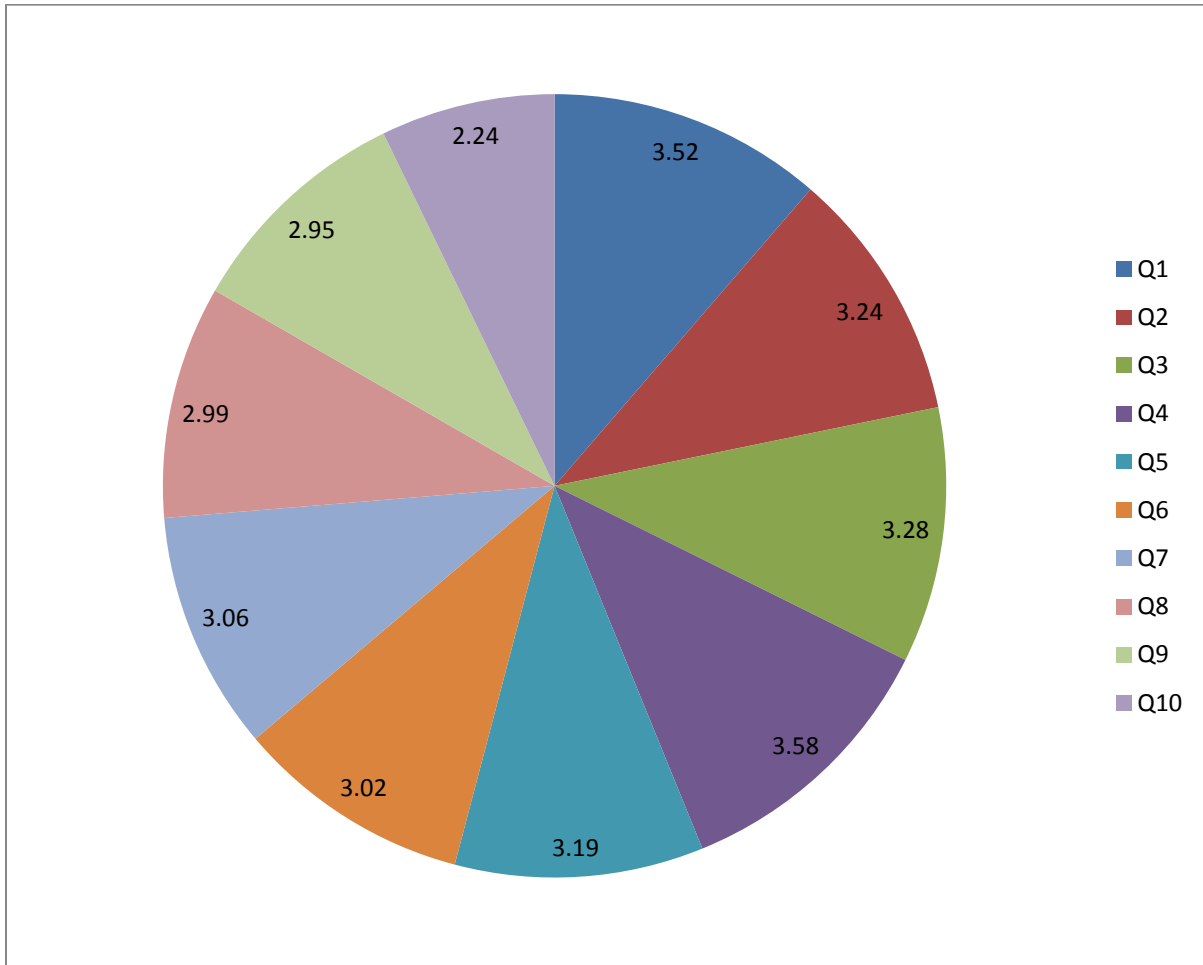
DEPARTMENT OF BUSINESS STUDIES

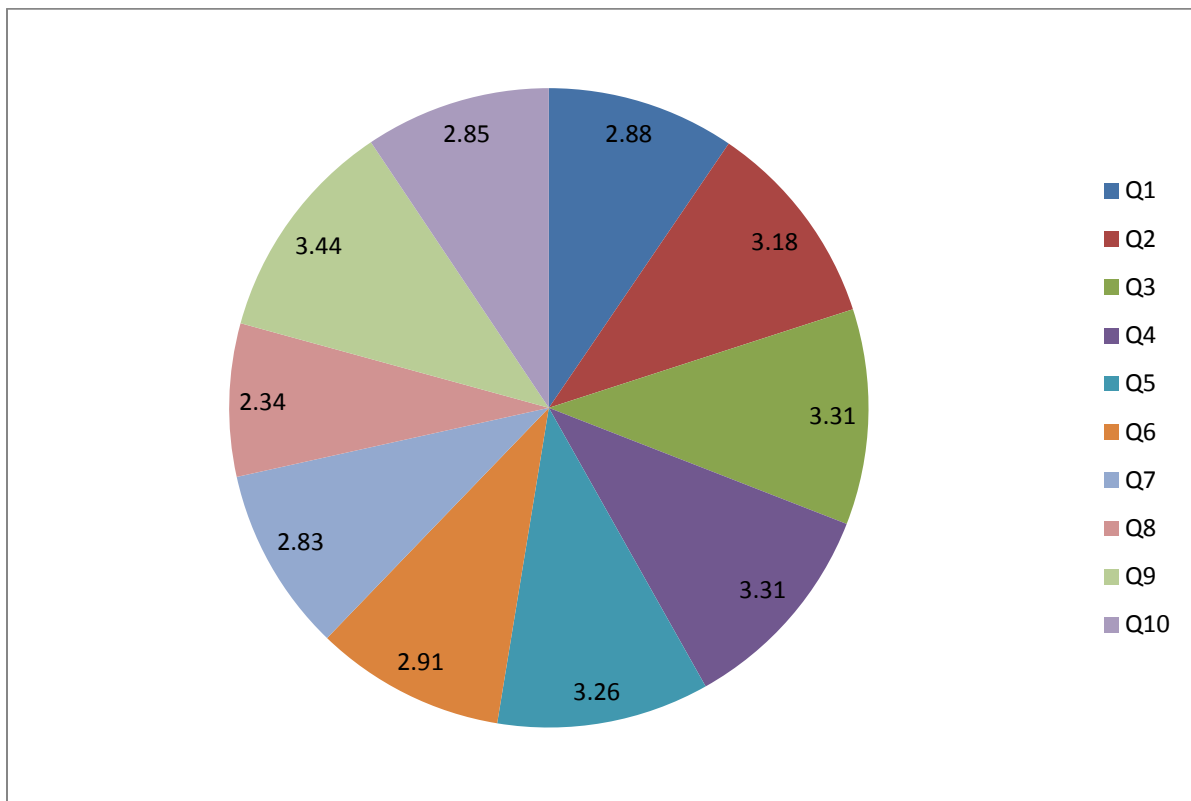
Mrs. CHRISTINA PRAKASH



DEPARTMENT OF BUSINESS STUDIES

Mrs. C. ASHOK KUMAR

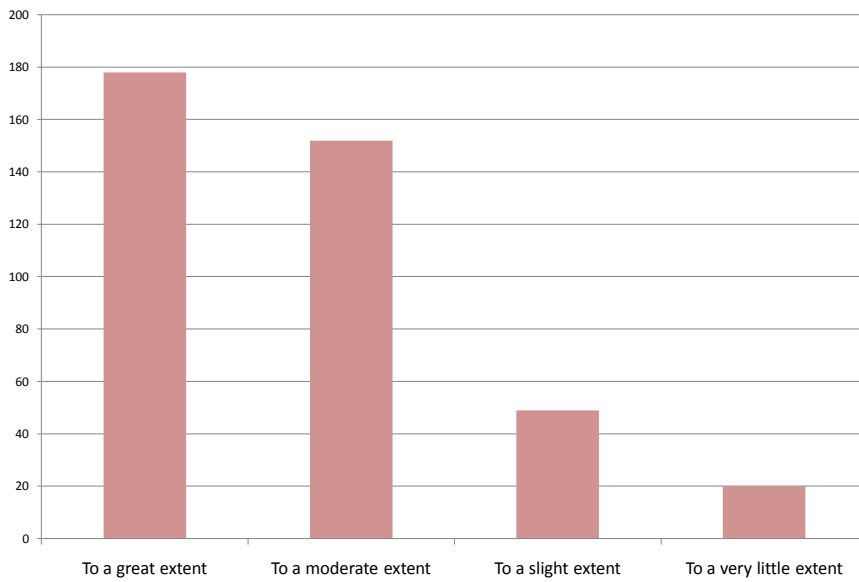




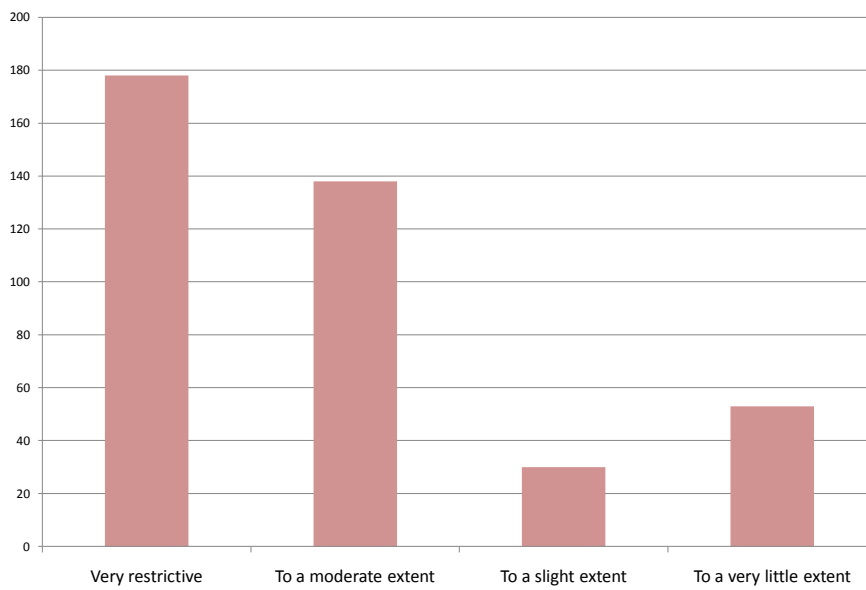
Campus Feedback

Batch 2012 – 2015

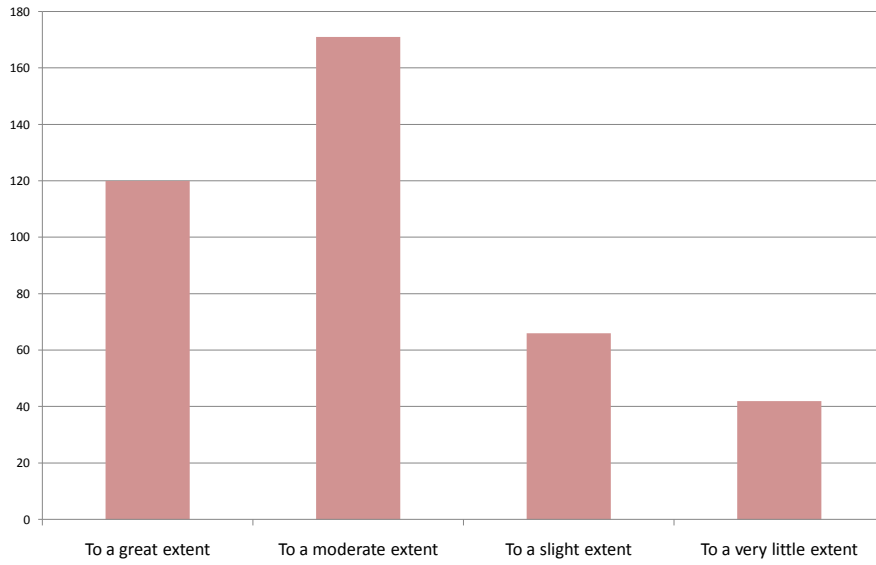
Q1: How well did the college help you to improve your performance in the examinations?



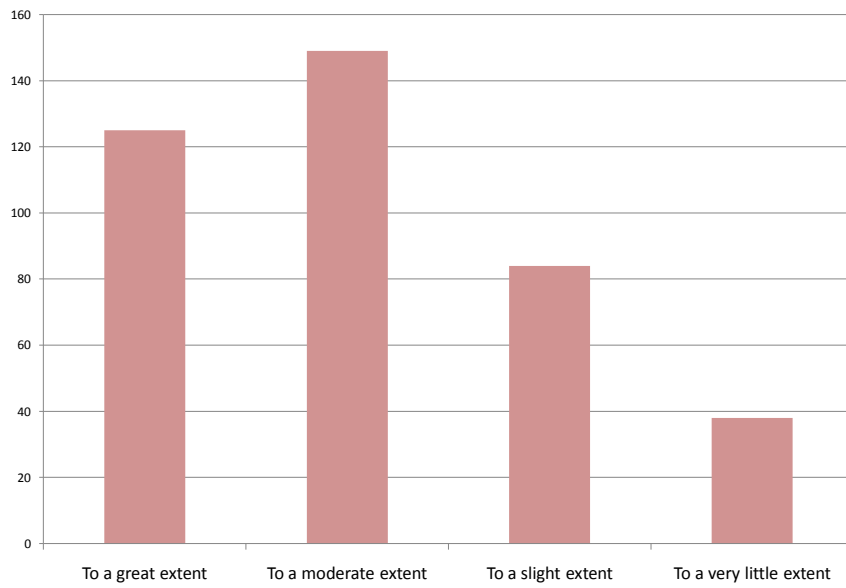
Q2: How would you rate the discipline level in the college campus?



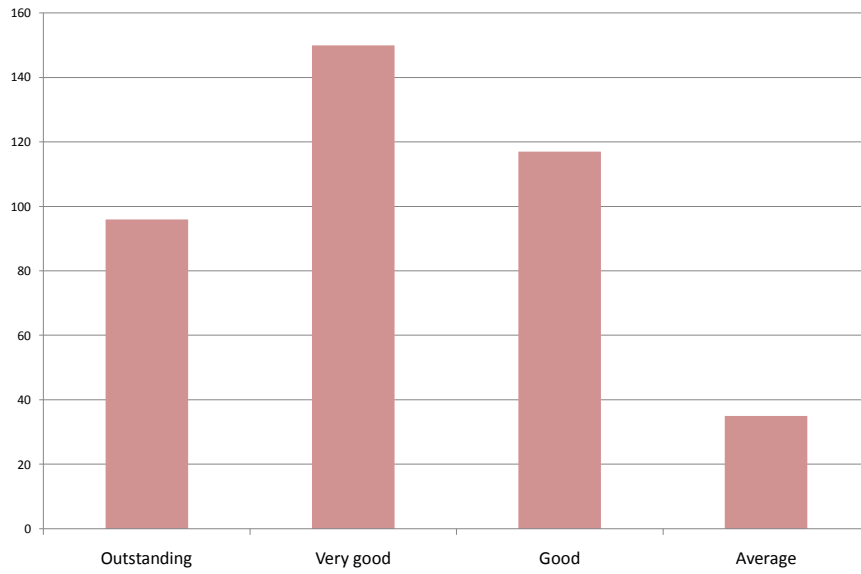
Q3: How well did the college help you to improve your communication skills?



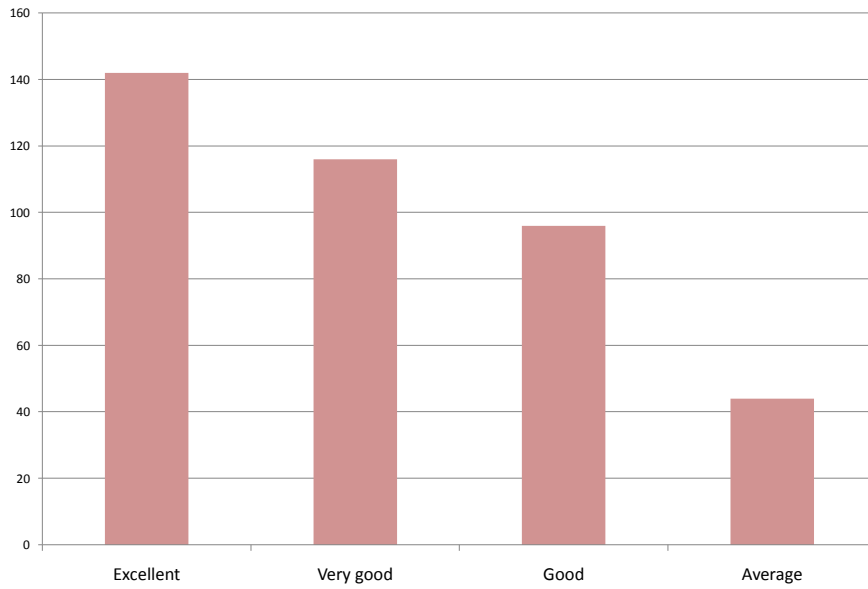
Q4: How well did the college help you to improve your social skills?



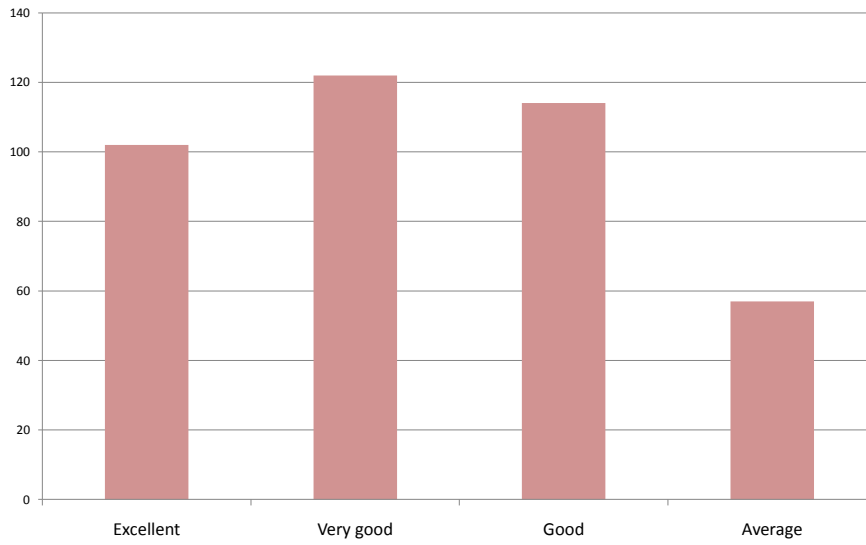
Q5: How would you rate the efforts made by the college towards placement?



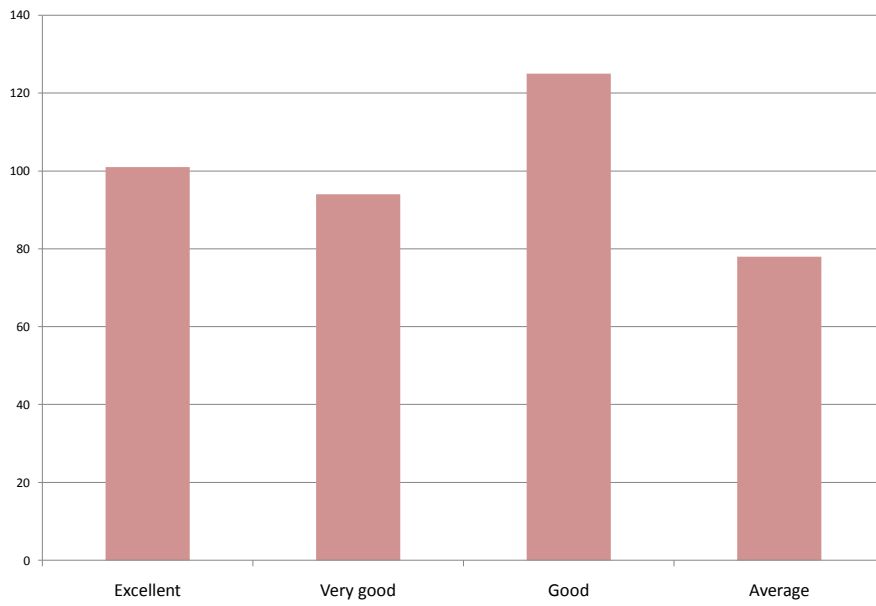
Q6: How would you rate the extracurricular activities (such as sports, NSS, NCC) of the college?



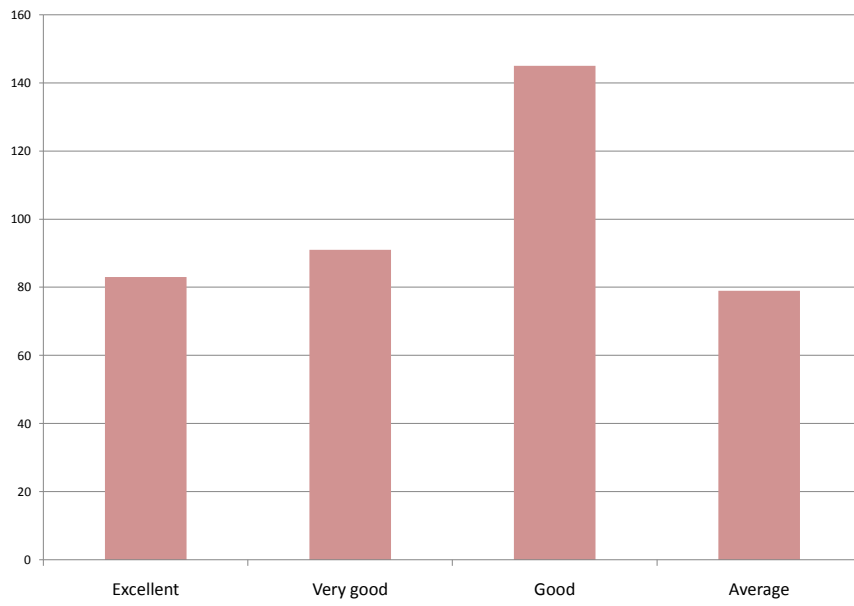
**Q7: How would you rate the infrastructure facilities
(classrooms, canteen, playground, library, laboratory etc) at the
college?**



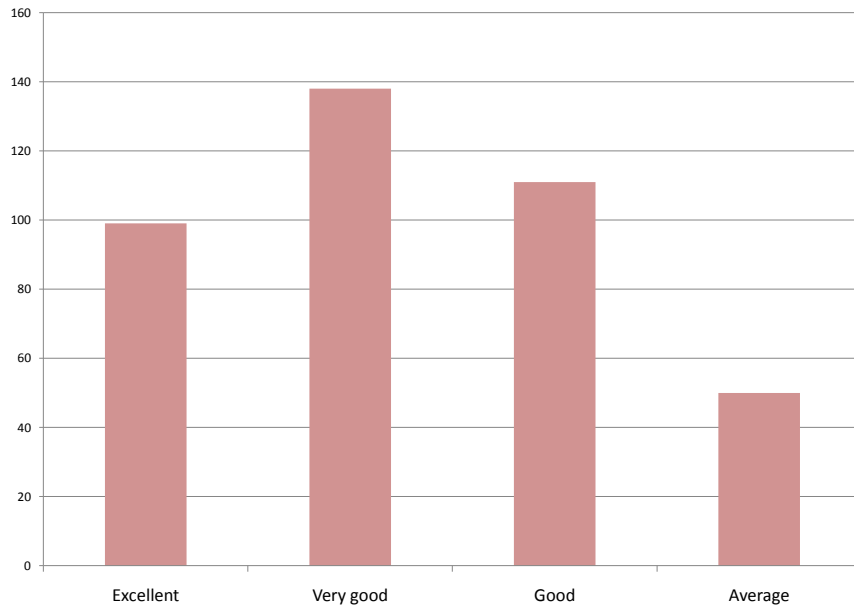
Q8: How well have you used the mentoring facilities provided?



Q9: How would you rate the counseling sessions?



Q10: How would you rate your overall experience at Alpha?



Alpha Arts and Science College, Porur, Chennai 116

PLACEMENT CELL

Feedback Form – Placement Drive

We request your valuable feedback on the placement drive conducted at our institution. Please spare a few minutes and respond to the questions below.

Name of the respondent	
Company/Organization	
Date	

S No	Question	Response
1	How would you rate the attitude and preparedness of our students towards working in a corporate environment?	Very Good/Good/Average/Not satisfactory
2	How would you rate the performance of our students in aptitude test?	Very Good/Good/Average/Not satisfactory
3	How would you rate the communication skills of our students?	Very Good/Good/Average/Not satisfactory
4	How would you rate the technical skills of our students?	Very Good/Good/Average/Not satisfactory
5	How would you rate the facilities provided by Alpha for the smooth conduct of the drive?	Very Good/Good/Average/Not satisfactory

Do you have any suggestions for improvement?

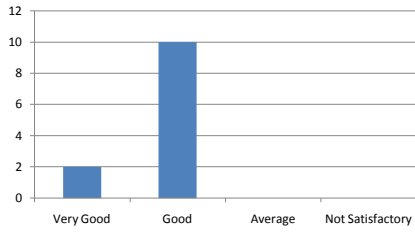
Thank you for your feedback.

PRINCIPAL and STAFF at ALPHA

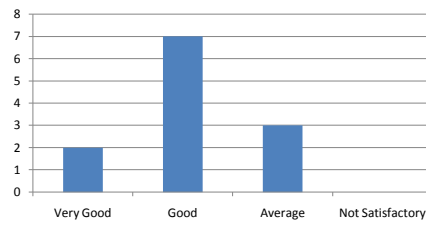
Placement Feedback

2014 - 15

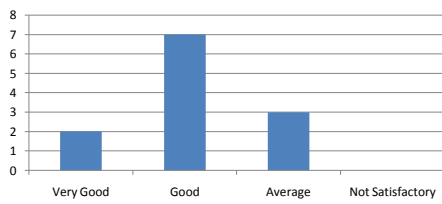
Q1: How would you rate the attitude and preparedness of our students?



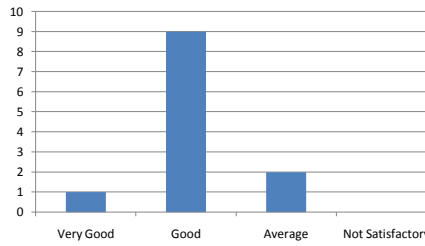
Q2: How would you rate the performance of our students in the aptitude test?



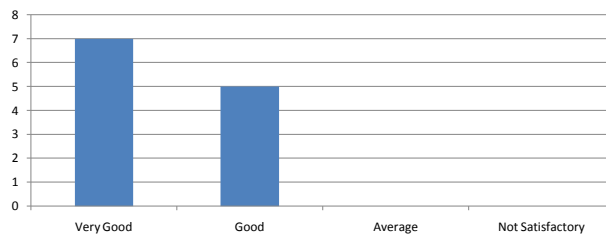
Q3: How would you rate the communication skills of our students?



Q4: How would you rate the technical skills of our students?



Q5: How would you rate the facilities provided by Alpha?



Other comments

- Awareness on GD/interview skills to be given to students
- Students are good
- Focus on communication skills and personality skills
- Need a better interviewing ambience, better seating arrangements for the final panel.
- It was a good experience
- Please do not send selected candidates to more companies. Give opportunity to other students.
- Students can be groomed more on communication skills.

Annexure-2-(i)

**Alpha Arts and Science College
Porur, Chennai – 600 116
Alumni Feedback Form**

We would like your feedback regarding your experience at Alpha. Please spare a minute and respond to the questions below.

Personal Information:

Name		
Batch		Degree:
Contact details	Mobile:	Email:
Current Occupation State nature of occupation/ employer details	Own Business/ Employed/Student/Others	

S.No.	Question	Rating
1.	Your studies at Alpha helped you to achieve your career/educational goals	Strongly agree/ agree/ neutral/ disagree
2.	Your experience at Alpha enhanced your confidence to face professional life	Strongly agree/ agree/ neutral/ disagree
3.	Your experience at Alpha contributed to enhancing your social skills/ life skills	Strongly agree/ agree/ neutral/ disagree
4.	The Alumni Association of the College is very active	Strongly agree/ agree/ neutral/ disagree
5.	Do you agree that the Alumni of the institution can contribute significantly in various aspects of the development of the College?	Strongly agree/ agree/ neutral/ disagree

Do you have additional comments about your college experience that you think we might find useful?.....
.....

Thank you for your feedback. We greatly appreciate your time. Your responses will help us to improve the quality of our services to the students at Alpha.

With best wishes,

Principal and Staff at Alpha

Annexure-2-(ii)

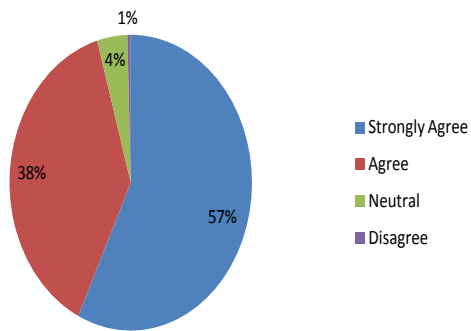
Alpha Arts and Science College
Porur, Chennai – 600 116
Alumni Feedback Report – 2015

S.No.	Question	Strongly Agree	Agree	Neutral	Disagree
1.	Your studies at Alpha helped you to achieve your career/educational goals	56.39	37.89	3.96	0.44
2.	Your experience at Alpha enhanced your confidence to face professional life	46.26	38.77	5.73	2.2
3.	Your experience at Alpha contributed to enhancing your social skills/ life skills	41.41	40.53	9.25	0.44
4.	The Alumni Association of the College is very active	46.26	43.61	9.25	0.88
5.	Do you agree that the Alumni of the institution can contribute significantly in various aspects of the development of the College?	38.33	43.61	7.93	1.76

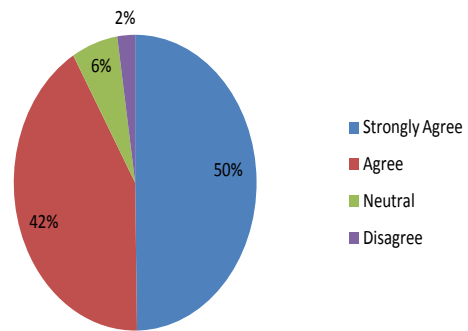
Numbers shown are percentage of responses.

Alumni Feedback
April 2015

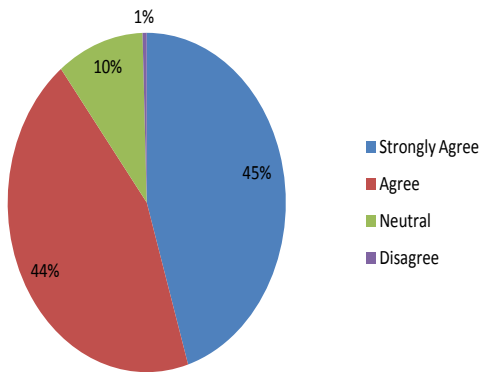
Q1: Your studies at Alpha helped you to achieve your career/educational goals



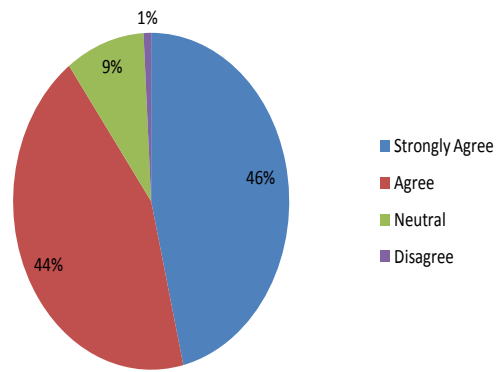
Q2 : Your experience at Alpha enhanced your confidence ti face professional life



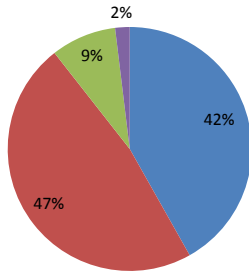
Q3: Your experience at Alpha contributed to enhancing your social skills/life skills



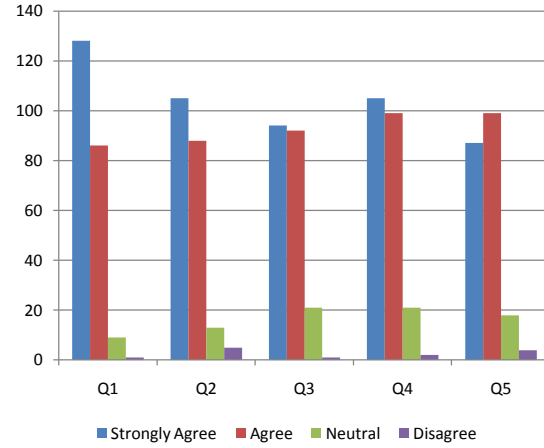
Q4: The Alumni association of the college is very active



Q5: Do you agree that the Alumni of the institution can contribute significantly in various aspects of development of the college?



Alumni Feedback



Total Number of Respondents 227

	Strongly Agree	Agree	Neutral	Disagree
Q1	128	86	9	1
Q2	105	88	13	5
Q3	94	92	21	1
Q4	105	99	21	2
Q5	87	99	18	4

Annexure-4-(i)

Best Practice 1: Professional Skills Development Workshop for English Language Faculty in association with the US Consulate General, Chennai and the Regional English Language Office (RELO) of the US Department of State

1. Title of the practice

Professional Skills Development Workshop for English Language Faculty

2. Goal

To augment professional skills of English Language faculty of the College for better utilization of present [new] curriculum in order to develop/enhance the communication skills of learners and thereby attain the major institutional goal of preparing students for professional life upon graduation.

3. The Context

In the past decade, the needs of learners and employers have changed exponentially. Every year, the number of students pursuing higher studies or research abroad is on the increase. Industry needs too have changed with the onset of a globalized economy and international business transactions such as business process outsourcing among others. Today, the emphasis on language mastery is on par with demand for academic excellence. The onus is on higher educational institutions to train the business communication skills of learners so as to prepare them for the global job market.

At Alpha Arts and Science College, English is taught to first and second year students of the College as per the curriculum prescribed by the affiliating University. A majority of learners belong to the lower and middle income strata of society and are first generation college-goers. Several of them undergo the vernacular medium of study (Tamil) at the school level. As a result course-instructors face the following challenges in the teaching of English:

Challenges

- Low entry level proficiency in English, ranging between average, poor and very poor.
- Barriers due to mother tongue influence:
The language of communication at the home front and in social circles is by and large the mother tongue, both for Indian and foreign students in the College.
- Lack of flexibility in curriculum design:
The College, being affiliated to the regional university, is constrained to follow the curriculum prescribed which has limited scope in developing language/ communication skills of learners.
- Industry requirements not adequately met:
Industry requirements in terms of expected language proficiency in potential candidates are not adequately met. This directly impacts the placement scenario of the institution.

The vast syllabus, limited time frame and demands of the job market in addition to the above mentioned challenges create a mental barrier to effective language acquisition.

4. The Practice

The areas suggested for the Professional Development workshop were:

- a) Innovative teaching methodologies
- b) Training to improve the Listening, Speaking, Reading and Writing Skills of students, using the present curriculum.

The course content was finalized by the Resource Person Dr. Julie Ciancio after close scrutiny of the curriculum and electronic discussions with faculty. The workshop was spread over 7 days and was well-planned and executed. It focused on teaching strategies to improve speaking, reading and writing skills as well as vocabulary and grammar through relevant activities that faculty could do together specifically with the prescribed texts. The strategies and tasks suggested were of a practical nature and suitable for implementation in an Indian classroom. As the sessions were activity-oriented, faculty had the opportunity to try out the tasks, assess their feasibility and become aware of areas where modifications were required, in terms of mismanagement of time, lack of clarity in instructions and unexpected issues. The sessions on lesson planning, preparation, time management and recognition of and catering to multiple intelligences were also of use to EL faculty.

5. Evidence of Success

The Professional Development Workshop left EL faculty recharged with a new zest for teaching the language. The Workshop equipped them with new strategies for lesson planning, preparation, time management as well as strategies to enhance the LSRW skills of the learners. Positive outcomes of the training could be seen in terms of concrete changes in planning of classes, preparation of lesson plans and execution of new teaching-learning strategies in the classroom, more interactive and activity-based teaching and learning of the English language. Chief of all is the new confidence in the EL faculty to independently explore and experiment with newer techniques and methods that would work effectively in their individual classrooms in the forthcoming semesters.

6. Problems Encountered and Resources Required

All resources required for the conduct of the programme were made available. The 7-day programme was tightly packed with information and activity on the four key skills – LSRW which was very useful. However, at the end of the program, it was felt that 2 more days would be helpful to cover teaching of spelling, pronunciation and soft skills.

Annexure-4-(ii)

Best Practice 2: Providing World-Class Opportunities for Students

1. Title of the Practice:

Student representation at International Forum - Study of the U.S. Institutes (SUSIs) for Student Leaders

2. Goal:

To offer students optimal and world-class opportunities that would showcase as well as hone their talents/ potential.

3. The Context:

The institution has several students who possess skill and potential that is on par with the best in the nation and can successfully represent the institution/nation at any global forum. For instance, in 2009 Alpha won the Runners Up position at the prestigious SIFE International Competitions in Berlin, Germany. Alpha is committed to offering all its students opportunities – regional/national/global - that would showcase their talents and explore/ nurture their inherent potential. Information about competitions and study opportunities within and outside the country are promptly made available to students through the Public Address system or circulars. Faculty assist with selection, short-listing and training of participants of major programmes/ competitions.

4. The Practice:

Study of the U.S. Institutes (SUSIs) for Student Leaders was a five to six-week academic program for foreign undergraduate leaders, hosted by educational institutions throughout the U.S. Thanks to the initiative of the US Government and the US Consulate General in Chennai, a host of academic, professional, youth and cultural exchange programs were made available to student leaders from across the world which offered them exciting opportunities to enhance their knowledge, address the challenges facing their countries even while presenting Americans the chance to share their expertise with their foreign counterparts. **Nivetha, third BBA student** of the College, **was one among just 3 Indian and 20 Asian and Middle Eastern students selected to attend the SUSI program.**

Participants of the SUSI for Student Leaders Program on Women's Leadership hailed from Afghanistan, Egypt, India, Mongolia, Morocco and Pakistan. The intensive academic residency program from 26 June to 3 August 2014 aimed at giving participants a deeper understanding of the US even while enhancing their leadership skills. The focus of the program was on adaptive leadership, change and empowerment.

Hosted by the University of Kansas, the program began with an opening conference at Washington DC, followed by the academic program at Kansas University. Visits to local women's organizations in Chicago to meet with women leaders and learn about their opportunities and challenges, strategies, action plans and creation of strong networks of women leaders, also formed part of the Program. Based on the training participants created a Mission, Vision, Values Plan (MVV) they would implement in their home country and community to help empower women in the local community.

It was a proud moment for Alpha Arts and Science College as it welcomed **Nivetha Chockalingam**, after successful completion of the **Study of the US Institutes for Student Leaders on Women's Leadership [SUSI] Program** in the US.

5. Evidence of success:

- The participant Nivetha was reported by facilitators of the programme [from the Chennai desk] of displaying excellent calibre. She was offered assistance to pursue higher studies abroad by her academic mentor in the US.
- The presentation made by Ms. Nivetha regarding her Study Trip was a great source of motivation to students of the College. They evinced keen interest in participating in similar programmes in the future.

6. Problems encountered and Resources required:

Initial uncertainties about coping with overseas travel and stay abroad were later overcome after gaining cognizance of the nature of the programme and its relevance.