

**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/2016/124

17<sup>th</sup> August 2016

To

The Director,  
National Assessment and Accreditation Council  
Post Box.No.1075, Nagarbhavi,  
Bangalore – 560072

**Sub:** Submission of AQAR report

**Ref. No:** Track ID No 12434

Sir,

The Fourth Annual Quality Assurance Report (AQAR) of Alpha Arts and Science College (CGPA 3.14, Grade A), Chennai, Tamil Nadu, for the Academic Year 2015-2016 is submitted herein.

This AQAR report is in the format prescribed by NAAC, The required (3) annexures are also attached.

Kindly accept and acknowledge the same.

Yours Faithfully,

*D. Ashalatha*

(Dr.D.Ashalatha)

CHAIRPERSON, IQAC  
PRINCIPAL

ALPHA ARTS & SCIENCE COLLEGE

PORUR, CHENNAI-600 116

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Campus: Post Bag No.30, Behind Ramachandra Medical College, Porur, Chennai- 600 116.

Ph.No. 9884442576 / 9884442578

Website: [www.alphagroup.edu](http://www.alphagroup.edu)



**ALPHA ARTS AND SCIENCE COLLEGE**  
**Porur, Chennai 600 116**

(Affiliated to the University of Madras)  
(Accredited by NAAC with 'A' Grade with a CGPA of 3.14 on a 4 point scale)

ANNUAL QUALITY ASSURANCE REPORT  
June 2015 – May 2016

**(AQAR)**

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*  
P. O. Box No. 1075, Nagarbhavi, Bangalore -560072, Karnataka, India.

# The Annual Quality Assurance Report (AQAR) of the IQAC

## 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; 98844442576**

Name of the Head of the Institution:

**Dr. D. Ashalatha**

Tel. No. with STD Code:

**044 – 24762368**

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: **EC/59/A&A/54 Dated 21-4-2012**  
(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)

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 2015-16.php#](http://alphagroup.edu/alpha-arts/internal-quality-assurance-cell/AQAR%2015-16.php#)

#### 1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY **07.06.2010**

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

2015-16

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 2014-15 submitted to NAAC on 17/08/2015.
- iv. AQAR 2015-16 submitted to NAAC on 20/08/2016.

1.10 Institutional Status

University State  - Central  - Deemed  - Private  -

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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 ( to be revised)**

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 (Industry)

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 No's  International  National  State  Institution level

(ii) Themes

- Quality Enhancement programmes
- Faculty Development Programmes
- Promotion of Research Activities
- Social Awareness Programmes
- Community Outreach Programmes
- Knowledge sharing workshop by in-house resources
- Hands on Training in Recent trends in new technology
- Leadership and Personality Development
- Skill Development Workshops
- Entrepreneurship Awareness and Development Training Programmes
- Employability Training and Facilitation

## 2.14 Significant Activities and contributions made by IQAC

The IQAC was instrumental in initiating and facilitating the conduct of several programmes for the development of faculty and students of the College

1. Academic Audit
2. Student evaluation of Staff; Faculty evaluation by Heads of Departments; Faculty review by Expert committee that included the Head of the Institution and external members
3. Reforms in conduct procedures for internal assessments; Meetings with faculty by Exam Cell members to brief them on updated and stream-lined procedures
4. Faculty Development Programmes:
  - Workshop on “Learner Motivation and Communication Skills”
  - Workshop on “Uses of ICT in Teaching and Learning Process”
  - Workshop on “Lesson Plan framing and formatting”
  - Workshop on “Training in Excel for all faculty”
  - State Level FDP on “Hands on training in Microcontrollers” by the Department of ECS Awareness Programme on Health and Wellness for staff
  - Awareness Programme on Tamil Virtual University
  - Workshop on “New Vistas to enhancing Student Communication” by the Department of English Department
  - Workshop on “Advanced Computing Skills” in view of Research and Articles
  - Workshop on SPSS by the Department of Mathematics
  - Research methodology in commemoration with Science Day Celebrations by the department of Biotechnology and Research and Development Cell
  - Training on ICT for school teachers by computer studies in association with Bharathidasan University
  - International yoga Day Celebrations by ISHA Foundations
  - Workshop on Operations of Thermocycler by the Department of Biotechnology in association with BIOZONE
5. **Social Awareness Programmes**
  - Medical camp for flood affected people in Chennai by Alpha NCC unit in association with Sundaram Foundations.
  - Relief measures to flood affected people in Chennai by Alpha NSS Unit in association with State NSS Unit.
  - One Day Seminar on "Gender Equity -Awareness on Transgender" in association



with SHASHA foundation

- Medical Camp by Mathematics department in association with SHASHA foundation.
- One Day workshop on training the NSS Volunteers to perform street plays on different issues to create awareness among the public in association with SHASHA foundation
- Entrepreneurial Development Programme for young women of the local community by NSS
- Awareness Programme on World Health Hepatitis Day
- Debate to Celebrate World Youth Day on Role of Young Global Citizens for the Sustainable Planet
- Awareness Rally for children of adopted school to celebrate National Integration Day
- Awareness Talks in the areas of Medicine, Media, Law and Women issues in Celebration of Women's Day
- Awareness building programme on donation and preservation of stem cells by Dhatri Foundation, NGO
- 'Safety measures on Electricity' – street play for the students of the adopted school by department of ECS in association with the NSS unit
- Anti drug awareness programme for the Noombal Village by Alpha NSS unit.
- Eye care awareness by Agarwal Eye Hospital, Chennai
- Awareness drive on fuel consumption and pollution control by 'Go Bicycle' Programme
- Awareness programme on "Mosquito control through Nochi plant" – Around 5000 saplings were distributed to schools, colleges, industries and neighbouring villages
- Awareness initiative on organic food by the departments of Computer Science, Computer applications and Electronics and Communication Science
- Awareness seminar on "Herbal Technology" by the Department of Biotechnology.
- Awareness programmes on the importance of enhancing green cover through sapling planting
- Enhancing the greenery in the campus by planting rose saplings
- Awareness on waste water management through industrial visits
- Talk on safety of Women in public places by Women's Cell

#### **6. Health Awareness**

- Orientation on various yogic exercises to promote health in commemoration of International Yoga Day celebrated for students.
- NSS and YRC organized Panel discussion on Drug abuse and Human Trafficking

#### **7. Quality Enhancement Programmes/ Leadership Training for students**

- Leadership Seminar on "Pathways to High Performance" for the Student Forum
- Awareness talk on Logistics Sector and its scope for Higher Education & Career Development

- Awareness Programme on ISO and training of Internal auditors by external experts
- Workshop on “Nuances of Individuality and Conventionality” by the Department of English
- Orientation on ENACTUS for students by Ms. Vishnu Priya, Regional Coordinator, ENACTUS, India
- Orientation on Soft Skills for students by Mr.Arun, Soft Skills Consultant, Singapore
- **Hosting competitions to discover students’ talents, creativity and skills**
  - Inter-Collegiate competitions
    - Enakkul Kalam – Month long inter-collegiate competitions on co-curricular activities to imbibe the vision and mission of Dr. A.P.J. Abdul Kalam
    - “CADO ALPHA” by the NCC unit – 2-day event
    - “Script-A-Musical” and Debate in collaboration with Chennai Literary Association
    - Inter-collegiate workshop “Kalaichuvadugal” by the Department of Visual Communication
    - Paper Presentation on Herbal Technology by the Department of Biotechnology
    - Paper presentation, Poster Presentation, Circuit Debugging by the Department of Electronics and Communication Sciences
    - Role of Entrepreneurship in Economics
  - Inter-Departmental competitions
    - Quiz (quantitative aptitude) Sudoku, Rubik Cube, Collage (Application of Mathematics) by the Department of Mathematics
    - Algorithm contest to enhance logical skills Department of Mathematics
    - Collage and Slogan writing competitions by the Women’s Cell
    - Theatre workshop in association with SHASHA foundation by the NSS unit
    - Dramatic representation, oratorical and essay writing competition by the Department of English
    - Oratorical, poetry writing, and quiz by the Department of Tamil
    - Pictionary and quiz by the Department of French
    - Science Quiz by the Department of Electronics and Communication Science and Biotechnology

## 8. Promotion of Research Activities

- International Conference on ‘Innovative practices in Computer Technology’ by the Department of Computer Science; Publication of proceedings in International Journal with ISSN number in collaboration with IRDP; Publication of conference proceedings in book form with ISBN number

- National Conference on “Herbal Technology” by the Department of Biotechnology; Publication of proceedings with ISBN number
- National Seminar on “The Dynamics of Data Analysis and Research Publications” by the Department of Information Systems Management; Publication of proceedings in International Journal with ISSN number in collaboration with IRDP; Publication of conference proceedings in book form with ISBN number
- Presentation and publication of Research papers by the Department of Tamil in collaboration with Anuragam publications Seminar on “Research Methodology” by Department of Biotechnology
- Translation of course material for Diploma in Kinesiology and Mental Arithmetic, Tamil University, Thanjavur

#### 9. Hands-on-training Programmes

- “Hands on Training on PCR Techniques” - Department of Biotechnology
- “Android App Development” - Department of Computer Applications
- “Web Technology” - Department of Computer Applications
- “Statistical Applications” - Department of Mathematics in association with the R&D Cell
- “Simulator & Emulator” by the Department of Computer Science
- “Dot Net Technologies” by the Department of Information Systems Management
- “Web Designing” - Department of Computer Science
- Workshop on “J2EE” by the Department of Computer Applications
- Workshop on “Power of You” by the Department of Business Administration

#### 10. Seminars/Tech Talks/Guest Lectures

- “Tharkaala Ariviyal Valarchiyum Thamizhin Thonmaiyyum” – Department of Tamil
- “Technical Talk on Bioinformatics” - Department of Biotechnology
- “Industries and People” – Department of Computer Applications
- “Cleanliness, global warming and importance of conserving energy” - Department of Visual Communication
- “Telecommunications and Networking” - Department of Electronics and Communication Science
- “Employability opportunities in the field of Biotechnology” - Department of Biotechnology
- “Recruitment Prospects in Banking Sector” - Department of Business Administration
- “Media Organization” – Department of Visual Communication
- “Software Testing” – Department of Computer Application
- “Fashion Photography” – Department of Visual Communication
- “Foreign Languages and Employability” by Dr. Francois Dabin, Deputy Director and Course Director, Alliance française de Madras - Department of Languages
- “Installation of Solar Power Panels” by Mr. Anthony Prakash - Department of Electronics and Communication Science
- “Financial Education” as part of SEBI Financial Education Week

- “Embedded Systems” - Department of Electronics and Communication Science
- “Networking Systems” by Dr. Anandhi, Head, Network System Management, University of Madras organized by Department of Electronics and Communication Science
- “Planet 50-50 by 2030: Step it up for Gender Equality” - Lecture sessions in commemoration of International Women’s Day 2016 – Women’s Cell
- “Law and Legal Rights’ by Mrs. Adhilakshmi Logamurthy, Advocate/Legal Consultant & Vice President, Women Lawyers’ Association
- “Women Empowerment” by Mrs. Girija Raghavan, Journalist, Publisher & Editor, “Ladies Special” Magazine
- “Preventive measures and treatment procedures for health issues related to Women” by Dr Prema Jeyanthi David & Dr.J.Sarala, Professors of Obstetrics and Gynaecology, Madras Medical College
- “Pertinent gender issues faced by the young community” by Dr.Kadambari, Associate Professor, Department of English & Director, Centre for Women’s Studies, Ethiraj College

#### 11. Certificate Courses

- “Basics of Tally”
- “Handling Basic Components in Electronics”
- Certificate Course on “Medical Coding Technology” offering placement assistance

#### 12. Promotion of Entrepreneurial Skills

- Student orientation conducted by Mrs. Vishnu Priya, Regional Coordinator, NEN
- ICTACT Entrepreneurship training programme for students
- Entrepreneurship Awareness camp sponsored by EDI/TN

#### 13. Enhancement of Environmental Awareness

- Cultivation of Herbal garden and organic vegetables with organic manure
- Appreciation for participation of NSS volunteers in “Pasumai Alaigal 2020” for promoting sapling plantation and clean and green campaigns across Tamilnadu
- Participation of NSS volunteers in the Kalam Green Drive Project and planted 84,000 saplings across Tamilnadu
- Participation of NSS volunteers in Green Drives by the University of Madras and the Directorate of Collegiate Education, Tamilnadu

#### 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.

<b>Plan of Action</b>	<b>Achievements</b>
<b>To engage actively in research activities through projects, conferences and collaborations</b>	<ul style="list-style-type: none"> <li>➤ MOU with Bio Zone Research Technologies (DSIR Lab) by the Department of Biotechnology to promote the research activities of the Bio-Technology department</li> <li>➤ National Conference on “Herbal Technology” - Department of Biotechnology</li> <li>➤ International Conference on “Innovative Practices in Computer Technology”; Paper publication of research articles in IRDP journal with ISSN number and book with ISBN number</li> <li>➤ National Conference on “Current trends and Opportunities in Entrepreneurship” –NCCTOE’15 – Department of Economics</li> <li>➤ National Seminar on “The Dynamics of Data Analysis and Research Publications” - Department of ISM</li> <li>➤ State level workshop on SPSS by Department of Mathematics and R&amp;D Cell</li> <li>➤ Meeting with Algae Farms to discuss possibility of association for research through installation of Photo Bio-Reactors to produce blue algae</li> </ul>
<b>To take initiatives for a greener and eco-friendly planet.</b>	<ul style="list-style-type: none"> <li>➤ “Pasumai Kalam Award” given to the NSS Unit of Alpha contribution to the Environment through “Green Kalam Project” by Thiru Ponraj Vellaichamy, ADA Scientist and Technical Advisor to Dr. A.P. J. Abdul Kalam</li> <li>➤ “Go Bicycle” - awareness programme - Department of Visual Communication</li> </ul>
<b>To encourage technical skills through hands-on training</b>	<ul style="list-style-type: none"> <li>➤ Workshop on “News Reading and Compering” - Department of English</li> <li>➤ Workshop on Leadership titled “Pathways to High Performance” by the Student Forum</li> <li>➤ Workshop on “Academic Writing” for I Years - Department of English</li> <li>➤ Workshop on “Enriching Interpersonal Skills for Effective Communication” for II Year students - Department of English</li> <li>➤ Faculty Workshop “New Vistas to enhancing Student Communication” - Department of English</li> <li>➤ Workshop on “Simulator &amp; Emulator” - Department of Computer Science</li> <li>➤ Workshop on “Web Designing” - Department of Computer Science</li> <li>➤ Workshop on “Dot Net Technologies” - Department of ISM</li> </ul>

	<ul style="list-style-type: none"> <li>➤ “Technical Talk on Bioinformatics” - Department of Biotechnology</li> <li>➤ “Hands on Training on PCR Techniques” - Department of Biotechnology</li> <li>➤ Inter-collegiate event RESONANCE 2K15 – ECS Department</li> <li>➤ State-level Faculty Development Programme – ECS Department</li> <li>➤ Workshop on SPSS - Department of Mathematics along with R&amp;D Cell</li> <li>➤ One-Day Theatre Workshop for NSS Volunteers by SHASHA foundation</li> <li>➤ Workshop on “Android App Development” - Department of Computer Applications</li> <li>➤ Web Technology – Department of Computer Applications</li> <li>➤ Seminar on Software testing – Department of Computer Applications</li> <li>➤ Workshop – Power of You – Department of Business Administration</li> <li>➤ Short-film workshop on “Global Hand Washing Day” - Department of Visual Communication</li> <li>➤ Participation of III Year students in “Advocacy and Communication Campaign in Tamil Nadu and Kerala” organized by UNICEF and Anna University</li> </ul>
<p><b>To enrich knowledge and bridge the lacuna in the curriculum</b></p>	<ul style="list-style-type: none"> <li>➤ Certificate Course on “Basics of Tally” - Department of Information Systems Management</li> <li>➤ Certificate Course on “SPSS” - Department of Mathematics</li> <li>➤ Certificate Course on “Vedic Mathematics” - Department of Mathematics</li> <li>➤ Certificate course on “Handling Electronic Components at Ease” - Department of Electronics and Communication Science</li> <li>➤ Article and poetry writing activity on Dr. APJ Abdul Kalam in association with Milestone Research Academy – Department of Visual Communication</li> <li>➤ Technical Talk on Bioinformatics - Department of Biotechnology</li> </ul>
<p><b>To create awareness on Gender Equity</b></p> <p><b>To address issues related to</b></p>	<ul style="list-style-type: none"> <li>➤ One Day Seminar on "Gender Equity - Awareness on Transgender" - NSS in Association with "SHASHA" foundation</li> <li>➤ “Awareness-building and Safety of Women in Public Places” by Dr. K. Sangeetha, Faculty of Law, Tamil Nadu</li> </ul>

<b>Gender sensitization</b>	Dr. Ambedkar Law University – Women’s Cell
<b>To encourage entrepreneurship amongst women</b>	<ul style="list-style-type: none"> <li>➤ Participation in “Social Entrepreneurial Development programme for young women” RGNYID in collaboration with the British Council, Chennai</li> <li>➤ Certificate Course on “Aari and Zardosi” - EDC</li> </ul>
<b>To encourage leadership and organizing ability amongst students</b>	<ul style="list-style-type: none"> <li>➤ Enakkul Kalam Fest 2015 – Month long inter-collegiate competitions on co-curricular activities to imbibe the vision and mission of Dr. A.P.J. Abdul Kalam. <ul style="list-style-type: none"> <li>▪ Inaugural: Mr. Kalyana Sundaram, Founder, Palam Foundation</li> <li>▪ Valedictory: Thiru. Durai Kalirathinam, Former District Judge and Head, Special Industrial Tribunal</li> </ul> </li> </ul>

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

#### Quality Enhancement Measures

- Improvement of student performance in the University Examination through Remedial Measures and Minimum Learning Material
- Encouraging women entrepreneurial activities by introduction of Certificate Courses in Aari and Zardosi
- Motivating Faculty and students to participate in research oriented activities.
- Facilitating the Hands on Training through workshops, seminars, FDPs and Certificate courses to enable the competency building amongst the students and staff

## 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	2	Nil	2	Nil
UG	13	Nil	13	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	8	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	23	-	15	-
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

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

Pattern	Number of programmes
Semester	15
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.

Syllabi changed in the following subjects:

1. Part 1-Tamil- Change in the Short story syllabus with new Subject Code with effect from 2015-16
2. Part 1 –French- Change in Syllabus with new Subject Code with effect from 2015-16
3. Part III- Introduction of numerical methods and successive differentiation in subject codes (Odd Semester) SBAMM, (Even Semester) SBAMN

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
95	86	3	1	5

2.2 No. of permanent faculty with Ph.D.

12

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
30	-	-	-	1	-	4	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	21	17
Presented papers	30	34	-
Resource Persons	-	1	3

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

The potential and attentiveness of the students, the skill and knowledge of the teachers are the two aspects of a teaching learning process. To achieve the teaching objectives, the teachers adopt different strategies like technology based lecture methods, group discussion, seminars. The ultimate aim is to make the learning process highly student-centric and an effective experience.

#### TEACHING

- **Planning of teaching**

- During the commencement of each academic year, the Academic Committee prepares the academic calendar.
- The academic calendar highlights the plan of academic events during the year.
- The academic calendar consists of the details regarding the schedule of internal examinations, Departmental activities and other important events of the college including College Annual Day and Sports Day.

- The dates for various events presented in the calendar are rarely changed.
  - Teaching hours are fixed for every unit in the syllabus. Plan of syllabus completion i.e. 'Lesson Plan' is prepared by every faculty member in the beginning of the semester. Teachers are instructed to strictly adhere to the time schedule. The Heads of the Departments ensure that the same is adhered to.
  - At the end of every month 'Hand Books' consisting actual syllabus completion details and attendance % of students are submitted by the faculty members.
  - The syllabus to be covered for the internal examinations is decided well in advance.
  - The internal examinations are scheduled taking into account the time required for the completion of the syllabus fixed for the examinations.
- **Concepts in Teaching**
    - The traditional teaching method of chalk and talk is predominantly used in all lecture classes.
    - The lecture sessions are adequately supplemented by modern electronic teaching gadgets.
    - Library is fully equipped, keeping pace with the latest trends. It has many e-resources with e-journals and databases for the use of the students.
    - High speed internet facility is available in all departments.
    - Sophisticated and well equipped laboratories rejuvenate the students to gain practical knowledge.
    - Interactive and encouraging approach is adopted by the teachers to make the learning student-centric.
    - Students are taken to Industries, Research Institutes, Universities and Field visits to expose them to the latest developments in their discipline.

## LEARNING

- **Student centric learning**
  - Through interactive teaching, students are made an important component in learning process.
  - In addition to the common orientation programme, the Bridge Course classes are conducted to fill gaps in knowledge of English and Mathematics.
  - Every department has its own method of inducting and orienting the fresher's.
  - Remedial Classes, personalized tutorials are conducted for the benefit of slow learners.
  - Slow learners are identified and will be given additional attention after the regular classes.
  - MLM – Minimum learning material is given.
  - PGP- Peer Group Programme – Slow learners learn the concepts with the help of high achievers.
  - Additional tests are conducted and continuous assessment of slow learners is maintained.
  - Mentoring of slow learners and encouraging the advanced learners ensure that the diverse needs of the students are catered to.
  - Organizing field visits and providing placement opportunities add strength to the training.

- Individual assignments are given to students to encourage student centric learning.
- Free internet facilities, LCD for power point presentation and OHP, large number of group discussions and seminars, quiz programs, and easy access to libraries enable effective teaching and help the students for independent learning.
- Peer learning also encourages the students to acquire knowledge.

- **Inviting academic experts**

- National Seminars / Workshops are conducted by experts from other institutions and industries.
- All the departments are given full freedom to invite academic experts from outside to share their expertise for the benefits of the academia.
- The Management provides liberal funding for organizing academic activities.
- Guest lectures are also arranged by all departments.
- Many Departments generate fund by sponsorship to invite eminent academicians to interact with students.
- A comprehensive list of these events is documented in the Departments and in the Internal Quality Assurance Cell.

- **Provisions for services of counsellors/advisors /mentors**

- Student mentor system is followed by the class teacher in the departments.
- Mentor keeps a close watch on the academic performance and general behaviour of their wards.
- To create health consciousness among rural girl students, the departments organize periodical health counselling.
- Student counselling cells guide the students.
- Services of professional counsellors are also utilized to meet the specific needs of student community.

- **Instilling and developing creativity and scientific equanimity**

The departments take special efforts to instil and develop the creativity and scientific knowledge among the students through the following opportunities:

- Academic projects
- Field visits
- Seminars
- Science Day Celebration
- Creative assignments
- Comparative studies
- Inter-collegiate competitions
- Academic club activities
- Quiz club
- Departmental Journal
- College annual magazine

- **Computer Aided Teaching**

- The institution has arranged programmes to train the faculty in computer aided teaching.
- Access to computer, internet and computer aided software is made available at department level.
- The college has a network of computers with high configuration
- Uninterrupted power supply is available round the clock.

- Participation of students in All India Radio and TV channels.

## **EVALUATION**

- **Evaluation of teaching**

- Collection of feedback from the students on teaching and learning process is implemented.
- Comprehensive feedback is analyzed by a peer team of experts.
- Principal and Management take necessary steps for further improvement, on the basis of evaluation.

- **Institutional approach to ensure curriculum completion**

- The institution has a mechanism to ensure the completion of curriculum.
- The college prepares a comprehensive academic calendar for the entire academic year well in advance.
- Feedback on syllabus completion is taken by the higher officials (HOD/ Principal) from the students.
- Department level periodical meetings are arranged to review the completion of curriculum.
- The academic plan is closely monitored by the higher officials.
- In the cases of long absence of teachers on medical or personal ground, the management arranges substitute faculty to complete the curriculum.

- **Monitoring, evaluating and reporting the quality of teaching**

- Evaluation of the quality of teaching, teaching methods and class room environment is done through the feedback from the students submitted at the end of each year. The quality of teaching is reflected in the performance of the taught.
- The Principal and Heads of Departments monitor the teaching within the classroom.
- Observations made by the parents on the quality of teaching, teaching methods and class room environment during the 'Parent Teachers Meet' are also seriously considered.
- The Staff members also give suggestions for the betterment regarding class room environment.
- Academic audit is also another routine activity in every academic year to evaluate the quality of teaching.

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

171

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 internal assessment – tests, quiz, seminars, assignments, projects, etc. Open Book Test is being administered for some papers.

- To improve the quality of evaluation, Monthly Assessment was followed
- Revaluation facility offered from Exam Grievance Cell.
- The schedule of Examinations for the semester including Time schedule, Question Paper preparation, Result analysis, and Tentative University Practical Examination and Theory examinations commencement is prepared well in advance and circulated to all the Departments.
- Providing answer booklet with the details in the Main sheet to familiarise the student with the University Exam Process.
- Conducting class test, assignment frequently and preparing Monthly assessment consolidated list to make the internal mark of the students better.
- Continuous assessment or evaluation which includes periodical tests, assignments, tutorials, seminars, oral presentations and an end semester examination.
- Continuous evaluation of each lab course.
- Preparation of Result Analysis within 5 - 10 days

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

1	-	-
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2.10 Average percentage of attendance of students

80.88%
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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)	139	8.6	46.7	10.1	0.06	58.2
BCA	150	0.06	47.3	14	-	52.3
B.Sc(Biotechnology)	24	38	33	1	-	79
B.Sc (electronics & Communication)	23	22	61	4.3	-	87
B.Sc (Visual	25	16	40	8	-	64

Communication)						
BBA	44	5	25	27	-	57
B.Com (Gen)	183	5.17	41.82	31.85	0	73.77
B.Com (ISM)	43	7	37	9.3	-	53.4
M.Sc (BT)	5	-	60	-	-	60
M.Sc(IT)	8	25	75	-	-	100

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

- IQAC is involved in facilitating academic audits - there is a list of activities to be undertaken by all departments and corresponding documentation. For e.g., record of student feedback on teaching, minutes of Board of Studies meeting, attendance records, work register containing information on classroom transactions, minutes of class committee meetings, etc.
- The IQAC constantly monitors the teachings and learning process by student evaluation forms, monitoring of exam results, student & parent feedbacks.
- The IQAC plans and organizes soft skill development classes for faculty and students. There is a conscious effort to cover the spirit behind the key assessment indicators provided by NAAC.
- The IQAC of the institution contributes monitors and evaluates the Teaching & Learning processes by way of conducting periodical meetings. The outcomes of various proposals are recorded for improving the system of the quality of education. It also decides on the measures to be taken to improve and sustain the quality of higher education.
- The Action Plan for the curricular year is prepared after going through the performance in the examinations i.e Result Analysis. IQAC gives some guidelines for the faculty to modify their teaching learning methodology.
- The feedback received from the students is also utilised for helping the faculty to know the outcome of their teaching learning methodology and make some modifications to achieve the best.
- Regular Class committee meetings involving IQAC members, teaching faculty and student Representatives to review academic programmes, address problems and initiate new approaches to improve quality.
- IQAC review feedback is received from students at the end of the semester. The IQAC monitors and recommends necessary classroom and laboratory infrastructure improvements and upgrades.
- A greater percentage of students who hail from the neighbouring and rural areas belong not only to socially disadvantaged communities but also to economically poor families. They mainly depend on the scholarship provisions of the government. Majority of the students come from families whose annual family income is less than Rs.50,000 /-. In this context this Institution is helping the poor and disadvantaged to uplift.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	12
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	6
Others	3

### 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	7	-	-	-
Technical Staff	6	-	-	-



## Criterion – III

### 3. Research, Consultancy and Extension

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

- ✓ Motivating the faculty to apply for funding projects
- ✓ Encouraging in-house research by faculty
- ✓ Collaborative research with funding agencies
- ✓ Solutions to real-time problems through student research projects
- ✓ Facilitating faculty to attend conferences, workshops and seminars and present research papers
- ✓ Establishing linkages with institutions / organizations for training and RD
- ✓ MOU with Bio-Zone Research Technologies to promote research activities in the institution

#### 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	-	-	-	1
Outlay in Rs. Lakhs	-	-	-	10,000/-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	26	-
Non-Peer Review Journals	-	-	-
e-Journals	1	5	-
Conference proceedings	11	20	-

#### 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	2015-2016	Alpha Group	10000	10000
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	2	2	2	2

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	1	2	-	-	-
Sponsoring agencies	-	3	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

- Dr. D. Ashalalatha, Principal was the Guest Speaker in the Awareness Meet 2015 conducted by the Indian Institute of Logistics on 22<sup>nd</sup> August 2015.
- Mr.C.John Paul, Head, Department of BCA & IT was appointed as a Panel of Examiners in Computer Science and Current affairs by the TNPSC Board from 15.06.2015 - 19.06.2015.
- Ms.A.S.Purnalakshimi was a member of Panel constituted by CBSE for preparing teaching modules for XII CBSE teachers.
- Ms.A.S.Purnalakshimi submitted course material for certificate course “Speed Mathematics” for Mother Terasa University ,Distance Education
- Ms.A.S.Purnalakshimi delivered a guest lecture on the topic Quantitative aptitude at SSSS Jain College.
- Ms.B.Bhuvaneshwari officiated as an examiner in TNPSC for the academic year 2016.
- Lt. Sekar, HoD Maths and NCC Coordinator participated in the NCC Camp.
- Dr.K.Tamizharasi, NSS Programme Officer was Guest Speaker in the Annual Special Camp organized by Hindustan College, Padur.
- Ms. Geetha Ravi served as resource person for a guest lecture organized by the department of French on” French Literature you must know” at MGR Janaki College of Arts and Science for women, Chennai-28
- Dr.K.Tamizharasi conducted Quiz on “Dr.B.RAmbedhkar and the legal system” in All India Radio,Chennai.

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
2	-	2	-	-	-	-

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

1

03

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	<input type="text" value="-"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25. No. of Extension activities organized

University forum	<input type="text" value="7"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text" value="16"/>	NSS	<input type="text" value="20"/>
		Any other	<input type="text" value="3"/>

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

- Tutorial activities in the adopted schools
- Environmental activities ( Sapling planting programs, Awareness on environmental protection, sapling donation)
- Flood relief activities
- Social activities(Blood donation, Help in orphanages, Scribe for visually challenged)
- Health Awareness Programmes
- Campus crusade programme

## 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	5.008 acres		Self financing	5.008 acres
Class rooms	38		Self financing	
Laboratories	11		Self financing	
Seminar Halls	1		Self financing	
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				

#### 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	11796	2810656	143	36518	11939	2847174
Reference Books	3931	936884	-	-	3931	936884
e-Books	75000	17000	-	-	75000	17000
Journals	21	34120	-	-	21	34120
e-Journals	3000	17000	-	-	3000	17000

Digital Database	7	In house database	-	-	7	In house database
CD & Video	437	Attached with books			437	Attached with books
Others (specify)						

#### 4.4 Technology upgradation (overall)

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

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

- Internet access provided to all Teaching and Non teaching faculty members
- College established with wifi network
- Faculty sent for various training program
- College has its own software for database and maintenance of database
- College has its own website offering updating of events
- FDP was conducted on use of ICT in teaching learning process
- Upgrading of new ERP systems for administrative staff

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

i) ICT	0.25
ii) Campus Infrastructure and facilities	8.34
iii) Equipments	0.89
iv) Others	0.30
<b>Total :</b>	<b>9.78</b>

## Criterion – V

### 5. Student Support and Progression

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

- Fresher's Orientation programme
- Morning Assembly and Chapel Service to offer support for holistic spiritual well-being
- Mentor-Ward system to offer counselling support for students in the areas of academics and over-all well-being
- Anti-ragging Committee to safe-guard I years from ragging; Written undertaking from II and III year students and parents assuring non-indulgence in ragging
- Redressal of grievances
- Training and Placement support for I, II and III Years
- Facilitating Government Scholarships
- Health card for students in association with Ramachandra Medical College and Hospital, Porur, Chennai
- Annual Medical Camps through the NSS
- Shuttle service provided through the College transport system
- Elected Student Forum to represent needs of student community
- Parent-Teachers Meetings at regular intervals
- Motivation for students to take part in extracurricular activities like Sports, NSS, NCC, YRC and RRC
- Motivation to participate in club activities and cultural activities within the College
- Support services for Women students and staff through the Women's Cell
- Support Services for foreign and NRI students through the Foreign Students' Cell
- Orientation to promote entrepreneurial skills, NEN and ENACTUS

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

- Mentor nominated by the department effectively monitors the progress of the students in the class
- The progress of the students are recorded periodically
- Mentor guides them in making the right choices regarding electives, in plant trainings, projects etc.
- Department organizes Parent Teacher's Meet to keep the parents updated of the academic progression of their wards
- Remedial classes are arranged for slow learners
- Special attention provided to the students who have language issues
- Intensive pre-exam preparations are given for slow learners.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
936	9	-	-

(b) No. of students outside the state

46

(c) No. of international students

58

Men

No	%
1190	58.16

Women

No	%
856	41.84

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
430	251	1	1451	2	2175	179	305	0	1562	1	2046

Demand ratio

10:9

Drop-out %

9.7%

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

- Department maintains a Book bank library which has technical books, books for competitive exams, entrance exams for higher studies and to face exams for Government jobs
- Students have free access to the library and borrow books
- Aptitude tests are conducted
- Technical seminars are organized
- Technical quiz programmes are conducted
- Students are encouraged to attend seminars to update their knowledge in the current field
- Quantitative Aptitude coaching was extended to final year students in order to equip them in placements
- Mock interview and group discussion was arranged to familiarize the students to face the interviews
- Student interactions are conducted on general topics in order to improve their communication and linguistic skills

No. of students beneficiaries

649

### 5.5. No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

### 5.6. Details of student counselling and career guidance

- The Training and Placement cell organizes counselling sessions throughout the year on career guidance.
- Alumni visit the department often and offers motivational talks and career guidance
- The EDC cell of the college Organizes regular programmes to encourage entrepreneurship
- New year blessing prayer for the staff by Evangelist Mr.Vincent D.Raj on 30<sup>th</sup> December
- Monthly Prayer Meeting was conducted in association with a prayer group led by Ms. Mercy Raj and Rev.Pr.Dr. Marcus
- Career guidance sessions held
  - Dr.Florida Tilton (MD) & Mr.Aneesh (Operations head)
  - Biozone Research Technologies Ltd--- Academics & Industry Bridging the Gap
  - Mr. Sandeep (Alumni)- IBM Techie – Healthcare industry Career Guidance
  - Ms. Eshwari (Nestem Technologies)--- Medical Coding (Placement Training)
  - Ms.Uma Maheshari ( Asso. Prof., Biotech Department, University of Madras, Ms. Preethi Gowrinathan ( Scientific Consultant – Phoenix, USA), Dr. Florida Tilton (MD)
  - Biozone Research Technologies Ltd - Panel Discussion done on Studying Abroad and Career guidance for biotech graduates
  - Financial Education Training Program on “Choosing Right Investment Options by SEBI
- The placement cell, department career guidance cell work round the clock to offer avenues for wholesome development of students to make them intellectuals
- The training gives attention to
  1. Soft skill
  2. Problem solving techniques
  3. Logical reasoning
  4. Analytical reasoning
  5. Mock interviews
  6. Group discussion
  7. Brain storming sessions on current issues to improve overall personality development.
- Seminars by industry experts and erudite academicians are arranged to provide adequate knowledge in the recent developments in technology
- Industrial visits to various research and educational organizations help them to gain knowledge in making right choice of their career.
- Counselling was extended to the students regarding the various courses available
- “Campus to Corporate” – career guidance program was conducted by TCS.
- Guidance was provided to the students regarding various institutes offering post graduate courses.
- Students were counselled to take up internships at prestigious / prominent institutes to impart

practical experience on various job roles to help in setting up their goals.

- Mr. Thangapandiyan (CEO)- Nicola Education and Research Institute- Unemployment Awareness Programme
- Mr.Meeran Shahul Hameed – L& T – Industry institution Interaction training
- Mr.Surya Prakash (Regional Manager)- Quick Heal Technologies- Security Awareness Programme
- EVOLVE Placement Awareness Orientation Programme for students conducted by CTS

No. of students benefitted

649

#### 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
20	649	369	59

#### 5.8 Details of gender sensitization programmes

- “Gender Equity -Awareness on Transgender” was conducted on January 8<sup>th</sup> in Association with "SHASHA" foundation
- Seminar on Awareness-building talk on ‘Safety of Women in Public Places by Dr. K. Sangeetha, Associate Professor of Law, Tamil Nadu Dr. Ambedkar Law University by the Women’s Cell of the college
- A series of lecture sessions in commemoration of International Women’s Day 2016 with the theme echoed the United Nations’ for Women’s Day “Planet 50-50 by 2030: Step it up for Gender Equality”
- Seminar on ‘Law and legal rights’ by Mrs. Adhilakshmi Logamurthy, Advocate/Legal Consultant & Vice President, Women’s Lawyers’ Association.
- Seminar by Mrs. Girija Raghavan, Journalist, Publisher & Editor, “Ladies Special” magazine
- Seminar on “Preventive measures and treatment procedures for health issues related for Women” by Dr Prema Jeyanthi David & Dr.J.Sarala, Professors of Obstetrics and Gynaecology, Madras Medical College.
- Seminar on Pertinent gender issues faced by the young community’ by Dr. Kadambari, Associate Professor, Department of English & Director, Centre for Women’s Studies at Ethiraj College.

## 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

Other events: State University level  National level  International level

## 5.10. Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	1,00,000
Financial support from government	85	Rs 3000/- each
Financial support from other sources	-	-
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

10

5.13. Major grievances of students (if any) redressed: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

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

##### **Vision**

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 prescribed by the University of Madras. The syllabus is as per the University regulations. The curriculum at AASC is three dimensional as it is content specific, takes student needs

into account and implemented with the relevant instructional methodology.

- The Instructional methodologies are chosen and designed as per the requirement of each subject and meticulously planned as per the requirement of each class.
  - The instructional methodologies followed by the faculty members are objective based and progress focussed.
  - The Lesson Plans are thoroughly verified by the Advisory Committee. The faculty reviews are conducted to assess and evaluate the involvement of faculty in the preparation, planning and execution of curriculum goals.
  - The instruction is based on both the Directory expository Instruction which is teacher directed as well as followed up with the guided exploration Instruction which involves students in interactive and process based practices.
1. Lacunae in the curriculum of the core subjects are identified and representation is made for their inclusion / rectification in the respective board of studies.
  2. The Institution conducts / organizes certificate courses to fill the gaps in prescribed curriculum as well as to enhance technical skills.
  3. Field visits are organized so that students are exposed to working scenarios in industries
  4. Freshers are trained in English and Mathematics to raise the standards of the students to the basic requirement of the collegiate education. Course materials are provided for the same. Feedback on course material is obtained from the students and necessary improvements are made.
  5. Guest Lectures by subject experts are organized.
  6. Students are encouraged to register for online courses like NPTEL, Coursera.

### 6.3.2 Teaching and Learning

#### **Teaching And Learning**

- The Quality assurance and improvement in teaching and learning at AASC starts with the assessment of students. The learning outcomes are set as goals designing the curriculum and implementation of the teaching learning strategies. It is then followed by the periodical (daily, weekly, monthly) assessments. The evaluation is used for taking the feedback to frame the remedial and improvement strategies and courses.

- Special care is taken to handle the disruptive behaviour of the students through mentoring and collaborative learning approaches.
- It is well supported that the students are governed by democratic principles so that their understanding, application and critical thinking works effectively for their career progress.
- The teaching and learning process at AASC is a well balanced process implementation of formal lectures, assignments, group tasks, student seminars, presentations, team work, job-ended certificates and result driven academic orientation.

### **Teaching**

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

Faculty are encouraged to attend the refresher courses organized by the University.

Faculty participated in Faculty Development Programmes and Seminars through professional bodies.

Faculty are trained in Effective Usage of Teaching Aids.

### **Learning**

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

1. Encouraging students to attend, Summer Projects, Training Programmes, Internship, Conferences, and Exchange Programmes to keep abreast of the recent trends in the respective subjects.
2. Guiding students to present papers in conferences, papers in journals and hence to avail research fellowships and project grants
3. Exclusive study materials prepared for slow learners.
4. Extra coaching provided for remedial students to ease out examination fear.
5. Teaching aids like OHPs, PPTs, videos on animation used to explain the concepts more clearly.
6. Peer Group learning implemented.
7. Assignments like Case Study made online.



8. Industry mentor programme to impart technical skills and important personality traits to excel in career.
9. Provided hands on training to enrich the practical skills.
10. Certain departments adopt game modules to make the class interesting.
11. Software to teach programming skills.
12. Online assignments given for advanced learners.
13. Teachers are facilitated to attend Orientation / Refresher courses to update their knowledge in their respective fields.
14. Organization of seminars, conferences, symposium, and workshops are organized periodically in different disciplines to offer wide knowledge in the respective fields.
15. Innovative teaching methodologies like Concept Mapping, Models-Static/Working are adopted to make the class room learning effective.
16. Orientation, Skill development, and training programmes for the benefit of the student community.
17. Slow learners were given individual attention through remedial measures and by providing simplified study material.
18. Tests were conducted on regular basis.
19. Peer Group learning, Group Discussions.
20. Student participation in learning programming skills through software
21. Technical skills and important personality traits to excel in career.
22. Provided hands on training to enrich the practical skills.
23. Certain departments adopt game modules to make the class interesting.
24. Software to teach programming skills.
25. Motivate students to attend workshops and conferences to keep abreast of the recent trends in the respective subjects
26. Industry mentor programme to impart learning through industrial visits.

27. Online assignments / tests given for advanced learners.

- Concept Mapping
- Models-Static/Working
- Peer Presentation
- Group Discussion

6.3.3 Examination and Evaluation

The examination cell at AASC is constituted for the purpose of conducting Madras University UG / PG Examinations. The Cell headed by the Chief Superintendent, Exam Cell Convener, Asst. Chief Superintendent and a team of Faculty Members representing Shift I and II as well as the supporting staff. It is a confidential section and is responsible for the conducting of all examinations both internal and Madras University (Theory and Practical). Further, Exam cell coordinates with the University regarding all examination matters for all courses, and synchronizes the display of results, maintenance of students' records etc.

The Working Framework

- After completion of examination, distribution of Answer books to the concerned teachers and receiving the answer books and award list, and preparing the desired format to send them to University.
- After the results of various examinations received from the University, distribution of marks sheets to Students.
- The Exam cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- In addition to conducting examinations, the examination cell looks after the works relating to correspondence with the university, distribution of marks memos, provisional certificates, consolidated marks memos, original degree certificates, transcripts, duplicate marks memos, recounting applications, result analysis, scrutiny of internal examination papers etc., to the students.
- Examination Cell prepares all inputs for preparation and organizing the Convocation.
- Exam redressal cell caters to the student facilitation regarding the various **issues** related to the university examinations or related documents.
- Choral Response
- Centralised Evaluation
- Online Test

#### 6.3.4 Research and Development

Departments work towards major and minor projects

Students encouraged to come up with innovative projects

Faculty Development Programmes organized by different departments

Faculty involve actively in research by publishing papers in national & international Journals

Organizes seminars to keep abreast of the current happenings.

Faculty members encouraged to pursue research work.

- The R&D Cell formulates R & D Programmes objectives of each academic year and circulates the information to all the departments.
- The R&D Team directs and coordinate the R & D process in terms of planning and implementation.
- The Cell facilitates and circulates the information regarding the opportunities to apply for funding of various student / faculty projects
- The Cell coordinates with Premier Organizations and Institutions for the conduct of Faculty Development Programmes to strengthen the R & D standards
- The R&D Cell collects data from various tools, systems, etc., and helps in building databases on information collected
- The R&D Cell presents findings and recommendations to the Management for quality improvement.
- The Cell motivates and encourages faculty to publish research articles in journals, conferences, etc.,
- The Cell evaluates the maintenance of the inventories, supplies and calibration requirements of the laboratories.
- The Cell manages and directs the research & development programmes to meet organizational needs so as to capitalize on potential new opportunities.

The cell plays a key role in the implementation of research procedures and techniques to encourage student projects and internships.

Discussion with Pathgene Laboratories Pvt. Ltd and Sri Padmavathi Women's University to promote research.

Discussion with Dr. Florida Tilton, MD, Bio-Zone Research Technologies

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

1. Central library appended with New Release on latest technology.
2. Networking to access information has been installed in the Library.
3. Wi-fi facility provided for the students to use their laptops in the library premises.
4. Working hours of the library extended till 5.30 pm.

5. Digital Library available for all students
6. Department book bank made functional throughout the academic period to help the Students from Economically poor backgrounds.
7. Almost every Department is provided with Overhead Projectors and LCD projectors.
8. Latest version of Over Head Projector made available
9. Infrastructure to support 3D lab is required for Visual Communication.
10. Introduction of Online Courses in progress.
11. Library provided with CCTV facility for vigilance and monitoring.
12. Digitalizing department library in process
13. Smart board implementation in process
14. IEEE websites made available for staff to prepare research papers
15. Facility for websites like Research Gate is in process

#### 6.3.6 Human Resource Management

1. ISO review meeting conducted to better the organizational structure of the institution.

ISO training meeting conducted by the HR department of AGI corporate office

#### 6.3.7 Faculty and Staff recruitment

The Faculty and Staff Recruitment is done in the Centralized Head Office at the Alpha Group of Institutions. The Panel consists the Management, Hr Team, and the representatives from the Department / College

#### 6.3.8 Industry Interaction / Collaboration

- EDI
- MOUs
- TNSG

#### 6.3.9 Admission of Students (Quality improvement strategies adopted by the institution for)

- Admission is open to all. No discrimination is made on the basis of religion, caste, gender or social status.
- Admission criteria with latest amendments are explained to the students and the parents.
- Admission Team counsels every student applying to the College, giving advice on Courses, their speciality, opportunities for the course in the job market and avenues open after graduation.
- Student-specific suggestions based on academic performance are given to choose the course appropriately.

- Fee concessions are given on the basis of merit and compassionate grounds to students and wards of teaching and non-teaching faculty.
- Alumni contribution by reference is considered in the admission process, after scrutiny.
- Priority is given to the siblings of the present students.
- Consideration is given to the recommendations made by the community stakeholder.
- The achievements of the students are displayed through banners to introduce the avenues for opportunities in curricular and extracurricular development.
- Future prospects and recruiters' information are projected to the students.
- Admission is offered to all eligible students irrespective of the marks secured.

#### 6.4. Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>➤ PF benefit</li> <li>➤ Gratuity</li> <li>➤ Medical leave</li> <li>➤ Maternity leave</li> <li>➤ Concession in transport</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>➤ PF benefit</li> <li>➤ Gratuity</li> <li>➤ Medical leave</li> <li>➤ Maternity leave</li> <li>➤ Fee concession to wards</li> </ul>
Students	<ul style="list-style-type: none"> <li>➤ Facilitating scholarships</li> <li>➤ Student Safety Insurance</li> <li>➤ Facilitating Transport Concession</li> <li>➤ Medical Examination- SRMC</li> </ul>

#### 6.5. Total corpus fund generated

523.25 lakhs

#### 6.6. Whether annual financial audit has been done

Yes  No

6.7. Whether Academic and Administrative Audit (AAA) has been done? Yes  No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Internal Auditors
Administrative	No	-	Yes	Alpha Mgmt.

6.8. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No  No

For PG Programmes Yes  No  NA

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni 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 departments encourage alumni to visit the department at their own convenience.
7. Alumni meet organized annually

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.
4. Financial support offered by Parents Teacher Association
5. Communication to their wards done through short message services.
6. Open access of students' attendance provided in the college website

6.13. Development programmes for support staff

- ✓ Orientation Programmes
- ✓ Training Programmes
- ✓ Adult Education Programmes

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

- ✓ Organic gardening
- ✓ Plastic free campus
- ✓ Planting of nochi and rose saplings
- ✓ Recycling of paper

## 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.

- New lesson plan format based on innovative teaching and learning methodologies
- Monthly Activity Plan for proposed activities by Departments
- Monthly Review of Departmental activities completed
- Introduction of Continuous Assessment on weekly basis to monitor student performance and progress
- Certificate courses on areas of current importance to enhance career prospects
- Publication of research articles with ISSN and ISBN number in collaboration with reputed journals/publishers
- Introduction of Media club; Training in script-writing for AIR and TV Programmes; Compiling of and Participation in Radio and TV programmes
- Opportunities for entrepreneurial ventures by students [Handmade greetings and bouquets, portable Rangoli]
- Month-long intercollegiate competitions - “Enakkul Kalam Fest” to impart Kalam’s ideology, celebrate the great leader and encourage organizing abilities in young student leaders
- Use of social networking sites for official communication
- Written undertaking by students to refrain from ragging
- Vending machine for supply of women’s hygiene products
- Conduct of International, National, regional and Student Conferences, Seminars and Workshops

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

**1. Plan:** To organize conferences and seminars at the International and National levels in various fields of study

**Action taken:**

Conduct of 1 International, 3 National and 1 Student Seminar by the Departments of Computer Science, Information Systems Technology, Economics and Biotechnology and Tamil respectively.



- 2. Plan:** To bring out staff publications in reputed journals and conference proceedings with ISSN and ISBN number respectively

**Action Taken:**

- a) Release of 2 IRDP journals (special issue) with ISSN number
- b) Publication of 2 Conference proceedings with ISBN number
- c) Publications by faculty of various departments in research journals with impact factor as many as 89
- d) Publication of the students research papers with ISBN number

- 3. Plan:**

To increase the number of staff and student workshops, faculty development programmes and Training programmes

**Action taken:**

Staff Workshops:	9
Student Workshops:	13
Training Programmes:	9

- 4. Plan:**

To strengthen the Quality Management System through systematic audit procedures

**Action Taken:**

Conduct of regular brain-storming sessions and in-house audits of files and procedures

- 5. Plan:**

To initiate and implement value addition programmes to further enhance employability skills of students

**Action Taken:**

Conducted certificate Courses and training programmes in areas of current interest; Workshop on Academic Writing; Workshop on “Research Methodology”

- 6. Plan:**

To bridge the gap between academia and industry

**Action taken:**

MOU signed between Biotechnology department and Biozone Research Pvt. Ltd.

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

- **Best Practice 1:** Organization of International, National and Regional Conferences, Seminars and Workshops and in-house publication of research papers
- **Best Practice 2:** Reforms in Teaching- Learning methodologies

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

7.4 Contribution to environmental awareness / protection

Environment consciousness is enshrined in the mission of the department and herbal plantation is the major concern of the department to maintain the pristine purity and beauty of the college to provide a congenial atmosphere for the academic and non-academic pursuits. The barren hillock on which the college is situated is transformed with plantation into a haven of flora and fauna. Felling of one tree for the construction of building to meet the growing academic requirements is replaced by planting a few trees on the campus. Green audit of the campus is carried out by the staff periodically by supervising the maintenance of the existing trees and locating places for planting new trees. Nurturing Plants is one of the non-academic pursuits that develop eco-concern among the students. Areas are assigned to Eco Club and the departments for planting, watering, weeding and maintaining the plants, greens, herbs and trees. Personal experience of sowing seeds, watering plants, preparing and using organic manure, removing weeds etc., has ecologically sensitized the Eco Club members and other students.

7.5. Whether environmental audit was conducted? Yes  No

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

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"> <li>• Focus on innovative teaching-learning methodologies</li> <li>• Use of ICT to augment teaching</li> <li>• Introduction of weekly assessment framework to monitor and guide students' academic performance and progress</li> <li>• Learning support for slow and advanced learners</li> <li>• Intensive placement training for all I years</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of flexibility in curriculum reforms</li> <li>• Minimum academic support from family for first generation learners</li> <li>• Lack of Fluency in English as students are from vernacular medium</li> <li>• Lack of connectivity through public transport services</li> <li>• Limited number of Certificate Courses</li> <li>• Difficulty in mobilizing funding for research projects</li> </ul>

- Placement drives [On and Off campus] by reputed organizations
- Conduct of conferences, seminars, workshops and training programmes for faculty and students
- Active participation in extension activities like NSS, NCC, YRC, RRC, EDC, NEN, Sports and cultural activities
- Extensive engagement in social outreach programmes, environment protection and tutorial programmes in the local community as well as all over the state
- Introduction of Monthly plan and monthly review framework to plan, monitor and stream-line Departmental activities

I. Curricular

- Conduct of Faculty development programmes

II. Teaching & Learning

- Extensive planning for teaching [Lesson Plan]
- Weekly assessment to monitor student performance
- Remedial coaching
- Academic support for advance learners (tutorial support)
- Academic excellence - University rank holders (2 gold medalists & 68 University ranks)
- Systematic monthly assessments
- Activity based teaching with Audio-video support.
- Bridge Course
- Evaluation at the end of every class to assess comprehension levels of students
- NPTEL – students encouraged to take up online courses
- Online video lectures made available in Departments
- Reforms to stream-line and strengthen

the internal examination processes

- 

### III. Research And Development

- Brain Share
- MOUs
- Student projects
- Publications in journals and books with ISSN and ISBN number
- Conduct of conferences, seminars, workshops and training programmes

### IV Infrastructure

- Increase in Library holdings
- Maintenance and upkeep of campus facilities

### V Student support and progression

- Facilitating Government Scholarships
- Student Insurance
- Anti-ragging measures strictly enforced to safe-guard students
- Mentoring support
- Tutoring support for students to achieve University Ranks
- Remedial Coaching
- Consistent Placement training right from the first year
- On and off campus placement drives
- Shuttle service using the College's transport system
- Canteen facility
- Encouragement to participate in Sports, NCC, NSS, YRC, EDC, NEN, cultural activities
- Support for Foreign students through the Foreign students' Cell & conduct of Cultural Immersion programme and Heritage visits
- Support services for Women staff and students through the Women's Cell

### VI Good Governance

- Monthly Plan
- Monthly Review
- E-circular for in-house communication

<ul style="list-style-type: none"> <li>• Alumni support for current students in need of financial, placement, internships, training assistance</li> <li>• Regular conduct of Parent Teacher Meet</li> </ul> <p>VII Innovative Practices</p> <ul style="list-style-type: none"> <li>• Awareness programme on Gender equity</li> <li>• Synergy for neighbouring school students</li> <li>• Enakul Kalam</li> <li>• Opportunities of extracurricular activities (sports, NSS, NCC – Cado Alpha)</li> <li>• Extension Activities (YRC, RRC, Friends of Police)</li> <li>• Workshop on Rangoli on OHP sheets for students [use the used]</li> </ul>	
<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Scope to widen placement horizons to include global recruiters</li> <li>• Increase the number of University ranks</li> <li>• Offer a wide range of Certificate Courses</li> <li>• Offer avenues for faculty development</li> <li>• Demand for B.Com. Corporate Secretaryship programme in the current scenario</li> </ul>	<p style="text-align: center;"><b>CHALLENGES</b></p> <ul style="list-style-type: none"> <li>• Lack of educational support at home for first generation learners</li> <li>• Decrease in demand for certain programmes</li> <li>• Adverse conditions in the industry affect the admissions</li> <li>• Changing international scenario affects the placement opportunities</li> <li>• Economic and social background adversely affects the students' academic performance</li> <li>• Heterogeneous learning community proves to be a challenge in knowledge dissemination.</li> <li>• Constraints in mobilizing funds from research organizations</li> </ul>

### 8. Plans of institution for next year

<ul style="list-style-type: none"> <li>• To introduce B.Com Corporate Secretaryship Programme</li> <li>• To revive NEN and ENACTUS</li> </ul>
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- To obtain ISO 9001:2015 Certification
- To introduce innovative reforms in the areas of teaching learning and evaluation
- To work towards NAAC Reaccreditation
- Collaboration with Research Labs and Departments of various Institutions/Universities / Organizations for carrying out Project Work
- Introduction of ESOL Examination
- Establishment of TNSDC Center for employability training
- ICTACT and GTT Youth Employability Initiative

Name Ms. GEETHA RAVI

Geetha Ravi

*Signature of the Coordinator, IQAC*

Name Dr. D. ASHALATHA

D. Ashalatha

*Signature of the Chairperson, IQAC*

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## Annexure 1 Calendar

College Calendar 2015 - 2016 Shift I							
<b>JUNE - 2015</b>				<b>JULY - 2015</b>			
1	Mon			1	Wed		Day 5 11
2	Tue			2	Thu		Day 6 12
3	Wed			3	Fri		Day 1 13
4	Thu			4	Sat	Vis Com Club Activity	Day 2 14
5	Fri			5	Sun		
6	Sat			6	Mon		Day 3 15
7	Sun			7	Tue		Day 4 16
8	Mon	Staff Reporting		8	Wed	BT Club Activity	Day 5 17
9	Tue			9	Thu	ECS Club Activity	Day 6 18
10	Wed			10	Fri	BBA Club Activity	Day 1 19
11	Thu	IQAC Staff Induction Programme		11	Sat		
12	Fri	IQAC Staff Orientation Programme		12	Sun		
13	Sat			13	Mon	Kalai Chuvadugal Workshop	Day 2 20
14	Sun			14	Tue		Day 3 21
15	Mon			15	Wed	NSS Inauguration and Activity	Day 4 22
16	Tue			16	Thu		Day 5 23
17	Wed			17	Fri	Freshers Talent Meet	Day 6 24
18	Thu	College Reopens for II,III UG & II PG	Day 1 1	18	Sat	Ramzan	
19	Fri		Day 2 2	19	Sun		
20	Sat		Day 3 3	20	Mon		Day 1 25
21	Sun			21	Tue		Day 2 26
22	Mon		Day 4 4	22	Wed	NCC Inauguration	Day 3 27
23	Tue		Day 5 5	23	Thu		Day 4 28
24	Wed	College Reopens for I UG	Day 6 6	24	Fri	B.Com Club Activity	Day 5 29
25	Thu	Bridge Course for I UG Begins	Day 1 7	25	Sat		
26	Fri		Day 2 8	26	Sun		
27	Sat			27	Mon		Day 6 30
28	Sun			28	Tue		Day 1 31
29	Mon		Day 3 9	29	Wed		Day 2 32
30	Tue		Day 4 10	30	Thu		Day 3 33
				31	Fri		Day 4 34
<b>August - 2015</b>				<b>September - 2015</b>			
1	Sat	Alumni Meet & CS Club Activity	35	1	Tue		Day 3 59
2	Sun			2	Wed		Day 4 60
3	Mon		Day 5 36	3	Thu	Synergy	Day 5 61
4	Tue		Day 6 37	4	Fri	Synergy	Day 6 62
5	Wed	Language Club Activity	Day 1 38	5	Sat	Krishna Jayanthi	
6	Thu		Day 2 39	6	Sun		
7	Fri		Day 3 40	7	Mon		Day 1 63
8	Sat			8	Tue		Day 2 64
9	Sun			9	Wed		Day 3 65
10	Mon		Day 4 41	10	Thu	Samuvale Memorial Trophy	Day 4 66
11	Tue		Day 5 42	11	Fri	Samuvale Memorial Trophy	Day 5 67
12	Wed	BT- Conference	Day 6 43	12	Sat		Day 6 68
13	Thu	BT- Conference	Day 1 44	13	Sun		
14	Fri	Alpha Fest - Off Stage Events	Day 2 45	14	Mon		Day 1 69
15	Sat	Independence Day		15	Tue		Day 2 70
16	Sun			16	Wed	B Com (ISM) Club Activity	Day 3 71
17	Mon		Day 3 46	17	Thu	Vinayakar Chaturthi	
18	Tue	I CIA Commences	Day 4 47	18	Fri		Day 4 72
19	Wed		Day 5 48	19	Sat	YRC Club Inauguration and Activity	Day 5 73
20	Thu		Day 6 49	20	Sun		
21	Fri		Day 1 50	21	Mon		Day 6 74
22	Sat		Day 2 51	22	Tue		Day 1 75
23	Sun			23	Wed		Day 2 76
24	Mon		Day 3 52	24	Thu	Bakri-id	
25	Tue		Day 4 53	25	Fri	EDC Club Activity	Day 3 77
26	Wed		Day 5 54	26	Sat		
27	Thu		Day 6 55	27	Sun		
28	Fri		Day 1 56	28	Mon		Day 4 78
29	Sat	Alpha Fest- On Stage Events	57	29	Tue		Day 5 79
30	Sun			30	Wed		Day 6 80
31	Mon	Cultural Immersion Programme	Day 2 58				
<b>October - 2014</b>				<b>November - 2015</b>			
1	Thu		Day 1 81	1	Sun		
2	Fri	Gandhi Jayanthi		2	Mon	University Theory Examination Commences	
3	Sat			3	Tue		
4	Sun			4	Wed		
5	Mon	Model Examination Commences	Day 2 82	5	Thu		
6	Tue		Day 3 83	6	Fri		
7	Wed		Day 4 84	7	Sat		
8	Thu		Day 5 85	8	Sun		
9	Fri		Day 6 86	9	Mon		
10	Sat		Day 1 87	10	Tue	Diwali	
11	Sun			11	Wed		
12	Mon		Day 2 88	12	Thu		
13	Tue		Day 3 89	13	Fri		
14	Wed	University Practical Examination Commences	Day 4 90	14	Sat		
15	Thu		Day 5 91	15	Sun		
16	Fri		Day 6 92	16	Mon		
17	Sat		Day 1 93	17	Tue		
18	Sun			18	Wed		
19	Mon	Closure of Semester	Day 2 94	19	Thu		
20	Tue			20	Fri		
21	Wed	Ayudha Pooja		21	Sat		
22	Thu	Vijayadasami		22	Sun		
23	Fri	Muharram		23	Mon	College Reopens for UG & PG Students	Day 1 1
24	Sat			24	Tue		Day 2 2
25	Sun			25	Wed		Day 3 3
26	Mon			26	Thu		Day 4 4
27	Tue			27	Fri		Day 5 5
28	Wed			28	Sat		Day 6 6
29	Thu			29	Sun		
30	Fri			30	Mon		Day 1 7
31	Sat						

December - 2015				January - 2016					
1	Tue		Day 2	8	1	Fri			
2	Wed		Day 3	9	2	Sat	New year day		
3	Thu		Day 4	10	3	Sun			
4	Fri		Day 5	11	4	Mon	College Reopens after Christmas Vacation	Day 6	24
5	Sat		Day 6	12	5	Tue		Day 1	25
6	Sun				6	Wed		Day 2	26
7	Mon		Day 1	13	7	Thu	George Memorial Trophy	Day 3	27
8	Tue		Day 2	14	8	Fri	George Memorial Trophy	Day 4	28
9	Wed		Day 3	15	9	Sat		Day 5	29
10	Thu		Day 4	16	10	Sun			
11	Fri	Edufest ,Christmas Celebration and Joy of Sharing	Day 5	17	11	Mon		Day 6	30
12	Sat				12	Tue		Day 1	31
13	Sun				13	Wed		Day 2	32
14	Mon		Day 6	18	14	Thu		Day 3	33
15	Tue		Day 1	19	15	Fri	Pongal		
16	Wed		Day 2	20	16	Sat	Tiruvalluvar day		
17	Thu		Day 3	21	17	Sun	Uzhavar Thirunal		
18	Fri		Day 4	22	18	Mon	I CIA Begins	Day 4	34
19	Sat		Day 5	23	19	Tue		Day 5	35
20	Sun				20	Wed		Day 6	36
21	Mon	Christmas Holidays Begin			21	Thu		Day 1	37
22	Tue				22	Fri		Day 2	38
23	Wed	Milad-un-Nabi			23	Sat			
24	Thu				24	Sun			
25	Fri	Christmas			25	Mon		Day 3	39
26	Sat				26	Tue	Republic Day		
27	Sun				27	Wed		Day 4	40
28	Mon				28	Thu		Day 5	41
29	Tue				29	Fri		Day 6	42
30	Wed				30	Sat	Rural Sports	Day 1	43
31	Thu				31	Sun			
<b>February - 2016</b>				<b>March - 2016</b>					
1	Mon		Day 2	44	1	Tue		Day 1	67
2	Tue		Day 3	45	2	Wed		Day 2	68
3	Wed		Day 4	46	3	Thu		Day 3	69
4	Thu		Day 5	47	4	Fri		Day 4	70
5	Fri		Day 6	48	5	Sat	Women's day & Investiture , International Students Day & Social Breakup	Day 5	71
6	Sat	Sports Day	Day 1	49	6	Sun			
7	Sun				7	Mon	Model Examination Commences	Day 6	72
8	Mon		Day 2	50	8	Tue		Day 1	73
9	Tue		Day 3	51	9	Wed		Day 2	74
10	Wed		Day 4	52	10	Thu		Day 3	75
11	Thu		Day 5	53	11	Fri		Day 4	76
12	Fri		Day 6	54	12	Sat		Day 5	77
13	Sat				13	Sun			
14	Sun				14	Mon		Day 6	78
15	Mon		Day 1	55	15	Tue	University Practical Examination Commences	Day 1	79
16	Tue		Day 2	56	16	Wed		Day 2	80
17	Wed		Day 3	57	17	Thu		Day 3	81
18	Thu		Day 4	58	18	Fri	College Day	Day 4	82
19	Fri		Day 5	59	19	Sat			
20	Sat		Day 6	60	20	Sun			
21	Sun				21	Mon		Day 5	83
22	Mon		Day 1	61	22	Tue		Day 6	84
23	Tue		Day 2	62	23	Wed		Day 1	85
24	Wed		Day 3	63	24	Thu		Day 2	86
25	Thu		Day 4	64	25	Fri	Good Friday		
26	Fri		Day 5	65	26	Sat			
27	Sat				27	Sun			
28	Sun				28	Mon		Day 3	87
29	Mon		Day 6	66	29	Tue		Day 4	88
					30	Wed		Day 5	89
					31	Thu		Day 6	90
<b>April - 2016</b>				<b>May - 2016</b>					
1	Fri		Day 1	91	1	Sun	May Day		
2	Sat	Closure of Semester	Day 2	92	2	Mon			
3	Sun				3	Tue			
4	Mon	University Theory Examination Commences			4	Wed			
5	Tue				5	Thu			
6	Wed				6	Fri			
7	Thu				7	Sat			
8	Fri	Staff Picnic			8	Sun			
9	Sat				9	Mon			
10	Sun				10	Tue			
11	Mon				11	Wed			
12	Tue				12	Thu			
13	Wed				13	Fri			
14	Thu	Tamil New year & Dr. Ambedkar Jayanthi			14	Sat			
15	Fri				15	Sun			
16	Sat				16	Mon			
17	Sun				17	Tue			
18	Mon				18	Wed			
19	Tue	Mahavir Jayanthi			19	Thu			
20	Wed				20	Fri			
21	Thu				21	Sat			
22	Fri	Convocation Day			22	Sun			
23	Sat				23	Mon			
24	Sun				24	Tue			
25	Mon				25	Wed			
26	Tue				26	Thu			
27	Wed				27	Fri			
28	Thu				28	Sat			
29	Fri				29	Sun			
30	Sat				30	Mon			

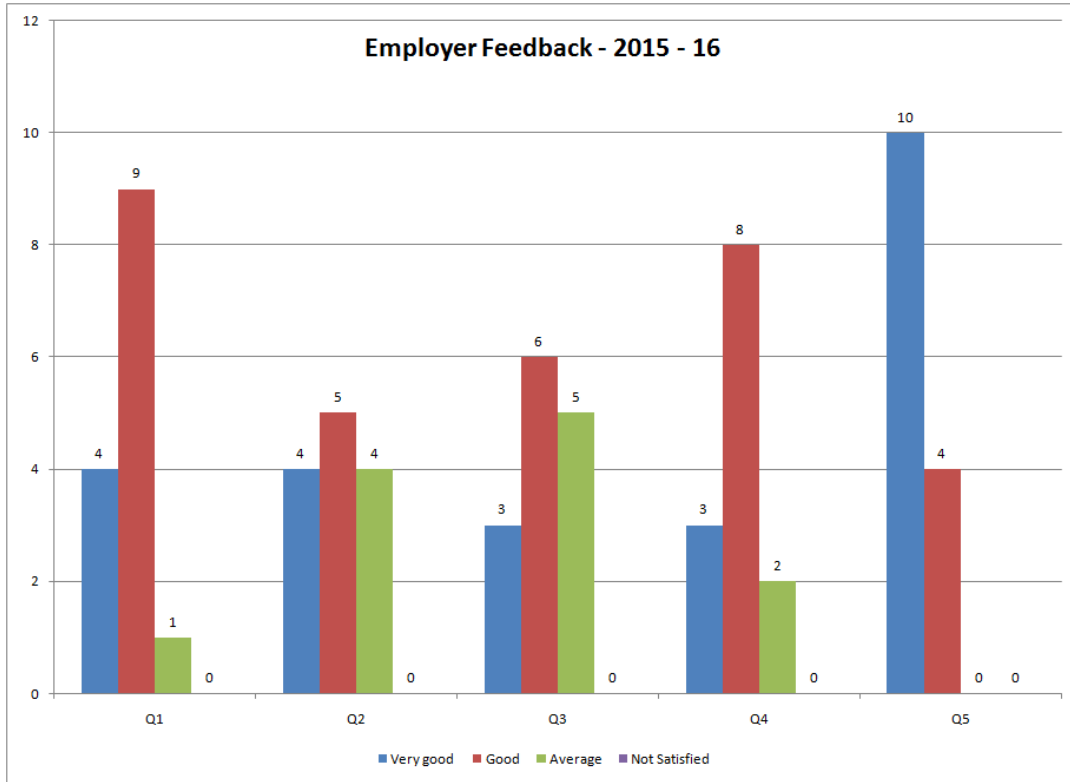


## Annexure 2 (i)

Alpha Arts and Science College															
Placement Feedback Analysis - 2015 - 16															
SNO	Question	Wayne Pereira - Dell BPS	Prem - AGS Health	Muthoot Fincance Ltd.	Venkatesh PP - Meenakshi Network	Hari Prasad - Alcance Technologies	T. S. Sreetharan - Muthoot Fin Corp	Siva Shankar K K - Seyon Global Services (P) Ltd	James Sthepen - Wipro Ltd.	Lee Janarius - Technosoft Corp	Rithika Aggarwal - GTT & Capagemini	Mohammed Ibrahim - INFOSYS BPO	S. Fouzia - CTS	Anand Roberts on / Ashwin Kausic Sutherla	G. Kulakannan - CTS
Q1	How would you rate the attitude and preparedness of our students towards working in a corporate environment ?	Good	Average	Good	Good	Good	Very good	Very good	Good	Good	Good	Good	Good	Very good	Very good
Q2	How would you rate the performance of our students in aptitude test?	Good	Average	Good	Good	Good		Very good	Average	Average	Average	Very good	Good	Very good	Very good
Q3	How would you rate the communication skill of our students?	Average	Average	Good	Average	Good	Good	Very good	Good	Average	Good	Average	Good	Very good	Very good
Q4	How would you rate the technical skill of our students?	Good	Average	Good	Average	Good		Very good	Good	Good	Good	Good	Good	Very good	Very good
Q5	How would you rate the facilities provided by Alpha for the smooth conduct of the drive?	Very good	Good	Very good	Very good	Very good	Very good	Very good	Good	Good	Very good	Very good	Good	Very good	Very good
	Feed back	To improve the Communication skill of the student		Good interview arrangements	Personality Development improvement	Students hesitate to speak to the HR	Thanks for the management and placement cell	Good arrangements and keep it up	Verbal training to be given to the student	It is good to have one big seminar hall to accommodate the entire gathering	Students to read F & A book for final round interview	Soft skill classes can be provided to the students	Students are good in technical and communication skill. Areas of improvement		

### Alpha Arts and Science College Placement Feedback Analysis - 2015 - 16

SNO	Question	Total	Very good	Good	Average	Not Satisfied
Q1	How would you rate the attitude and preparedness of our students towards working in a corporate environment ?	14	4	9	1	0
Q2	How would you rate the performance of our students in aptitude test?	13	4	5	4	0
Q3	How would you rate the communication skill of our students?	14	3	6	5	0
Q4	How would you rate the technical skill of our students?	13	3	8	2	0
Q5	How would you rate the facilities provided by Alpha for the smooth conduct of the drive?	14	10	4	0	0



**Annexure 2 (ii)**

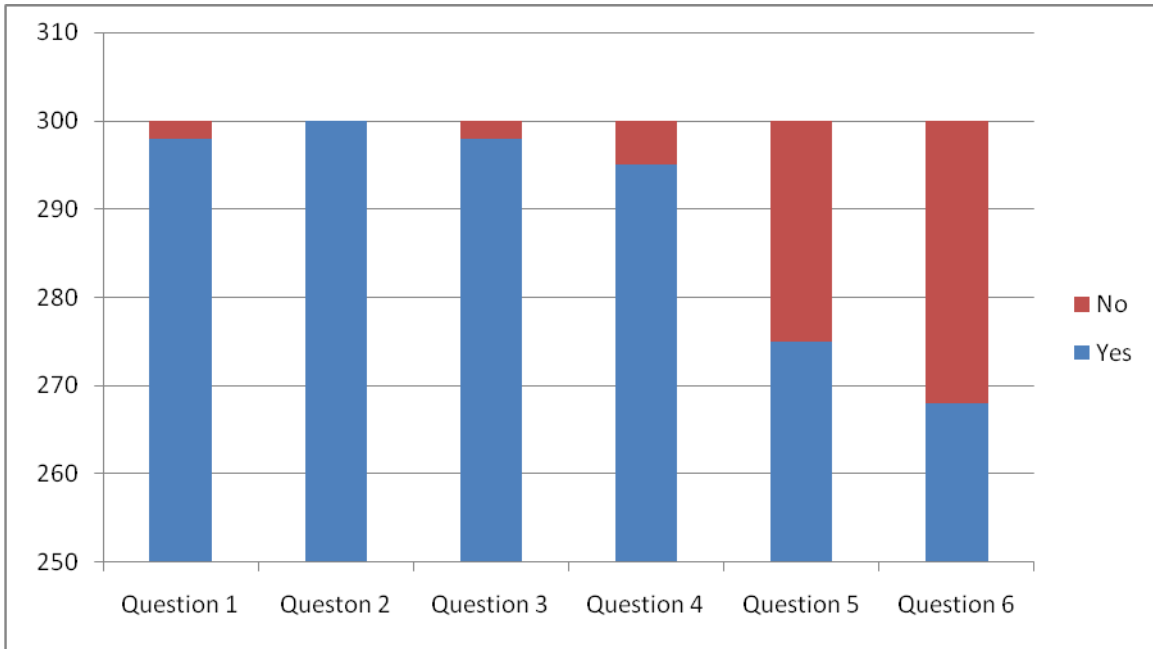
**Parent – Teacher Meet- Feedback Form**

S.No	Particular	Yes	No
1	Do you think that parent involvement is needed for improved performance of the student		
2	Has the teacher discussed the following with regard to your ward		
	a)Academic performance		
	b)Attendance		
	c)Discipline		
3	Do the Communication regarding fee details, CIA test, Examination and other activities of the department or college reach you?		
4	Are you satisfied with the measures taken by the college to improve the performance of your ward?		
5	Have you attended the entire previous PTA meeting, if not Why?		
6	Does your ward inform you on is academic progress?		

**SIGNATURE OF HOD**

**Parent Teacher meeting – Feedback Analysis (2015 – 2016)**

**Total number of Participants – 300**



**Annexure 2 (iii)**

**STUDENTS FEEDBACK ON CAMPUS EXPERIENCE**

Student Name:

Department:

Batch:

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 interpersonal 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 extra-curricular activities(Sports, NSS, NCC, Alpha Fest) of the college?	Excellent/Very good/ Good/ Average
7	How would you rate the co-curricular (Club activities)activities of the college?	Excellent/Very good/ Good/ Average
8	How would you rate the infrastructure facilities(Class rooms, canteen, playground, library, laboratory etc) of 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 the overall experience at Alpha?	Excellent/Very good/ Good/ Average

What did you like most about Alpha?

.....  
.....

What did you like least about Alpha?

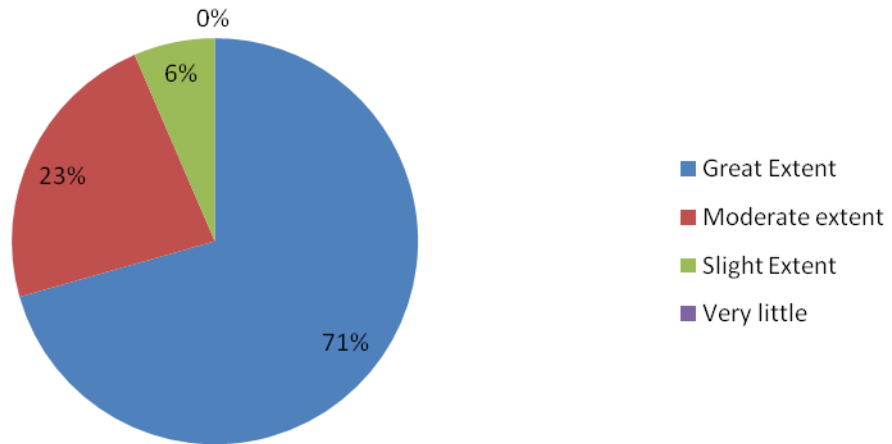
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Any other comments or suggestions you want to share?

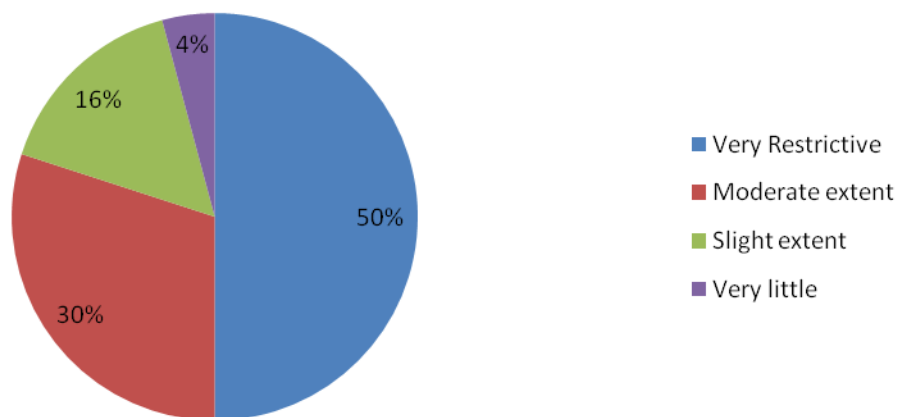
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**FEEDBACK ON CAMPUS EXPERIENCE (2015 – 2016)**

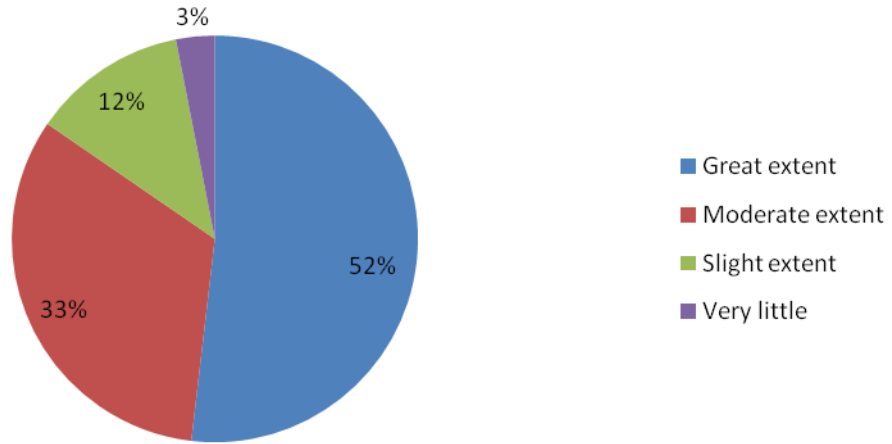
**How well did the college help you to improve your performance in the examination?**



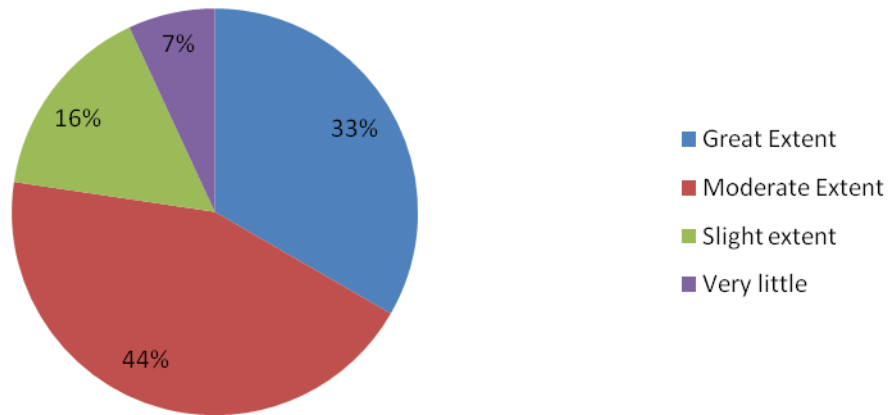
**How would you rate discipline in the college campus?**



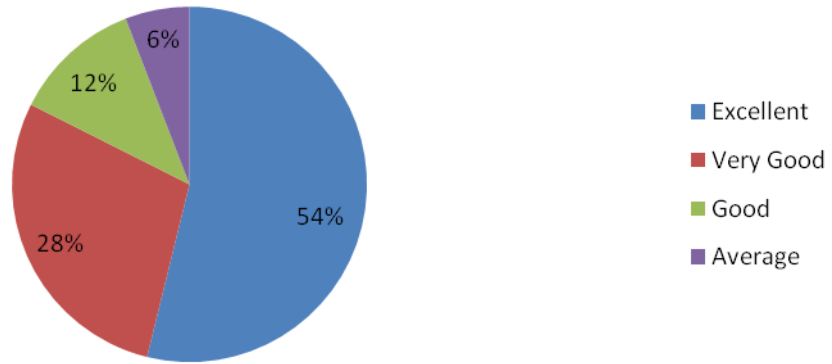
### How well did the college help you to improve your communication skills



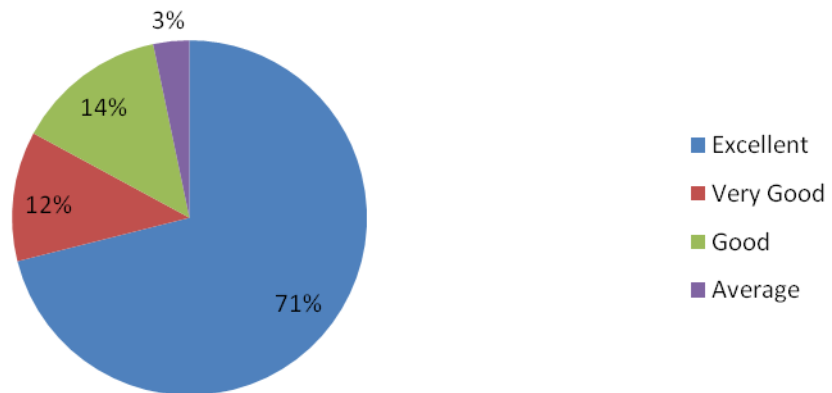
### How well did the college help you to improve your interpersonal skills?



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

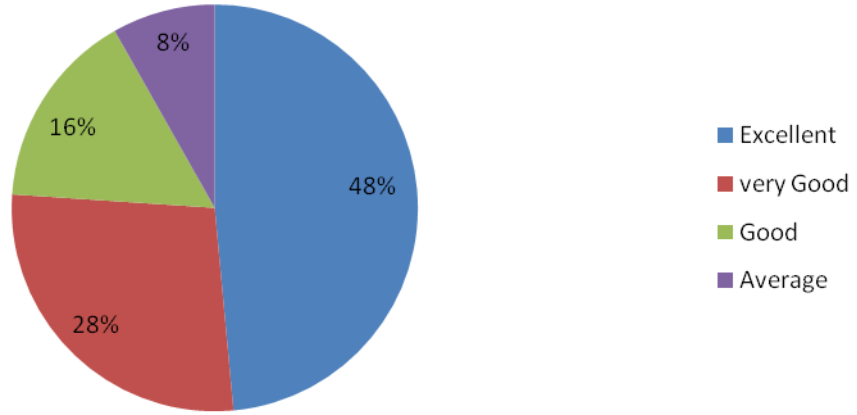


### How would you rate the extra curricular activities (Sports, NCC, NSS etc.) of the college?

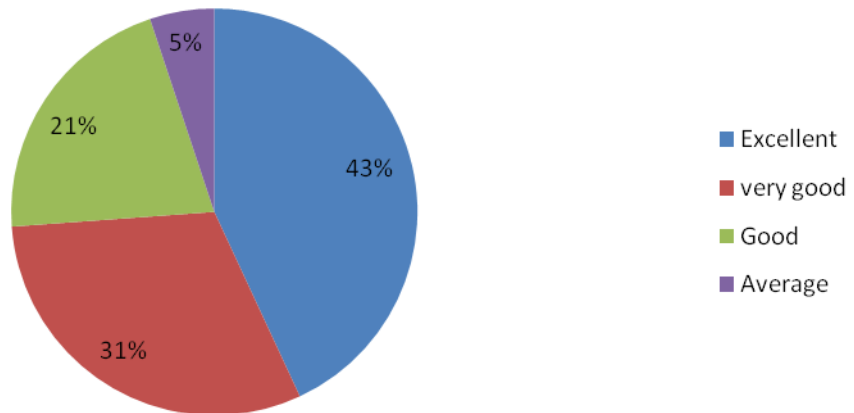




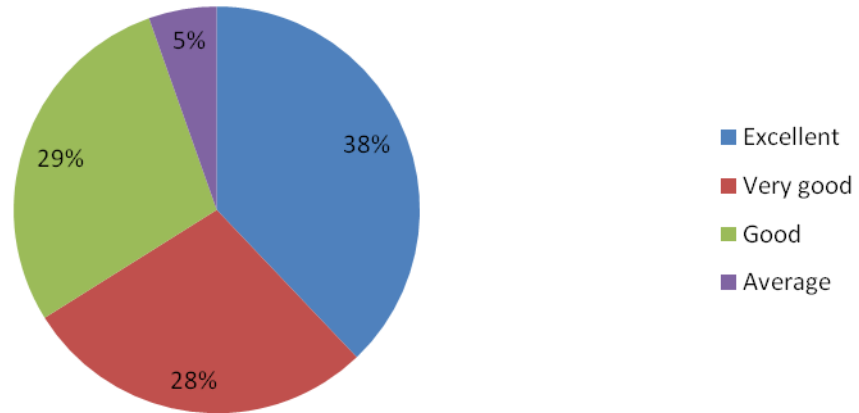
### How would you rate the cocurricular (Club activities) activities of the college?



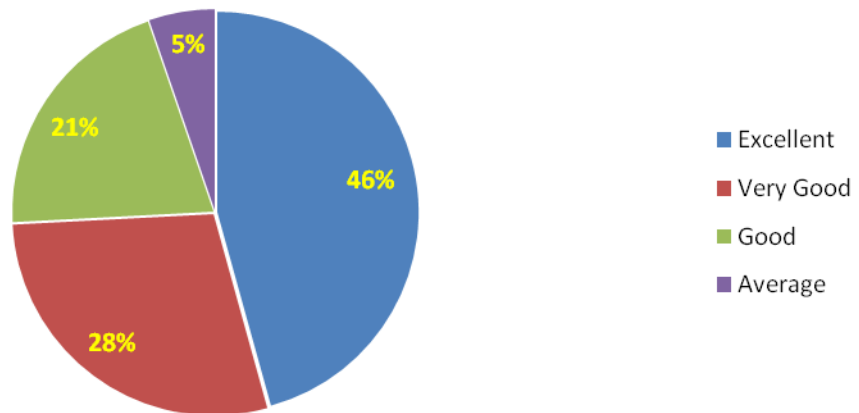
### How would you rate the infrastructure facilities of the college?



### How would you rate the mentoring and counseling services provided at the college?



### How would you rate your overall experience with Alpha College?



**Annexure 2 (iv)**

**ALUMNI FEEDBACK FORM**

We would like your feedback regarding your experience at Alpha. Please spare a minute and respond to the question 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 or 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 aloha contributed to enhance your social skills or 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?

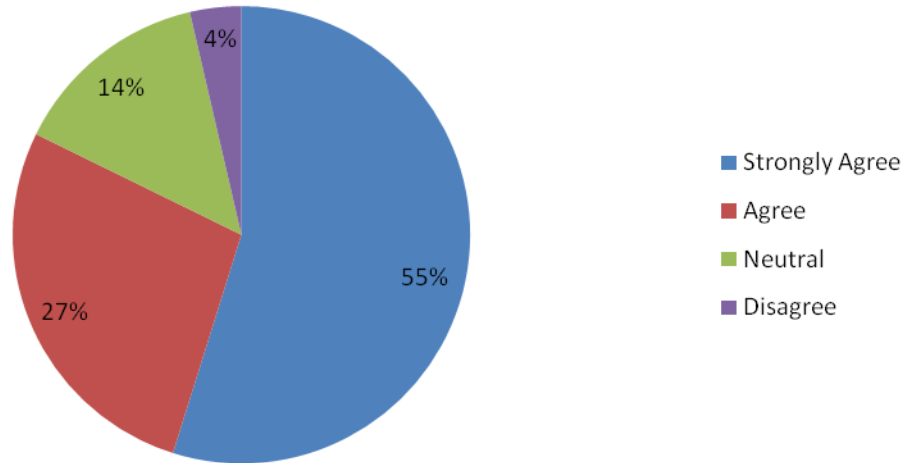
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Thank you for your feedback. We greatly appreciate your time. Your responses will help us to improve the quality of our services to the students at Alpha.

With best Wishes

Principal and Staff at Alpha

## Feedback Analysis - Campus Experience



**Annexure 2 (v)**

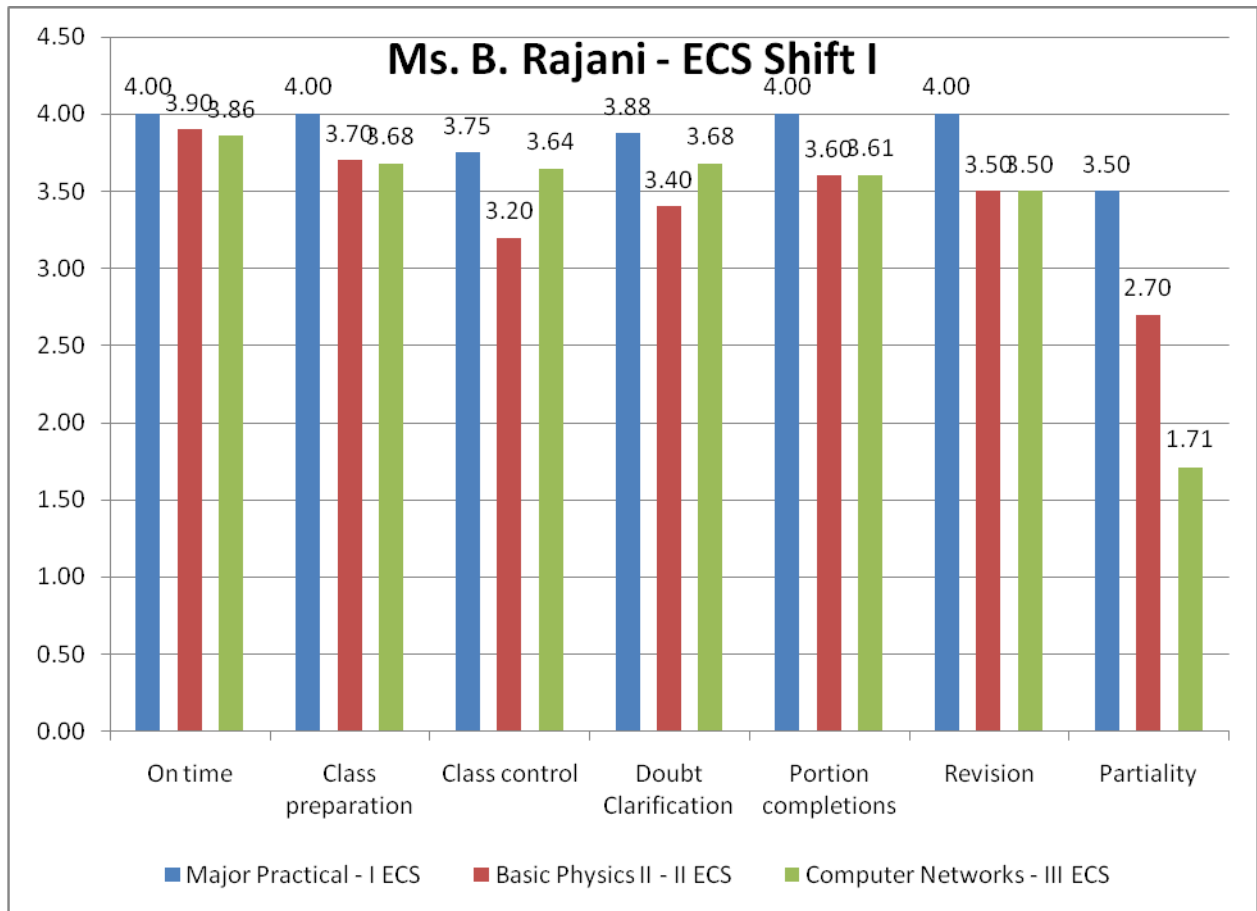
**STUDENT FEEDBACK - April 2016**

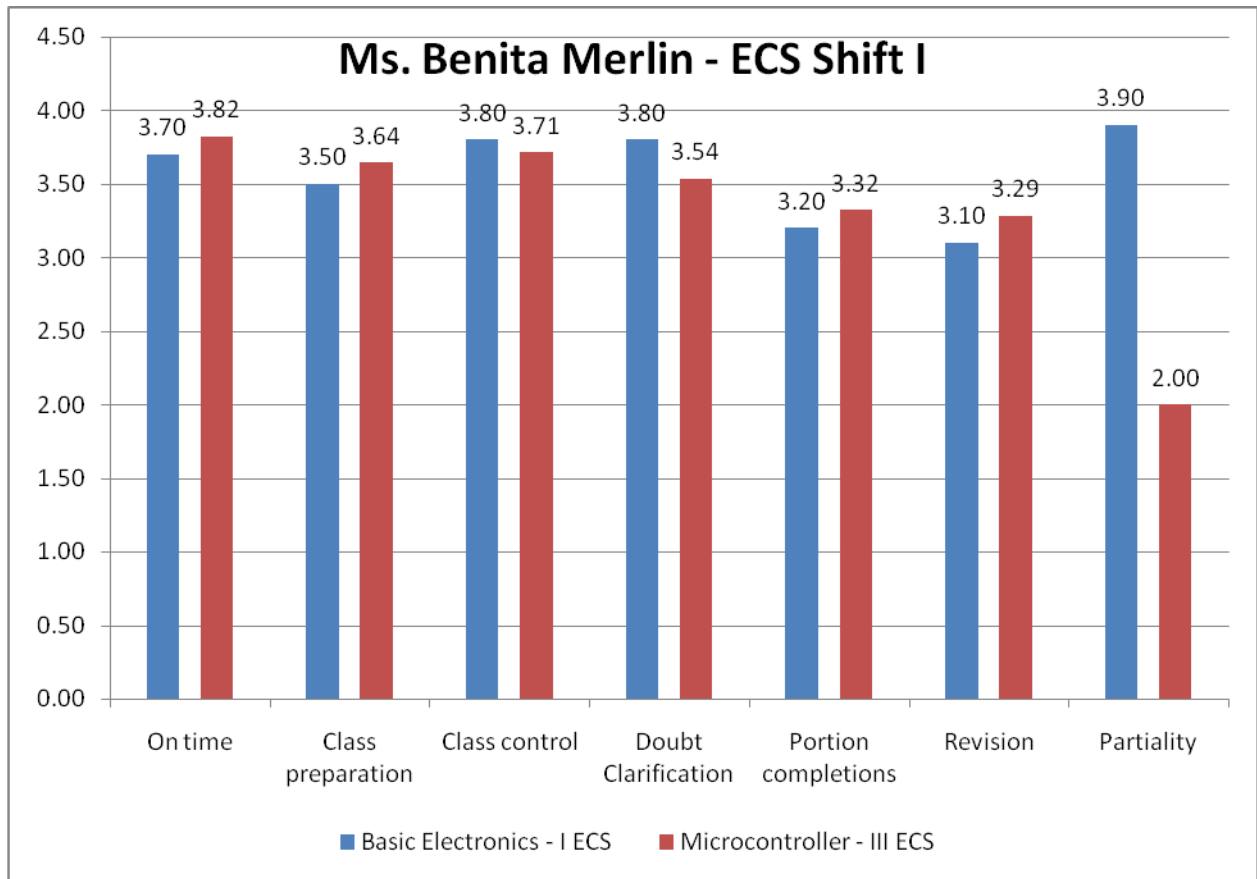
Department :

Year & Section:

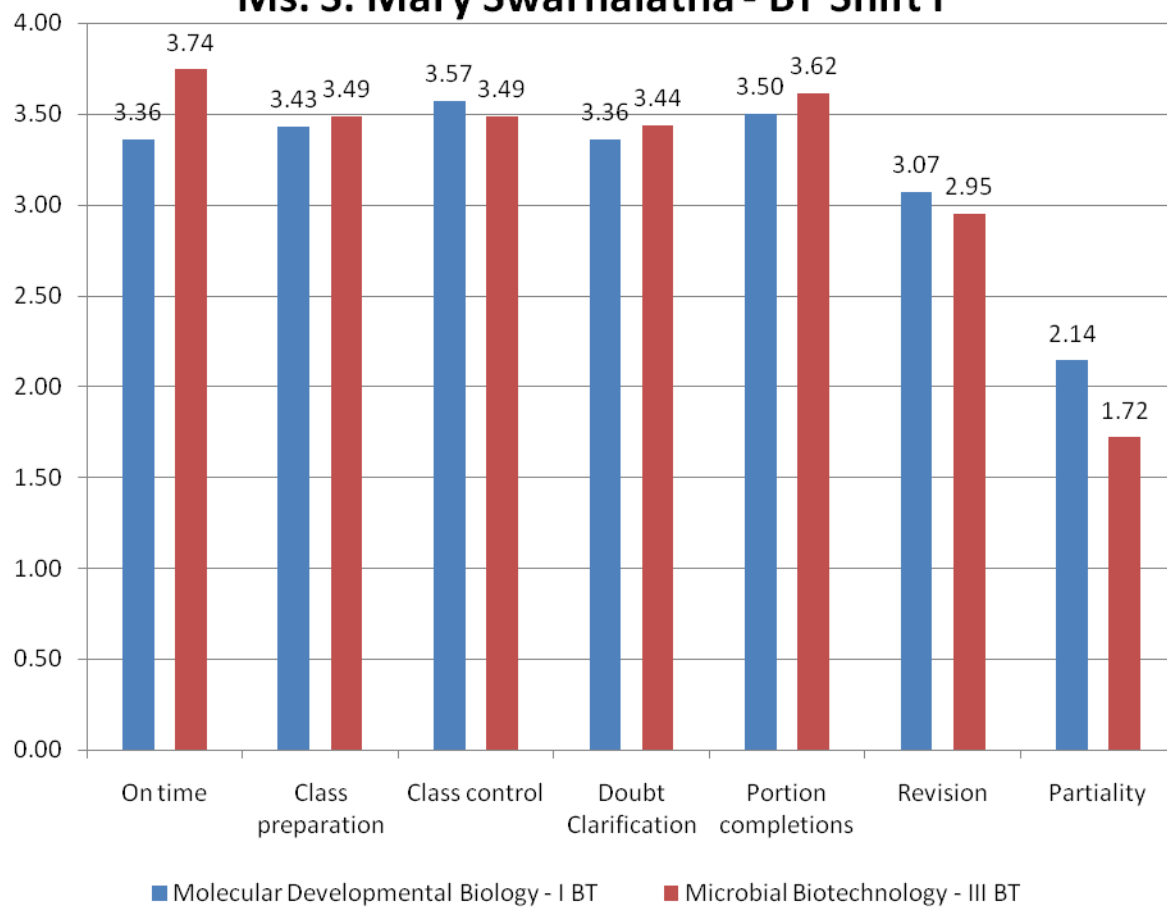
Grade Scale: (If your response for the question is) Always – 4, Mostly – 3, Sometimes – 2, Never – 1

S. no	Questions	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5
		Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5
1	Does the teacher come to the class on time?					
2	Does the teacher come prepared with the lessons and explain the topics clearly?					
3	Does the teacher keep the class under control and maintain discipline?					
4	Does the teacher clarify doubts and questions in the class?					
5	Does the teacher complete the portions before the examinations?					
6	Does the teacher revise the lessons before the examinations?					
7	Is the teacher partial towards some students?					

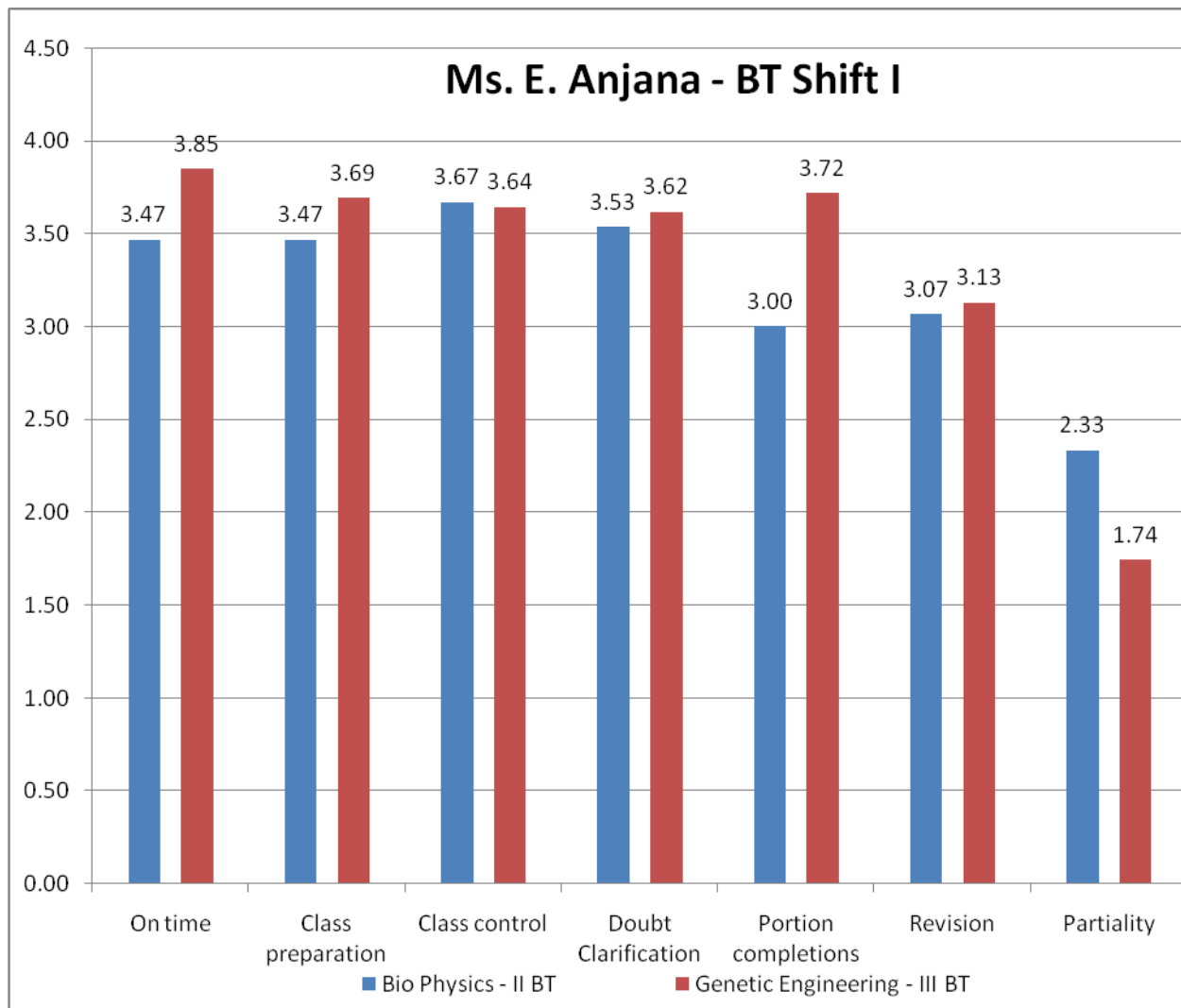




### Ms. S. Mary Swarnalatha - BT Shift I







### **Annexure 3**

**Best Practice 1:** Organization of International, National and Regional Conferences, Seminars and Workshops and in-house publication of research papers

**1. Title of the practice:**

**International, National and Regional Conferences, Seminars and Workshops and publications to promote R&D**

**2. Goal:**

To promote R&D; create an atmosphere conducive to research; and encourage debate, discussion and deliberation in areas of key interest through the organization of conferences, seminars and workshops in varied fields of academic study.

**3. The Context**

Recognizing the value addition that conferences and seminars make towards building a knowledge-based learning community, the IQAC of the College facilitated the organization of conferences by the Departments of Tamil, Economics, Biotechnology, Computer Science and Information Systems Management. The conferences, seminars and workshops were intended to reinforce the spirit of research amongst faculty, research scholars and students of the institution as well as provide a platform to share knowledge/skill in areas of current academic interest that would cater to the growing needs and demands of academia and industry.

**4. The Practice**

The IQAC through repeated meetings with all Departments encouraged and facilitated the organization of Conferences, Seminars and Workshops at the International and National level. It also encouraged the publication of research papers in in-house journals and books with ISSN/ ISBN number. It was decided that Departments would explore the option of collaborating with reputed knowledge/ publication houses who would lend their expertise to the theme of the conference.

Several Departments submitted their proposals for the organization of the same and 5 Departments were offered the chance to organize conferences during the academic year 2015-16. All Departments carried out standard organizing procedures with relation to their conferences such as call for papers, short-listing of quality research articles, publication of the same and facilitating smooth conduct of the conferences/seminars/workshops.

Experts from specialized fields of study related to the conference were invited as resource persons for each of the conferences. Expert contribution by resource persons and the research papers by participants added great depth to the study of the conference theme.

#### **A. Department of Tamil**

**Regional Student Seminar on “Tharkaala Ariviyal Valarchiyum Thamizhin Thonmaiyum”**

**Date: 5.10. 2015**

Publication of Book with ISBN number compiling student research articles

#### **B. Department of Economics**

**National Conference on Current Trends and Opportunities in Entrepreneurship –NCCTOE’15**

**DATE: 07/10/2015**

**Resource Persons:**

- Dr. S. Panikkasery, Director, MSME Development Institute

**Chairpersons:**

- Dr. R. Gayatri, Professor and Head, Department of Management Studies, St. Peter’s University, Avadi
- Dr. N. Raghavan, Associate Professor, Department of Commerce, University of Madras
- Dr.M.Tamilarasan, Associate Professor, Department of Sociology, School of Social Science University of Madras
- Dr.Mrs.S.Chinnamai, Associate Professor, Department of Economics, University of Madras.
- Dr.E.Bhaskaran, Deputy Director of Industries and Commerce, General Manager, District Industries Centre, Department of Industries and Commerce, Government of Tamil Nadu

**Highlights**

- The Conference proceedings were published with ISBN number

#### **C. Department of Biotechnology**

**National Conference on Herbal Technology – Past/Present/Future**

**Date: 12/1/2016**

**Resource Persons:**

- Fr. Dr. Ignacimuthu, Director, Institute of Entomology
- Dr. Sulthan Ismail, Director, Eco science Research Institute

#### **Chairpersons**

- Dr. Krishnasamy, Department of Biotechnology, Hindustan University
- Ms. Nazreen Najeeb, Department of Biotechnology, Mohammed Sathak College, Chennai
- Dr.Syed Mohammed Ali, Head, Department of Biotechnology, Mohammed Sathak College, Chennai
- Dr.Anusha Bhaskar, Associate Professor and Scientist, Department of Biochemistry, PRIST University, Thanjavur
- Dr. Preethy Gowrinathan Alpha alumnus and Scientific Consultant, Phoneix, USA
- Dr. Florida Tilton, Managing Director, Biozone Research Technologies, Chennai
- Dr. Uma Maheshwari, Associate Professor, Department of Biotechnology, Madras University, Chennai

#### **Highlights**

- Publication of 25 original research papers in International Journal with ISBN number

#### **Evidence of Success**

- Positive and encouraging feedback was received from the participants

### **D. Department of Computer Science**

#### **International Conference on Innovative Practices in Computer Technology**

**Date: 16.4.2016**

#### **Resource Persons:**

- Dr. M.Ponnaivaiko, Vice Chancellor, Bharath University, Guest of Honour - Inaugural Address and release of conference proceedings
- Mr. Sahaya Tamilarasan, Senior Manager, Technology Microland, Bangalore - Valedictory Address

#### **Chairpersons:**

- Dr. B. Shanthini, Head of IT Department, St. Peter's University, Avadi, Chennai

- Dr. R. Latha, Head of MCA Department, St. Peter's University, Avadi, Chennai
- Dr. S. Sasikala, Associate Prof, Institute of Distance Education, University of Madras, Chennai
- Dr. S. Sridhar, Head, Department of MCA, SA Engineering College

**Special presentation:**

- Ms. Bhindu Madhavi Chintha, Senior Consultant, Capgemini, Dallas, USA - video presentation on the topic

**Highlights:**

- Launch of website for the Conference to facilitate the correspondence with the scholars.

**E. Department of Information Systems Management**

**National Seminar on The Dynamics of Data Analysis and Research Publications**

**Date: 3.10.2016**

**Resource Persons:**

- Dr. C. Jyoti Venkateswaran Dean, Computer Science and Applications, Presidency College - Inaugural address
- Dr. G. Sreedhar, Associate Professor, Rashtriya Sanaskrit Vidyapeet - Special address on "Web Mining".
- Mrs. Rashi Sharma, Hypnotherapist & PLR therapist, NGH - Special address
- Dr. S. Sridhar Head, Department of M.C.A S.A. Engineering College
- Dr. S. Hemalatha, Associate Professor, Department of CSE, Sri Lakshmi Ammaal Engineering College
- Dr. D.Ashalatha, Principal, AASC – Valedictory Address

**Highlights:**

- Launched a website to facilitate communication with the scholars
- Paper and poster presentations by students

**5. Evidence of Success**

**Feedback**

Each of the conferences/ seminars and workshops received good response from participants. Feedback on the conferences attest to this fact.

## 6. Problems Encountered and Resources Required

- Difficulty in mobilizing papers of good quality that would contribute to the study of the conference theme.
- Distance from the city and inadequate public transportation proves a hurdle for participants

### Workshops Organized

Si. No.	Title of the Workshop	Department
1	Workshop on “New Vistas to enhancing Student Communication”	Department of English
2	Workshop on “Advanced Computing Skills”	Department of Computer Applications
3	Workshop on SPSS	Department of Mathematics
4	Workshop on "Operations of Thermo cycler"	Department of Biotechnology in association with BIOZONE
5	Theatre Workshop for NSS volunteers	NSS, AASC in association with "SHASHA" foundation
6	"Entrepreneurial Development Programme" for young women of the local community	EDC, AASC
7	Workshop on “Nuances of Individuality and Conventionality”	Department of English
8	Workshop for student leaders titled “Pathways to High Performance”	Student Forum
9	Inter-collegiate Workshop titled “Kalaichuvadugal”	Department of Visual Communication
10	Workshop on “Hands on Training on PCR Techniques”	Department of Biotechnology
11	Workshop on Android App Development	Department of Computer Applications
12	Workshop on "Web Technology"	Department of Computer Applications
13	Workshop on ‘Statistical Applications’	Department of Mathematics in association with R&D Cell
14	Workshops on Simulator & Emulator	Department of Computer Science Shift I & II
15	Workshop on “Dot Net Technologies”	Department of ISM
16	Workshop on “Web Designing”	Department of Computer Science.
17	Workshop on “J2EE”	Department of Computer Applications
18	Workshop on ‘Power of You’	Department of Business Administration
19	Workshop on "News reading and Compering"	Department of English
20	Workshop on "“Enriching Interpersonal Skills for Effective Communication”	Department of English

### Annexure-4-(i)

## **Best Practice 2: Reforms in Teaching- Learning methodologies**

### **1. Title of the practice**

Reforms in Teaching- Learning methodologies

### **2. Goal**

To offer learners an enhanced learning atmosphere through employment of advanced/ recent teaching methodologies, consistent classroom testing, monitoring of performances and progress; to track student attendance/ regularity to curtail absenteeism/ late-coming and thus contribute to better performance.

### **3. The Context**

The IQAC, working with Departments in the institution, recognized the need to curtail student absenteeism and late-coming which were identified as major reasons for a dip in academic performance. It also aimed to augment student performance in academics in order to offer them brighter career prospects.

### **4. The Practice**

In this regard, the IQAC recommended early interventional strategies to enhance students' academic performance through employment of latest technology and techniques in the classroom. Accordingly, the Lesson plan template was modified to introduce activity-based teaching-learning methodologies. A framework was devised to conduct classroom assessments on a weekly basis which also recorded the attendance of students. This tracking system helped teachers monitor student performance progress and adopt interventional strategies to correct lacuna in the case of individual students. Suitable remedial measures [individualized, based on subject and students] were adopted by subject faculty to offer learning support to slow learners. Parental assistance was sought when necessary to ensure optimal results.

Based on the success of the Continuous assessment [CA] framework, a Monthly Assessment system was created to augment the CA method. Classroom tests, innovative assignments, seminars, Group discussions and activities form part of assessments offering learners a wide range of activities that would build and test their skills and knowledge in individual subjects. This has contributed greatly towards ensuring objectivity in the award of internal marks.

## **5. Evidence of Success**

- Improvement in pass percentage
- Enhanced rate of recruitment of final year students during placement drives
- Improved morale amongst the student community
- Decrease in absenteeism and late-coming on regular working days and during examination days

## **6. Problems Encountered and Resources Required**

- Initial resistance from learners due to lack of comprehension of goals behind methods employed. In course of time, however, learners gained cognizance of the importance of continuous assessments to help achieve better results
- Additional workload for faculty in terms of number of tests to be evaluated. However, over a period of time, faculty developed a consistent, innovative and systematic method of testing that optimized resources.