

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/2017/124

22nd August 2017

To

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

Sub : Submission of AQAR report

Ref.No: Track ID No 12434

Sir,

The Fifth Annual Quality Assurance Report (AQAR) of Alpha Arts and Science College (CGPA 3.14, Grade A), Chennai, Tamil Nadu, for the Academic Year 2016-2017 is submitted herein.

This AQAR report is in the format prescribed by NAAC, The required (5) annexures are also attached.

Kindly accept and acknowledge the same.

Yours Faithfully,


(Dr.D.Ashalatha)

CHAIRPERSON, IQAC

PRINCIPAL

ALPHA ARTS & SCIENCE COLLEGE
PORUR, CHENNAI-600 116



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 2016- May2017
(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

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Alpha Arts and Science College
1.2 Address Line 1	P.Box No. 30
Address Line 2	Porur
City/Town	Chennai
State	Tamil Nadu
Pin Code	600116
Institution e-mail address	artscollege@alphagroup.edu
Contact Nos.	9884442576
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. MHCOGN 18879)

12434

1.4 NAAC Executive Committee No. & Date:

EC/59/A&A/54 dated 21.04.2012

(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/arts-science/index.php>

Web-link of the AQAR:

<http://alphagroup.edu/arts-science/downloads/AQAR2016to17.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07.06.2010

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

2016-2017

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 2012-2013 submitted to NAAC on 14/08/2013
- ii. AQAR 2013-2014 submitted to NAAC on 17/07/2014
- iii. AQAR 2014-2015 submitted to NAAC on 17/08/2015
- iv. AQAR 2015-2016 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 (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	21		
2.2 No. of Administrative/Technical staff	1		
2.3 No. of students	2		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	1		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	2		
2.9 Total No. of members	30		
2.10 No. of IQAC meetings held	4		
2.11 No. of meetings with various stakeholders:	No. 4	Faculty 4	

Non-Teaching Staff/ Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- ICT enabled teaching learning
- Promotion of research activities
- Enhancement of employability skills
- Workshops, conference
- Knowledge enrichment programmes
- Enhancement of technical knowledge in various disciplines
- Innovative methodologies in teaching and learning English language and literature.

2.14 Significant Activities and contributions made by IQAC

The IQAC plays a vital role in enhancing the quality of the programmes offered by enriching the faculty.

1. ISO audit was conducted
2. The Self study report was uploaded in the college website on March 31st and hard copies were submitted to the NAAC on 3rd May.
3. FDP were organised for faculty development
4. Online feedback system was introduced
5. Campus placement strengthened by providing continuous training and inviting more clients. The IQAC took initiative to provide placements even to students with backlogs.
6. Constant interaction with the department for sustaining quality education

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Plan to conduct international and national seminar	1. International Multidisciplinary Conference on Information Science, Management Research, Social Sciences 2. International Conference on Innovative Methodologies in Teaching and Learning English Language and Literature .
2. Encouraging research activities	1. Number of publications increased 2. LOU with NIELIT 3. MOU with Pathgene
3. Observing National and International important days	1. International Yoga Day was Observed on June 21 st 2016 2. National Science day was observed by ECS department. 3. Ramanujam day was observed by department of mathematics shift-II
4. To encourage entrepreneurship among students	1. The activities of the NEN team of the college were given a fillip in 2016-17. Start-ups by the budding entrepreneurs were facilitated through the course content on the Learn wise app and student support system. The team won 3 rd position in the state of Tamil Nadu.
5. To encourage sports and games	Master V. Buvanesh Kumar of I BCA S-I had won the 5 th place by representing INDIAN team in the Fist ball federation in International Fist ball Association IFA Master V. Balaji III BCA had won the 3 rd place in 7 th National Junior football match at Haryana.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- 1.Enhancement of quality throught the conduct of conferences, workhop and seminars
- 2.Motivating the faculty to participate in research oriented activities
- 3.Encouraging entrepreneurship skill by extending support to student start-ups via NEN and ENACTUS.

Part – B

Criterion – I

I. 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				
PG				
UG	8	1	9	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	8	1	9	
Interdisciplinary				
Innovative				

↙

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Shift I – 9, Shift II – 5
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.

Yes, Existing syllabi of various disciplines has been updated to keep in pace with current trends

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

Yes -BCom –Corporate Secretaryship

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	96	95	----	1	NIL

2.2 No. of permanent faculty with Ph.D.

11

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
21	-							21	

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

NIL

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	21	39	17
Presented papers	26	39	3
Resource Persons	-	1	-

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

- Uploading of learning material on website through e-campus
- Enhancing ICT facilities

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

180 days

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

Internal assessment using Online Multiple Choice question introduced.

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

69.5%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCom Gen	131	10	78	16	-	79%
BCom CS	NA	NA	NA	NA	NA	NA
BCom ISM	49	1	14	-	-	51.25%
BCA	92	12	38	12	-	67%
B.Sc-Viscom	40	3	6	4	20	83%
B.Sc- BT	44	6	24	11	-	93%
B.Sc-CS	78	13	36	17	-	84%
B.Sc-ECS	22	7	8	-	-	68.2%
BBA	48	1	3	19	2	52%
SHIFT-II						
B.Com Gen	87	1	13	17	-	35%
BCom-ISM	28	-	10	1	-	40%
BCA	58	8	20	4	2	58%
B.Sc CS	62	3	36	20	3	52%
BBA	23	0	5	7	2	61%

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

IQAC initiates the following

- Monitors the teaching and learning processes by conducting class committee meetings with HODs and students representative to review academic programs, address problems and initiate quality improvement strategies
- 360 degree feedback involving staff self-appraisal, appraisal by peers, by HOD, Principal and by the students. This feedback helps the faculty to evaluate their teaching methodology and make suitable modifications
- Based on the university examination result analysis IQAC recommends the necessary improvements in teaching methodology
- Organises softskill development courses , certificate courses for students to the bridge any gap in the curriculum.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	96

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	8	-	-	-
Technical Staff	5	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> ➤ MOU with Pathgene ➤ LOU with NIELIT ➤ Faculty members are encouraged to submit research projects to various funding agencies ➤ Faculty members are encouraged to enroll for doctoral degree. ➤ Infrastructure facilities like INFLIBINET, research journals and other digital facilities are provided to encourage and facilitate research. ➤ Departments are motivated to conduct and participate in National / International/Seminar/Workshop and conference

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	30	18	7
Non-Peer Review Journals		3	2
e-Journals	3	-	-
Conference proceedings	29	35	6

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="90"/>	State level	<input type="text" value="50"/>
National level	<input type="text" value="8"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="30"/>	State level	<input type="text" value="3"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
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="-"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

Campus crusade programme

Tutorials activities in the adopted schools

Dengue awareness rally was conducted along with Department of preventative medicine ,
Government of Tamil Nadu

Herbal plants are maintained by the students of Eco club

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	46111Sq.ft			46111Sq.ft
Class rooms	33			33
Laboratories	7+1			7+1
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Fully Computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16590	3930282	-	-	16590	3930282
Reference Books	2062	176489	-	-	2062	176489
e-Books	75000 (online)	17225	-	-	75000 (online)	17225
Journals	37	89350	-	-	37	89350
e-Journals	3000 (online)		-	-	3000 (online)	
Digital Database			-	-		
CD & Video	409		-	-	409	
Others (specify)			-	-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	200	2	-	1	-	1	14	
Added								
Total								

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

NPTL, Oracle ICT , Certificate Course, Departmentwise certificate courses

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.89
ii) Campus Infrastructure and facilities	21.72
iii) Equipments	4.66
iv) Others	4.96
Total :	37.24

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Freshers orientation programme
- EDC programs to enhance the entrepreneurship skills of students
- Training support to I,II & III year students for enhancement of employability
- Vibrant placement opportunities for all students
- Remedial classes for slow learners
- Parents – Teachers Meetings at regular interval
- Encouragement to the students to participate in various cultural activities
- Motivation to students to participate in extra curricular activities like sports, NSS, NCC, YRC , RRC and in club activities and cultural activities
- Facilitating government scholarship
- Morning Assembly and chapel service to support for holistic spiritual well being
- Anti-ragging committee to safeguard I years from ragging.
- Support service to women students and staff through the Women cell
- Shuttle service provided to the College.
- Elected students forum
- Encouraging entrepreneurial activities through NE N and ENACTUS team
- Mentor- ward system to offer counselling support for students in the areas of academics and over all well being
- Grievance Redress cell to address grievances of students
- Gender sensitization and women empowerment activities through the women cell.

5.2 Efforts made by the institution for tracking the progression

- Class teachers/ Mentors monitors the academic progress of the students periodically
- Parents teacher meet help to keep the parents updated about the academic progress of their wards.
- Remedial classes and intensive pre –exam preparation are arranged for slow learners.
- Special attention is provided to student swho have language issues.
- Challenging environment is provided to advance learners

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2051			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1275	62		776	38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
179	305	0	1562	1	2046	470	292	0	1262	6	2030

Demand ratio 1:2 Dropout 1%

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

- The library is equipped with the books for competitive exams , entrance exams and Government exams
- Aptitude test are conducted as part of the placement training

No. of students beneficiaries

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

- Training and placement cell organises counselling sessions for career guidance
- Alumni visit the departments often to motivate the students
- EDC cell , NEN, ENACTES organises programs to encourage entrepreneurship skills
- The department of Business Administration organised a guest lecture on "JOB READY GET READY" on 26th August 2016.
- Placement training gives attention to softskills, logical reasoning, analytical reasoning, group discussion and brain storming session on current issues to improve personality
- On 4.1.2017 Alpha Arts & Science College jointly with MTS academy , NYK -Ministry of Youth affairs and sports, Government of India organised one- day workshop on employability skill development for final Year students and distributed related books and certificate.

No. of students benefitted

747

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
30	640	470	30

5.8 Details of gender sensitization programmes

- Women Cell organised awareness program on the “GOOD TOUCH,BAD TOUCH” to educate school students on the need to be alert and aware in the area of self- protection.
- Awareness building talk on the topic “ Challenges Women face and how to handle them” was conducted by Resource Person Mrs. Vasanthi Viswasam, Professional Counsellor and Mrs.Magdalene Mahiba Cognizant technologies and serving as special counsellor and focussed their talk on self-acceptance , self-esteem and character building in the forenoon session.
- In the afternoon session Ms. Pauline, consultant and counsellor addressed more than 100 women students and spoke on the topic “Choices, Chances and Changes” addressing issues like addiction, stress, depression, premarital and post marital problems.
- Oratorical Competition was conducted on the topic “BE BOLD FOR CHANGE”- Women in the changing world of work with Mrs. Pauline Rajesh as Judge.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	5	30,000
Financial support from government	191	10,70,711
Financial support from other sources	-	-
Number of students who received International/ National recognitions	--	---

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

S.N	DATE	EVENT	PLACE
1	24.07.2016	A.P.J Memorial walkathon -Awareness regarding green initiatives	QMC
2	31.07.2016	Shine Child & Women welfare Trust Walkathon - Women rights and empowerment	Marina beach
3	28.08.2016	Flood Awareness at Valluvar Kottam	Marina beach
4	10.09.2017	Dengue Awareness	Dr.SamuelChelliah,NS S ,Tamilnadu
5	15.09.2016	VIT Cancer awareness marathon	Kelambakkam
6	02.10.2016	Elders day Rally	Actor Gangai amaran (Musician & singer)
7	26.11.2017	Green Project with Exnora & Tree bank	Mr.Nirmal .MD
8	19.12.2016	Green Project with Exnora & Tree bank	Mr.Nirmal .MD
9	20.12.2016	Sapling distribution by students Tree bank with Exnora	Mullaivanam ,Vivek Actor
10	28.12.2016	Tree bank with Exnora- sapling distribution	Mullaivanam ,Vivek Actor
11	07.01.2017	Tree bank with Exnora- sapling distribution	Mullaivanam ,Vivek Actor
12	12.01.2017	Nesuvalzhargalin Maruvalvu - Rehabilitation of weavers	Mr.Mullaivanam
13	12.01.2018	Blood donation camp	team from Children's Hospital ,Egmore
14	18.01.2017	Vivekanadhar 154th Birthday Celebration - Awareness about Youth issues	University of Madras
15	25.01.2017	Voter's Day celebration	VPMSchool
16	04.02..2017	Training on Youth Leadership &Community Development Mr.Sivakumar,District Coor	
17	06.02.2017	SPARSH Leprosy Awareness Programme	Health Inspector,Chennai Corporation

S.N	DATE	EVENT	PLACE
18	13.02.2017 to 17.02.2017	Training on Youth Leadership &Community Development	Dr.G,Bhaskaran,NSS Coordinator,UNoM
19	15.03.2017	Blood Grouping Camp	MS.Mini,PHC Porur(TANSACS)

5.13 Major grievances of students (if any) redressed: Yes, One

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision</p> <p>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</p> <p>Mission</p> <ol style="list-style-type: none"> 1. To offer 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 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.
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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

- Quality improvement strategies are planned and executed with the help of the IQAC
- Feedback on curriculum, faculty performance is taken by 360⁰ feedback system.
- As per the UGC norms the curriculum adoption was taken by the department.

6.3.2 Teaching and Learning

Teaching

- Extensive use of ICT
- Faculty development programmes
- Teachers' evaluation by students through feedback
- Promoting library upgradation to make it more resourceful
- Promotion of hands-on approach to learn through internships, student projects etc.
- Workshops on ICT.

Learning

- Guest lectures by eminent resource persons
- Encouraging peer group learning
- Provision of minimum learning material
- Internet facilities
- Learning is broadened by watching films, preparing documentaries on social issues, making posters and enacting street plays on social issues.
- By giving short projects to UG student

- The written examination process of the conduction of internal and external examination has been centralized.
- External examination process strictly adheres to the university rules and regulations
- The college constituted a centralized unit of exam cell with Principal as Chief for internal and external examinations.
- Centralized unit of examination cell consists of a group of 10 members from various disciplines.
- Question papers are set to the quality of ISO standards
- Grievances are always addressed.
- Malpractices are strictly monitored.
- Availability of high quality of reprography facility.
- Double locker facility available for security of both internal and university question papers
- Instead of giving additional answer scripts during examinations, the examination cell provides a booklet of answer scripts.
- The result analysis is made within a short span of time after the valuation of answer scripts.

6.3.4 Research and Development

- Monitoring and reporting of knowledge transfer activities.
- Focus on the introduction of PG Courses for various discipline
- Encouraging staff to publish research articles in peer reviewed journals
- R& D Cell conducted Tech – Talk on research methodology to staff members
- Motivated staff members to enrol for Ph.D Program
- Organisation of international, National and Regional , Conferences ,Seminars and Workshops.
- Publications of In-House Journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Centralized unit of library functioning on First floor
- Catalog of books are made available in ERP package, both Issue and Return of Books made ERP packages
- All books are bar coded
- Digital library focuses on students’ academic and research pursuits
- Library is furnished with INFLIBNET & DEL net resources
- Reprographic facility available in library
- WI-FI enabled access inside the library
- Library is operational with Open access books system
- WI-FI enabled Campus
- CCTV monitored campus
- All departments are equipped with LED projectors
- Computer labs are equipped with internet facility

6.3.6 Human Resource Management

- Promotion and sustenance of quality initiatives with regard to human resource management according to the ISO 9001 : 2015

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 of Management, HR team, and the respective subject expert from the department/ college.

6.3.8 Industry Interaction / Collaboration

MOU signed with Biozone & Pathgene research laboratories

LOU signed with NIELIT

6.3.9 Admission of Students

- Centralized admission procedure is followed and the conversion to full fledged online admission process is in progress.
- Application forms made available in the college office, Corporate Office and website for the applicants
- Eligibility criteria is followed as per University norms.
- Online fee payment system is introduced
- Lateral entry has been given preference as per the university guidelines.

6.4 Welfare schemes for

Teaching	PF benefit Gratuity Medical Leave Maternity Leave
Non teaching	PF benefit Gratuity Medical Leave Maternity Leave Fee Concession to wards
Students	Facilitating Scholarship Students Safety Insurance Medical Examination SRMC

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Y	TUV		
Administrative	Y			

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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 Meeting held on

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 material for department books bank
- 4) Share their experience during Tech-Talks
- 5) Organise Motivational talks

6.12 Activities and support from the Parent – Teacher Association

- 1) Regular PTA meeting are conducted at department levels
- 2) One to One interaction is encouraged
- 3) Feedback is taken from the parents for further improvements
- 4) Communication to the wards done through short message service

6.13 Development programmes for support staff

- 1) Orientation program
- 2) Training programs

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

- 1) Herbal gardening
- 2) Planting of saplings

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.

- Certificate courses to enhance career prospects
- Publication of research articles with ISBN and ISSN No.
- Script writing and participation in ALL INDIA RADIO and Doordarshan TV programs by students and staff.
- Use of social networking sites for official communications through closed groups
- Conduct of National , International and Regional conferences ,seminars and workshop
- Encouragement of entrepreneurial skills to students through NEN, ENACTUS and EDC
- Focus on communication skills by organising courses like E-BEC in association with Cambridge University and Youth circle in association with ICTACT

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 organise conferences and seminars at the National and International level in various disciplines.

Action Taken: Conduct of Two international Conferences by the department of English and The department of ISM and Two National Seminars by Department of Bio-technology and Department of Computer Application Shift-II respectively.

2. **Plan:** To encourage research activities and to bridge the gap between academia and industry.

Action Taken: 1. Number of publications increased
2. LOU with NIELIT
3. MOU with Pathgene

3. **Plan:** Addition of new Courses

Action Taken: Applied for M.Com and revived M.Sc Bio- Technology

4. **Plan:** To encourage entrepreneurship among students

Action Plan: Start-ups by the budding entrepreneurs were facilitated through the course content on the Learn wise app and student support system.

5. **Plan:** To strengthen the quality management system through ISO process

Action Plan: Institution underwent audit process and certified as ISO 9001:2015 on 15.4.2017

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

- Best Practice 1: **Student support through the NSS and the Media Club**
- Best Practice 2: **Implementation of value-added certificate programmes**

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

7.4 Contribution to environmental awareness / protection

- A plethora of events was organised to create the awareness about increasing the green cover of the college.
- NSS unit of the College distributed saplings in association with tree bank and EXNORA
- Eco –club members, a major part of who are from the department of bio-technology are actively involved in maintaining Herbal garden.

7.5 Whether environmental audit was conducted? Yes No

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

<p style="text-align: center;"><u>STRENGTH</u></p> <ul style="list-style-type: none"> ➤ Focus on ICT enabled teaching ➤ Learning support for slow learners and providing challenging environment for advanced learners. ➤ Vibrant placement opportunities for all students. 	<p style="text-align: center;"><u>WEAKNESS</u></p> <ul style="list-style-type: none"> ➤ Lack of flexibility in curriculum. ➤ Lack of updation of curriculum to match the current trends in certain computer science based disciplines. ➤ Difficulty in mobilizing funding for research projects.
<p style="text-align: center;"><u>OPPORTUNITIES</u></p> <ul style="list-style-type: none"> ➤ Increase in number of courses. ➤ Increase in number of University ranks. ➤ Offer a wide range of certificate courses to bridge the gap in the curriculum. ➤ Widen placement opportunities based on core disciplines. 	<p style="text-align: center;"><u>CHALLENGES</u></p> <ul style="list-style-type: none"> ➤ Majority of the students are first generation learners. Hence less educational support from parents ➤ Student’s academic performance affected by their economic and social background. ➤ Changing trends in the industry affects placements opportunities

8. Plans of institution for next year

1. To introduce M.com in Shift-I
2. To revive M.Sc Bio-Technology

Name GREETHA RAVI

Name DR. D. ASHALATHA

Reemalari

D. Ashalatha

Signature of the Coordinator, IQAC

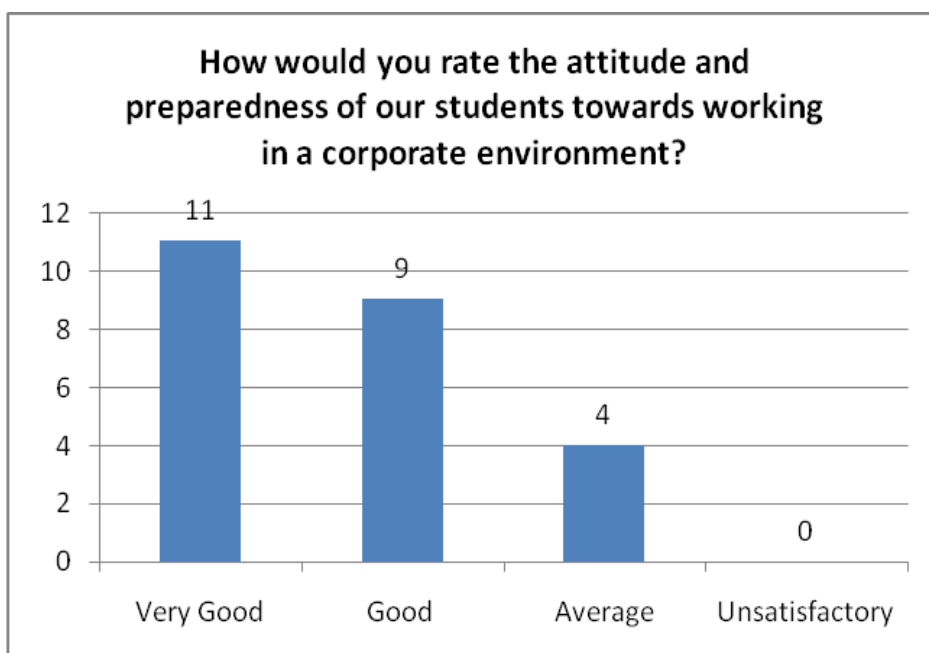
Signature of the Chairperson, IQAC

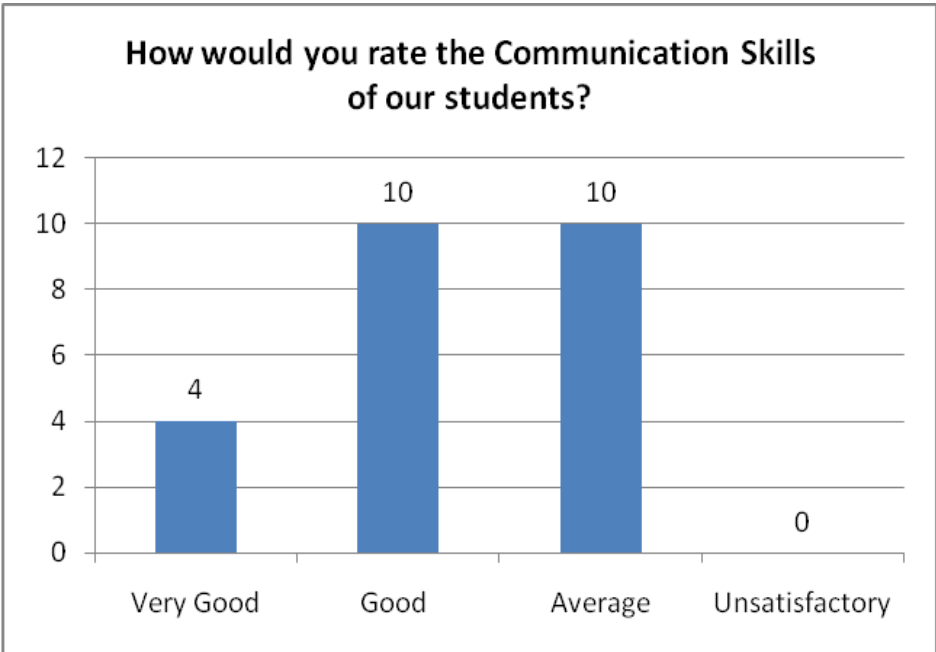
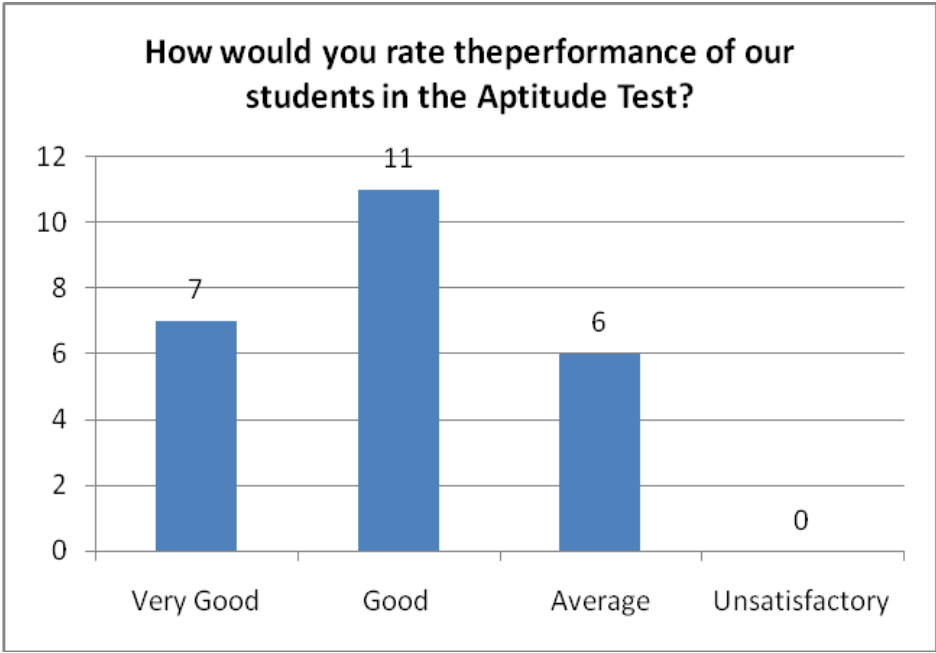
Annexure 1: Calendar

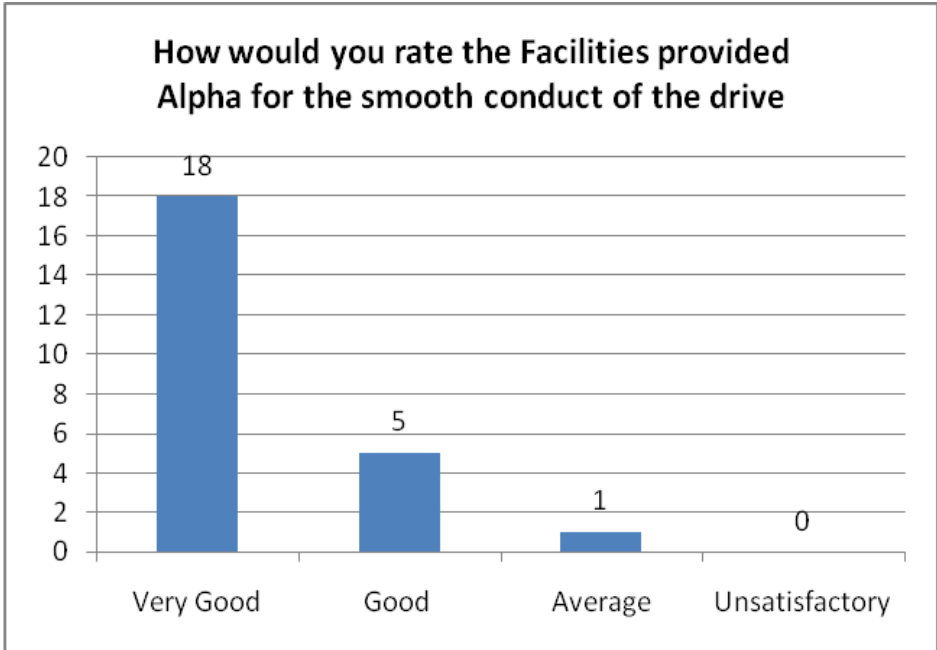
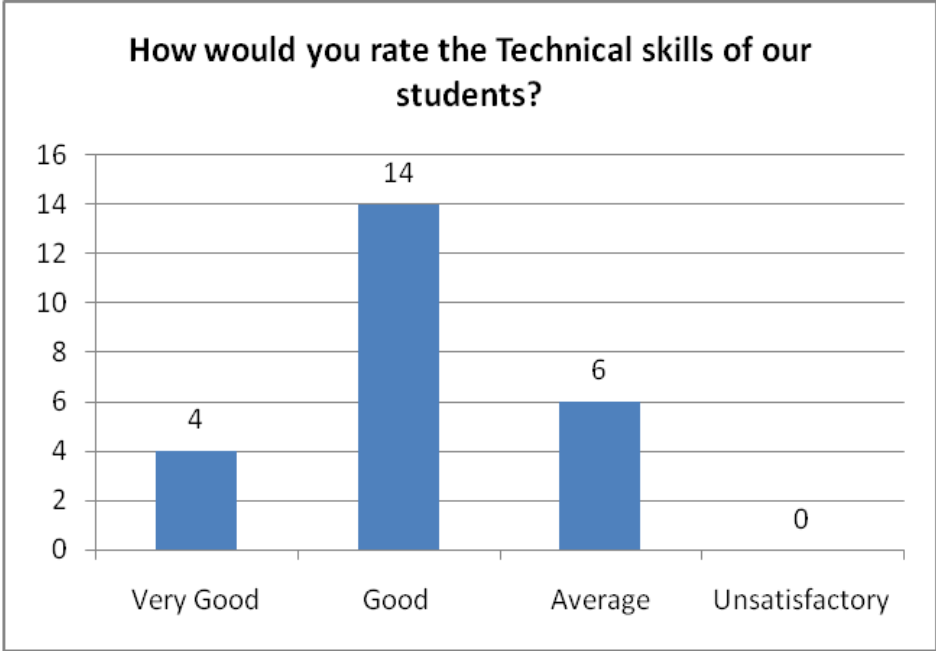
College Calendar 2016 - 2017 Shift I								
JUNE - 2016				JULY - 2016				
1	Wed			1	Fri		Day 1	13
2	Thu			2	Sat		Day 2	14
3	Fri			3	Sun			
4	Sat			4	Mon	Freshers Day-		15
5	Sun			5	Tue	Bridge Course,Orientation Programme starts	Day 3	16
6	Mon	Staff Reporting & staff induction programme		6	Wed		Day 4	17
7	Tue			7	Thu	Ramzan		
8	Wed			8	Fri		Day 5	18
9	Thu	IQAC- Faculty Training Programme		9	Sat			
10	Fri	IQAC- Faculty Training Programme		10	Sun			
11	Sat	IQAC- Faculty Training Programme		11	Mon		Day 6	19
12	Sun			12	Tue	Bridge Course,Orientation Programme Ends	Day 1	20
13	Mon			13	Wed		Day 2	21
14	Tue			14	Thu		Day 3	22
15	Wed			15	Fri	National Education day	Day 4	23
16	Thu	College Reopens for II,III UG	Day 1	16	Sat			
17	Fri		Day 2	17	Sun			
18	Sat			18	Mon		Day 5	24
19	Sun			19	Tue		Day 6	25
20	Mon	NEN Orientation Programme	Day 3	20	Wed		Day 1	26
21	Tue	Campus Crusade Programme	Day 4	21	Thu		Day 2	27
22	Wed	EAC-EDI Programme	Day 5	22	Fri		Day 3	28
23	Thu		Day 6	23	Sat		Day 4	29
24	Fri	NSS & YRC Inauguration, International Yoga Day Celebration	Day 1	24	Sun			
25	Sat		Day 2	25	Mon		Day 5	30
26	Sun			26	Tue		Day 6	31
27	Mon		Day 3	27	Wed		Day 1	32
28	Tue	ENACTUS Orientation Programme	Day 4	28	Thu		Day 2	33
29	Wed		Day 5	29	Fri	Women's Cell inauguration	Day 3	34
30	Thu		Day 6	30	Sat		Day 4	35
				31	Sun			
August - 2016				September - 2016				
1	Mon		Day 5	1	Thu		Day 5	60
2	Tue		Day 6	2	Fri		Day 6	61
3	Wed		Day 1	3	Sat	Alpha Fest - On Stage Events		62
4	Thu		Day 2	4	Sun			
5	Fri		Day 3	5	Mon	Vinayakar Chathurthi ,Teacher's Day		
6	Sat	Alpha Fest - Off Stage events	Day 4	6	Tue		Day 1	63
7	Sun			7	Wed		Day 2	64
8	Mon		Day 5	8	Thu		Day 3	65
9	Tue		Day 6	9	Fri	Samuvale Memorial Trophy	Day 4	66
10	Wed	Synergy	Day 1	10	Sat	Samuvale Memorial Trophy	Day 5	67
11	Thu		Day 2	11	Sun			
12	Fri		Day 3	12	Mon		Day 6	68
13	Sat			13	Tue	Bakrid ,Onam		
14	Sun			14	Wed		Day 1	69
15	Mon	Independence Day		15	Thu		Day 2	70
16	Tue	I CIA commences	Day 4	16	Fri		Day 3	71
17	Wed		Day 5	17	Sat			
18	Thu		Day 6	18	Sun			
19	Fri		Day 1	19	Mon		Day 4	72
20	Sat		Day 2	20	Tue		Day 5	73
21	Sun			21	Wed		Day 6	74
22	Mon		Day 3	22	Thu		Day 1	75
23	Tue		Day 4	23	Fri		Day 2	76
24	Wed	Cultural Immersion	Day 5	24	Sat	NSS Day	Day 3	77
25	Thu	Krishna Jayanthi		25	Sun			
26	Fri		Day 6	26	Mon		Day 4	78
27	Sat	Alumni Meet	Day 1	27	Tue		Day 5	79
28	Sun			28	Wed		Day 6	80
29	Mon		Day 2	29	Thu		Day 1	81
30	Tue		Day 3	30	Fri		Day 2	82
31	Wed		Day 4					

Annexure 2 (i) : Employer Feedback

S.No	Parameters	Very Good	Good	Average	Unsatisfactory	Weighted Total	Weighted Average
1	How would you rate the attitude and preparedness of our students towards working in a corporate environment?	11	9	4	0	79	3.29
2	How would you rate the performance of our students in the Aptitude Test?	7	11	6	0	73	3.04
3	How would you rate the Communication Skills of our students?	4	10	10	0	66	2.75
4	How would you rate the Technical skills of our students?	4	14	6	0	70	2.92
5	How would you rate the Facilities provided Alpha for the smooth conduct of the drive	18	5	1	0	89	3.71
Overall							3.14







Annexure 2(ii) : PTA Meeting Feedback

ALPHA ARTS AND SCIENCE COLLEGE, PORUR, CHENNAI – 600116

PARENT FEEDBACK

NAME OF THE STUDENT:

DEPARTMENT:

CLASS:

BATCH:

DATE OF VISIT:

EMAIL ID:

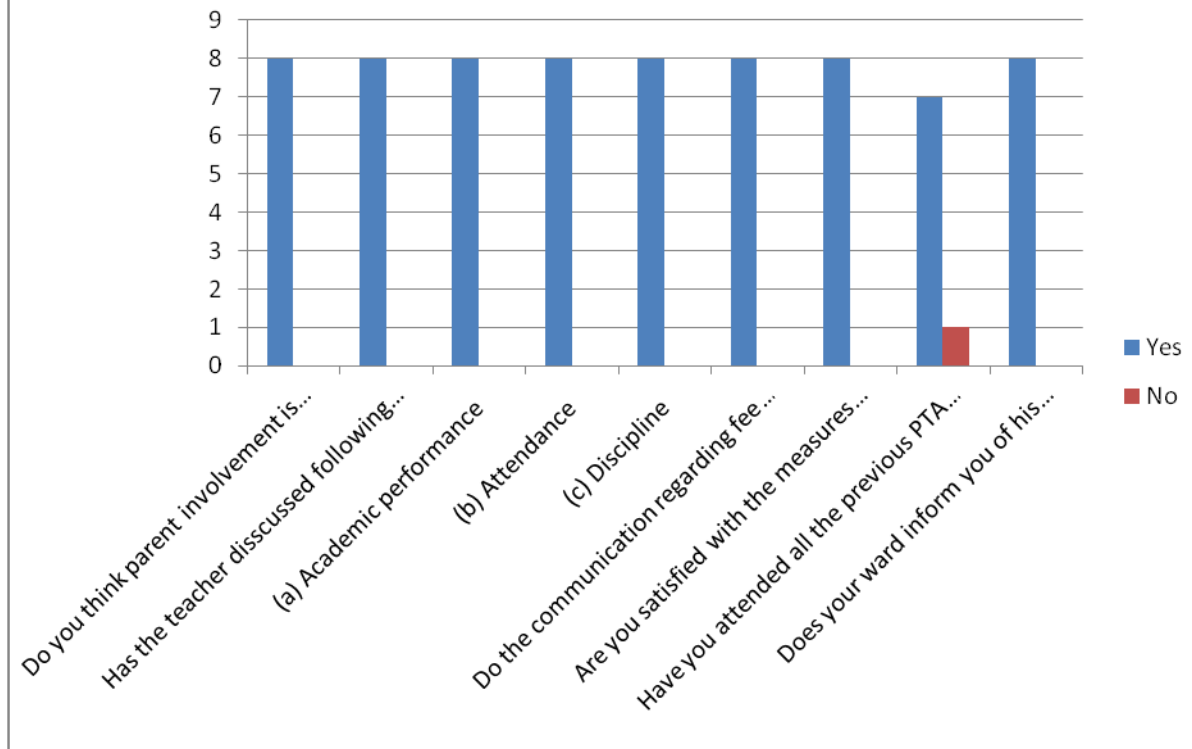
CONTACT NO:

Please tick whichever is applicable

S.No	Question	Yes	No
1	Do you think parent involvement is required for improved performance of the student		
2	Has the teacher discussed 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 / 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 all the previous PTA meeting, if not why?		
6	Does your ward inform you of his academic progress?		

Parent's Signature

PTA Meeting Feedback Analysis



**Alpha Arts and Science College
Porur, Chennai- 600116
Feedback on Campus Experience**

Student Name:

Department:

Batch:

S. No	Questions	Rating
1	How well did the college help you to improve your performance in the examination?	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 will 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 will did the college help you to improve your interpersonal skill?	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 rate the extracurricular activities (such as sports, NSS, NCC, Alpha fest) of the college?	Excellent/ very good/ good/ average
7	How would you rate the co-curricular activities in the college (club activities, etc.)	Excellent/ very good/ good/ average
8	How would you rate the infrastructure facilities (class room, canteen, play ground, library, laboratory, etc.) at the college?	Excellent/ very good/ good/ average
9	How would you rate the mentoring and counseling services provided?	Excellent/ very good/ good/ average
10	How would you rate your overall experience at Alpha?	Excellent/ very good/ good/ average

What did you like most about Alpha?

.....

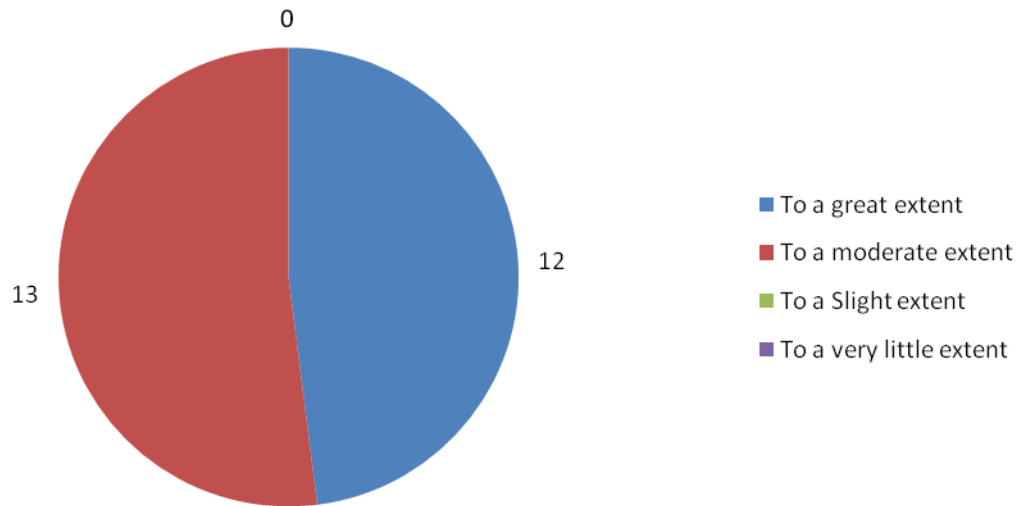
What did you like least about Alpha?

.....

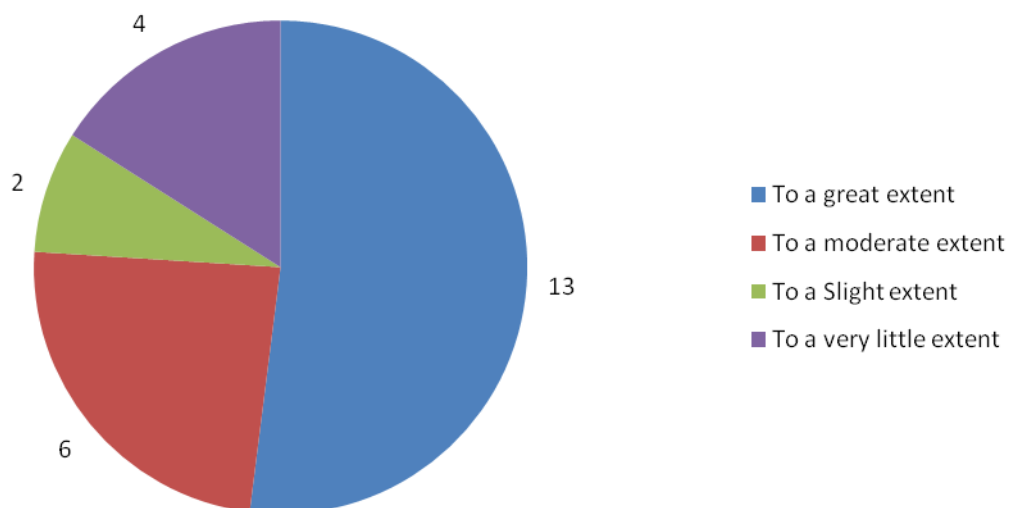
Any other comments/suggestions you want to Share?

.....

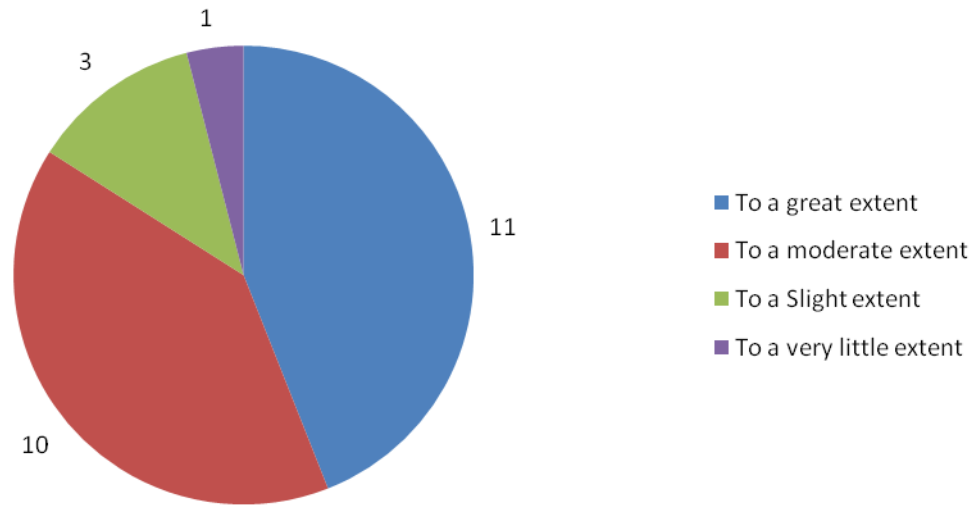
How well did the college help you to improve your performance in the examination?



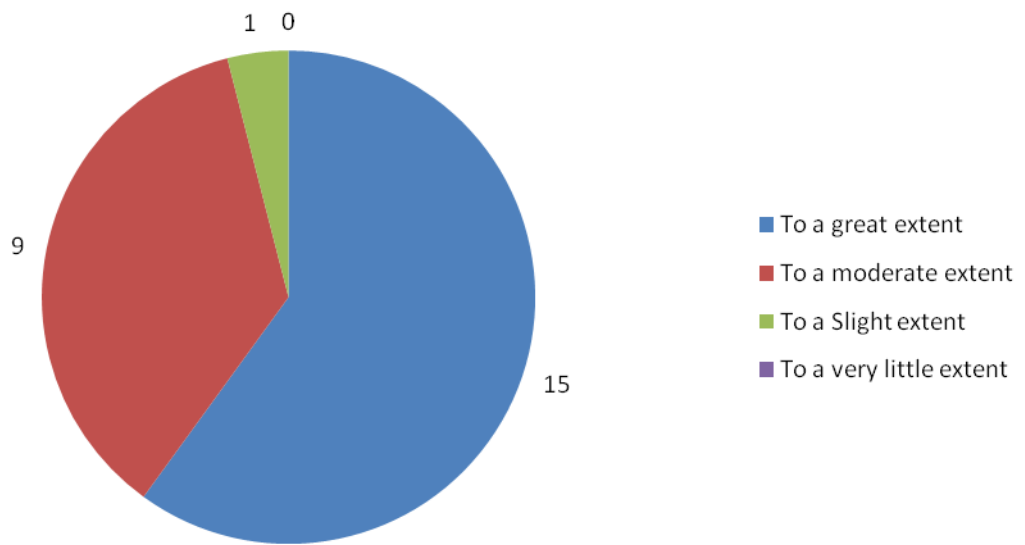
How would you rate the discipline level in the college campus?



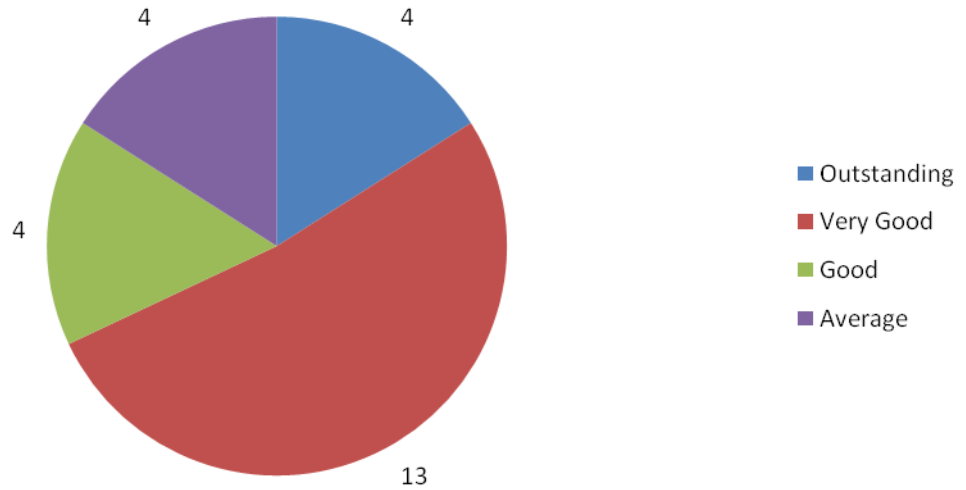
How will did the college help you to improve your communication skills?



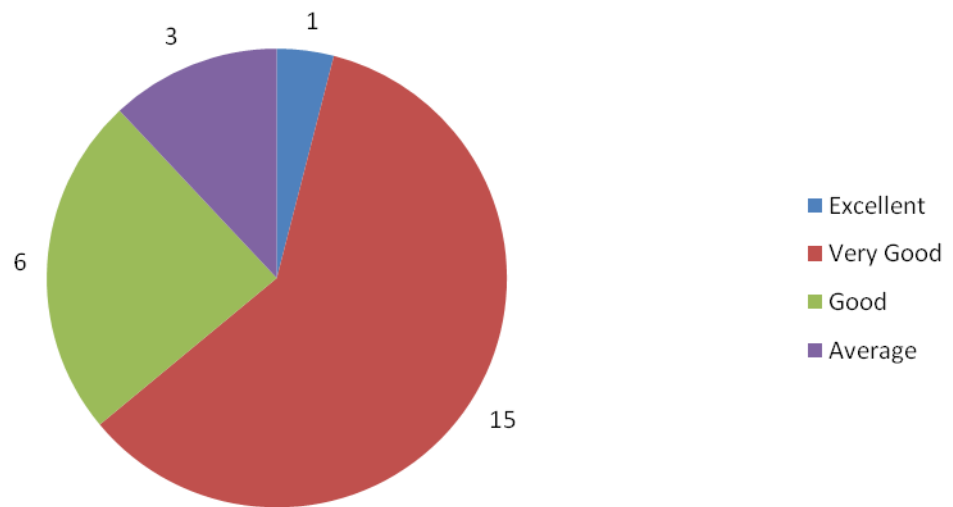
How will did the college help you to improve your interpersonal skill?



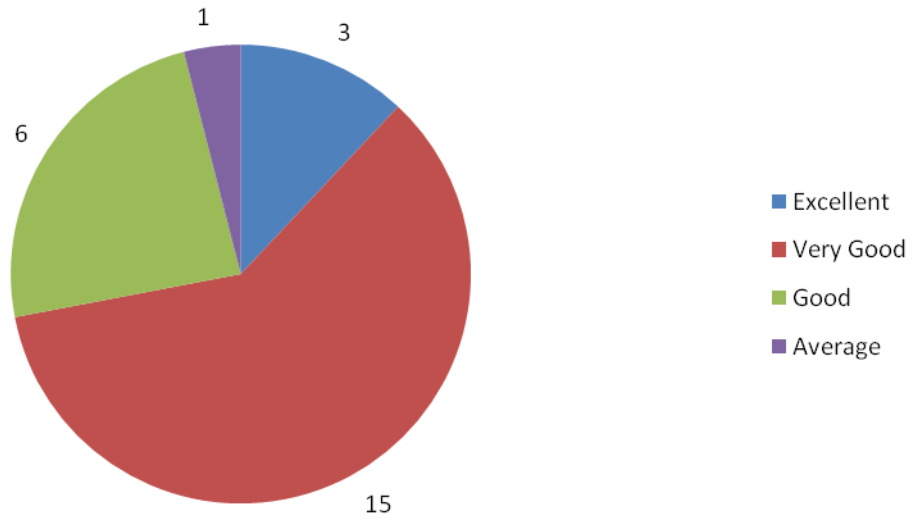
How would you rate the efforts made by the college towards placement?



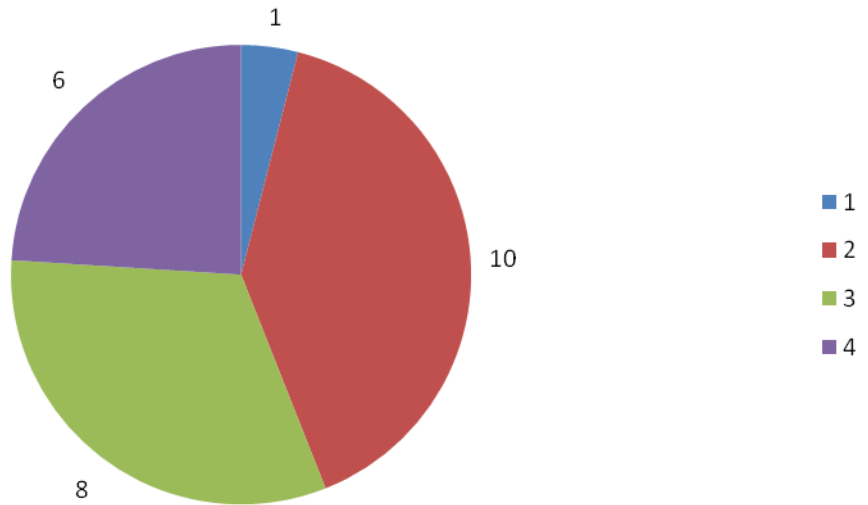
How would rate the extracurricular activities (such as sports, NSS, NCC, Alpha fest) of the college?



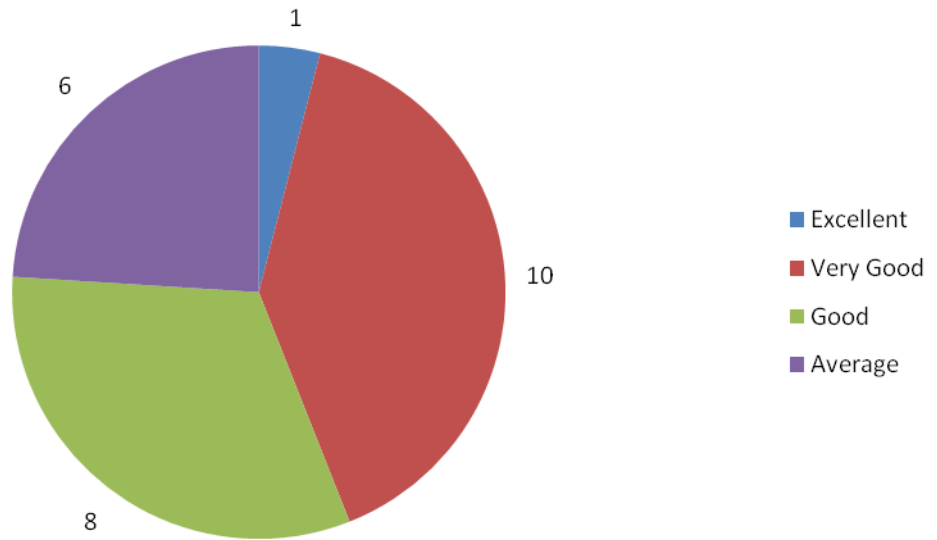
How would you rate the co-curricular activities in the college (club activities, etc.)



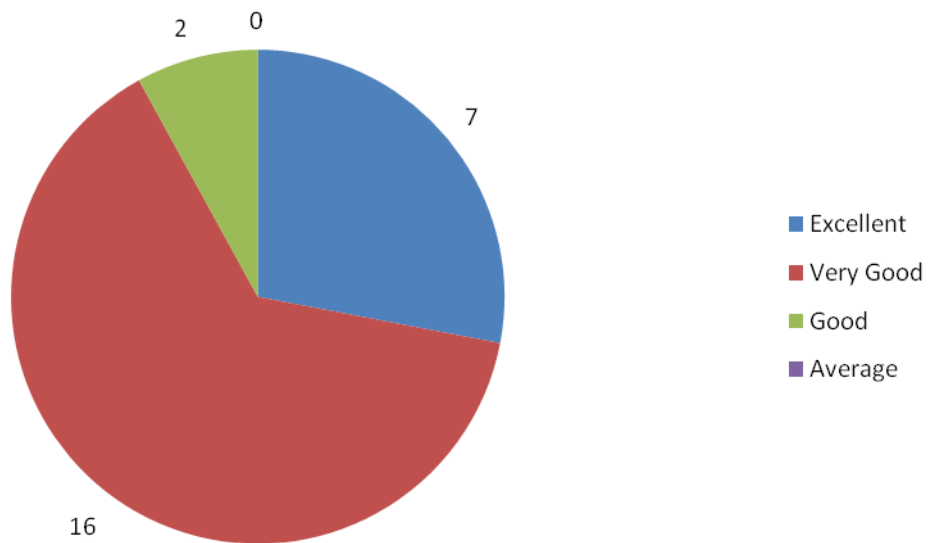
How would you rate the infrastructure facilities (class room, canteen, play ground, library, laboratory, etc.) at the college?



How would you rate the mentoring and counseling services provided?



How would you rate your overall experience at Alpha?



Annexure 2(iv): Curriculum Feedback

ALPHA ARTS AND SCIENCE COLLEGE
Porur, Chennai – 600 116.

DEPARTMENT OF -----

FEEDBACK ON CURRICULUM

Programme:

Semester / Year :

Students are required to rate the courses on the following attributes using the 4-Point scale shown:

4.00

3.00

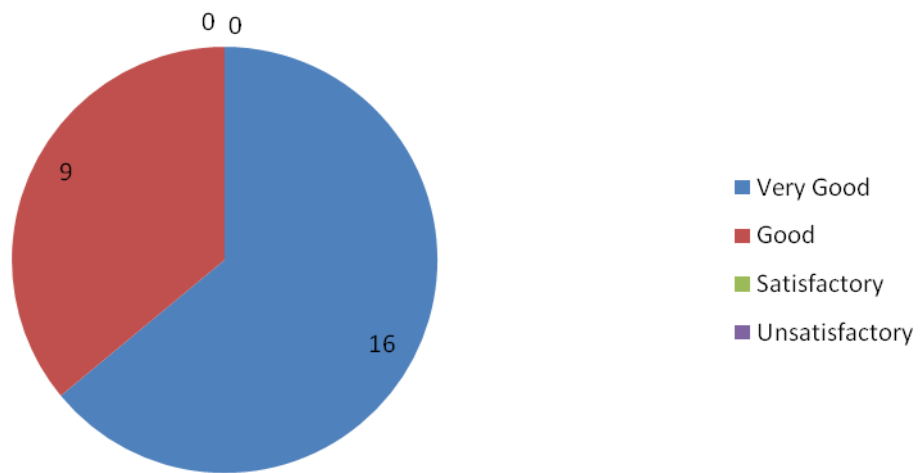
2.00

1.00

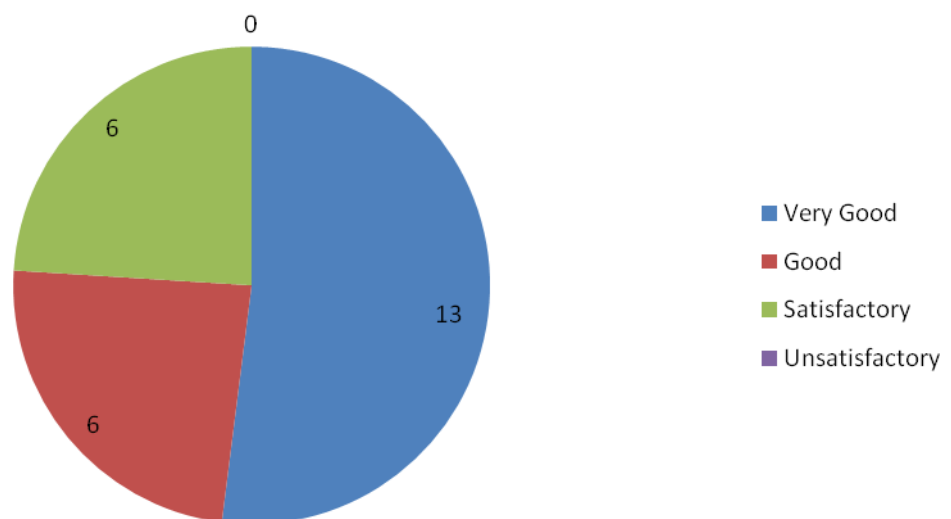
A	B	C	D
↓	↓	↓	↓
Very Good	Good	Satisfactory	Unsatisfactory

Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
Depth of the course content including project work, if any.				
Extent of coverage of course				
Applicability / Relevance to real life situations				
Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)				
Clarity and relevance of textual reading material				
Relevance of additional source material (Library)				
Extent of effort required by students				
Overall rating				

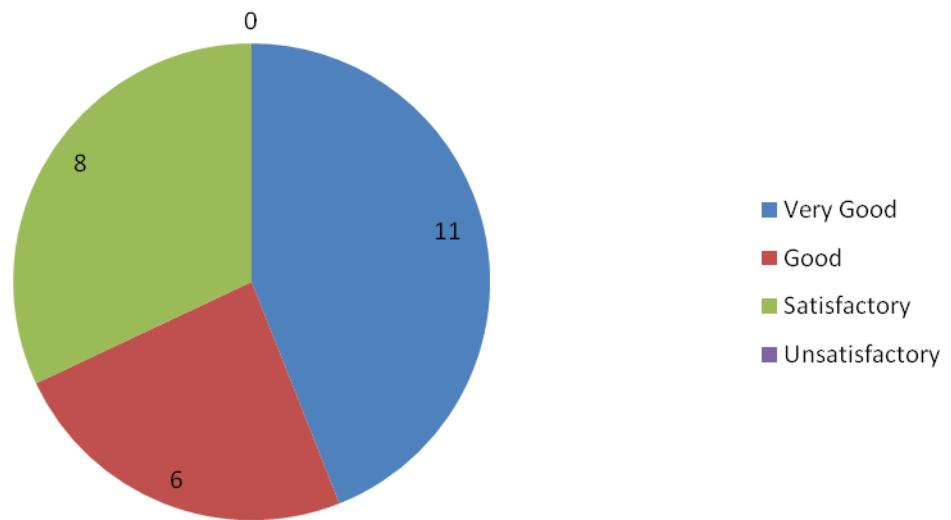
Depth of the course content including project work if any



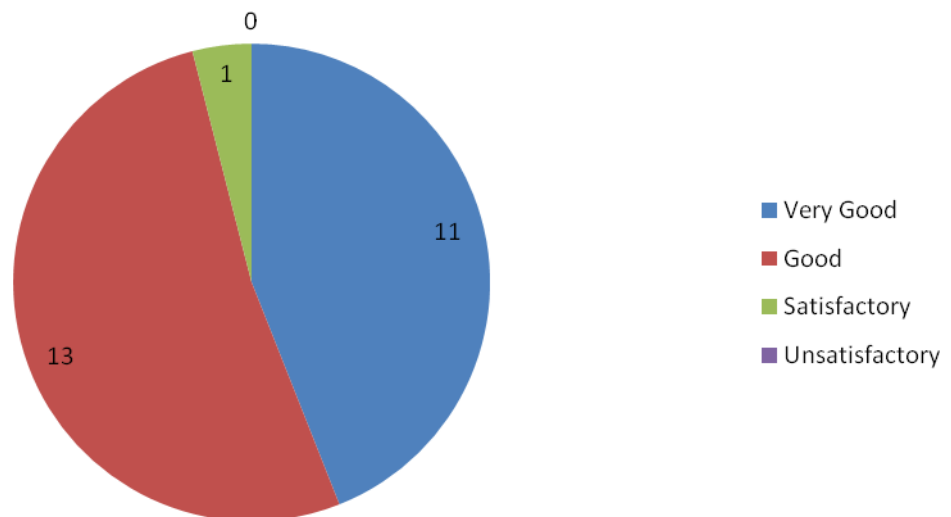
Extent of coverage of course



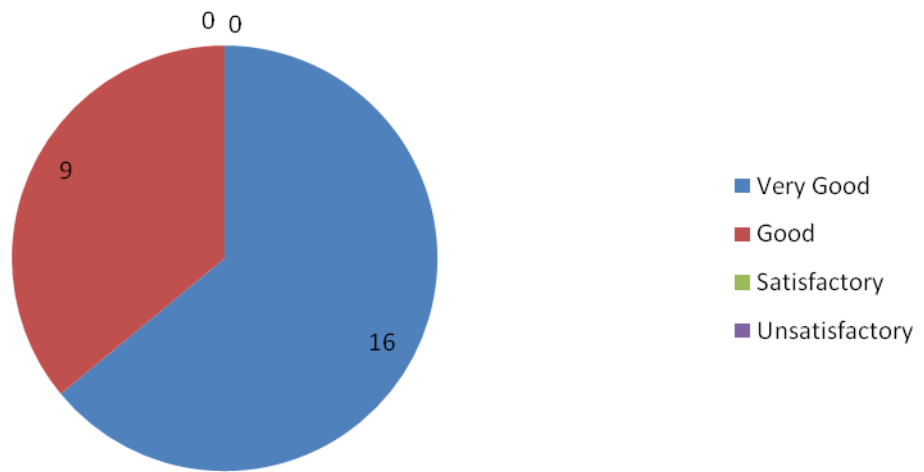
Applicability / relevance to real life situations



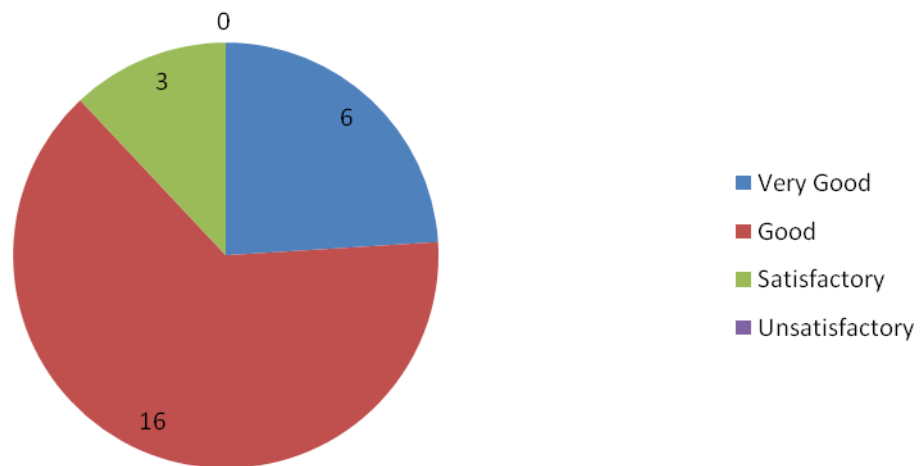
Learning value



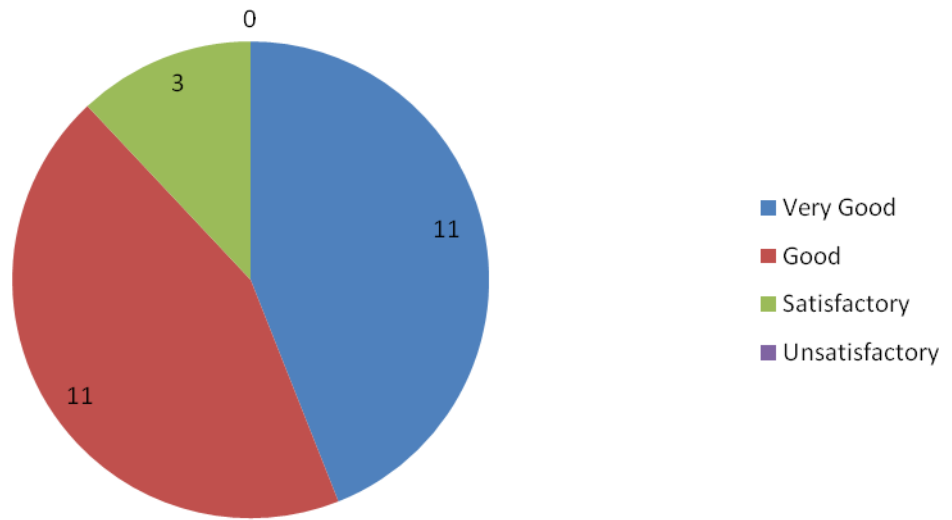
Clarity and relevance of textual reading material



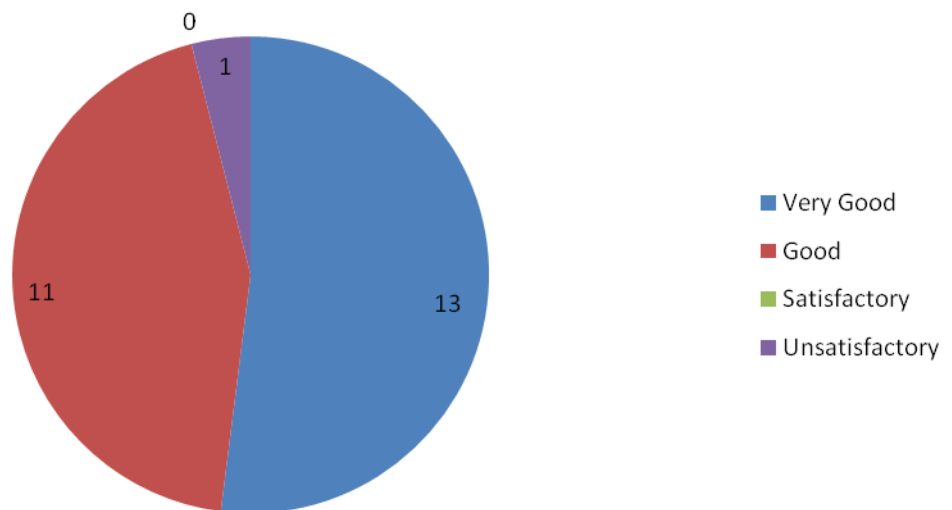
Relevance of additional source material (Library)

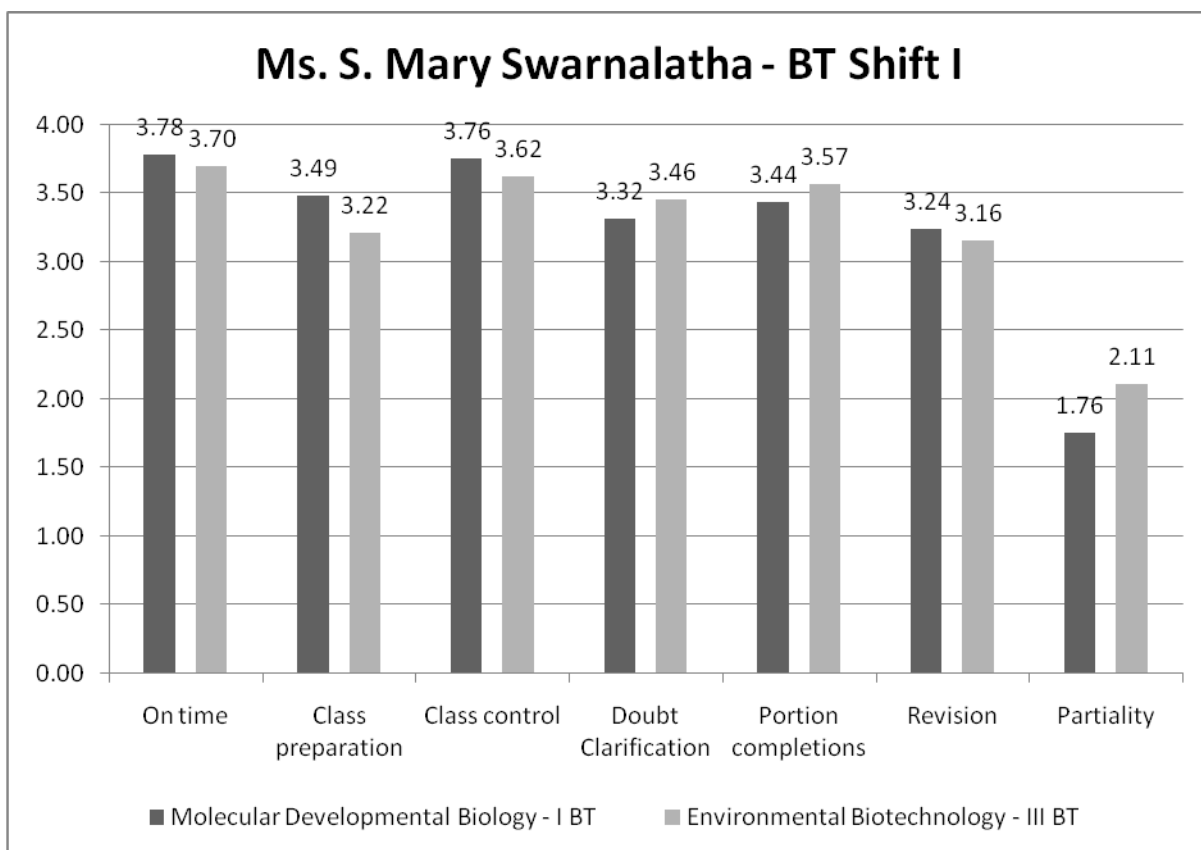
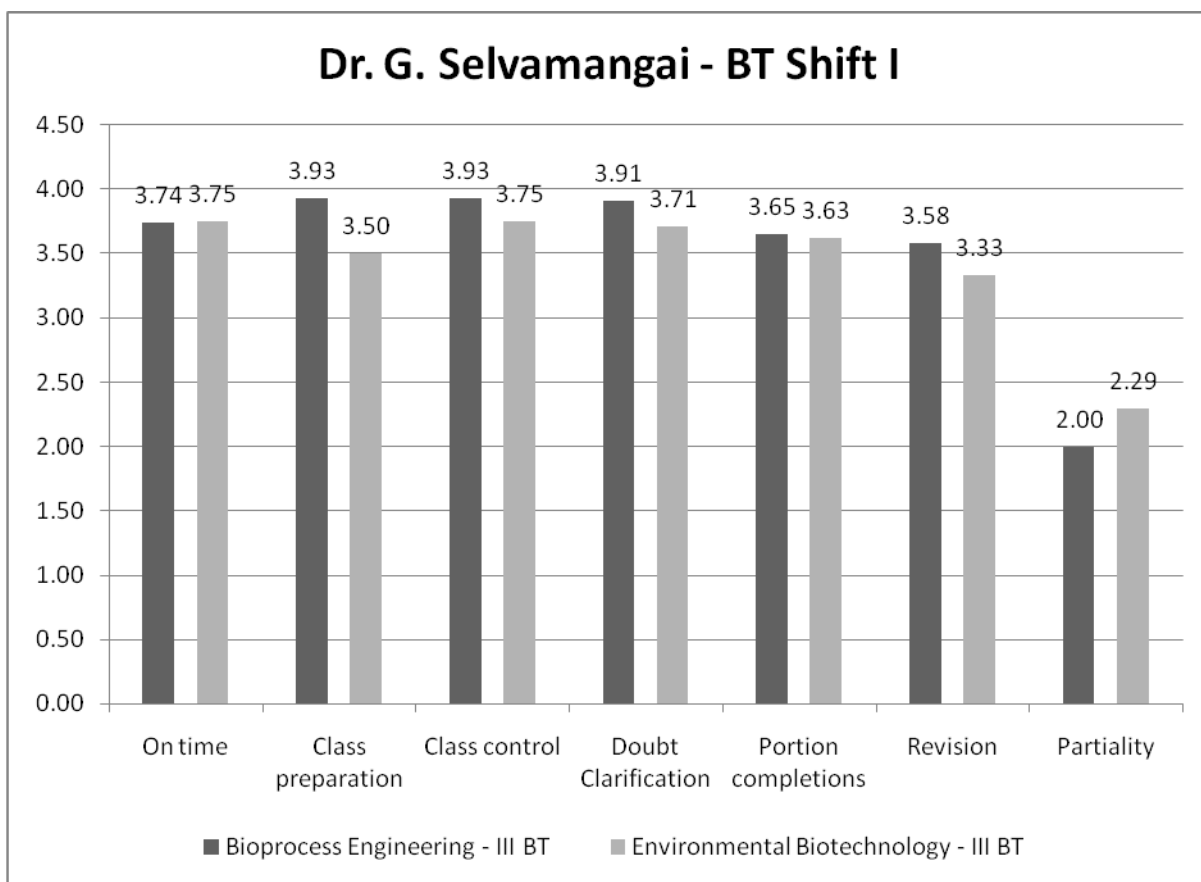


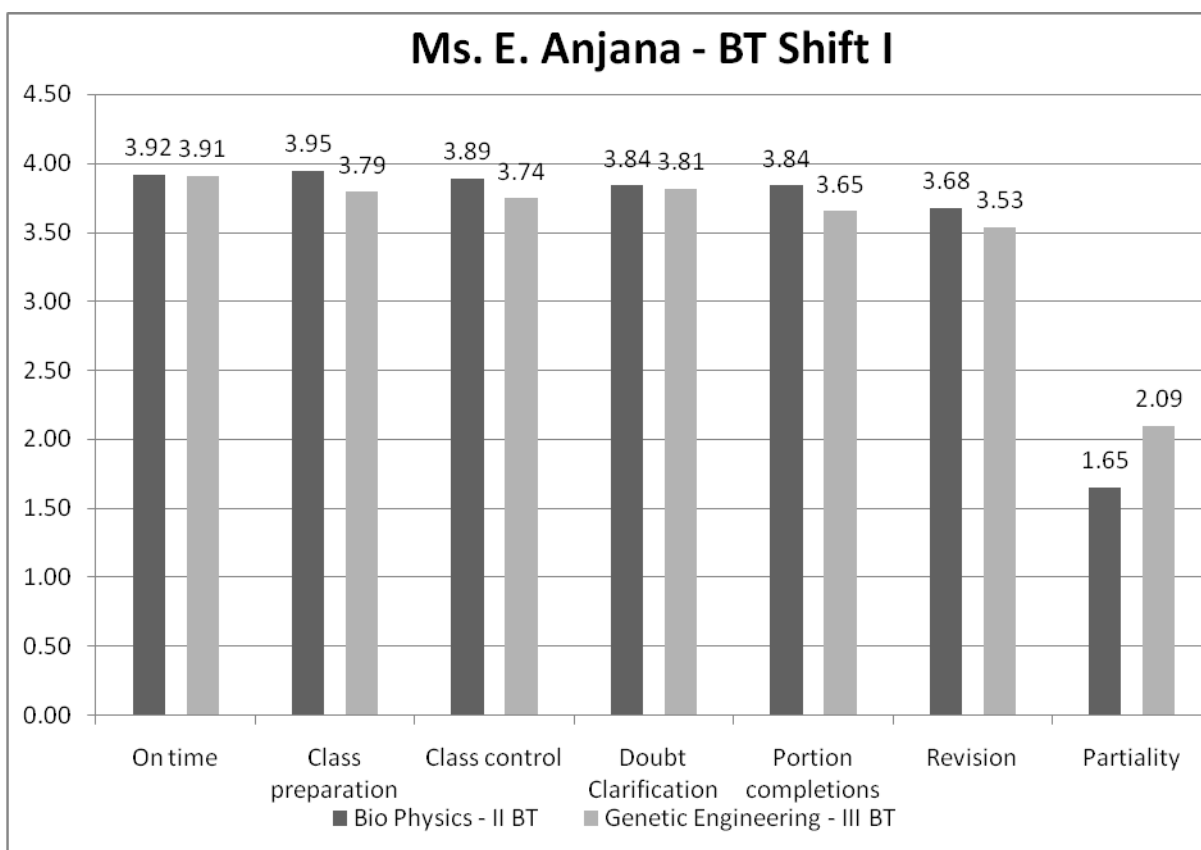
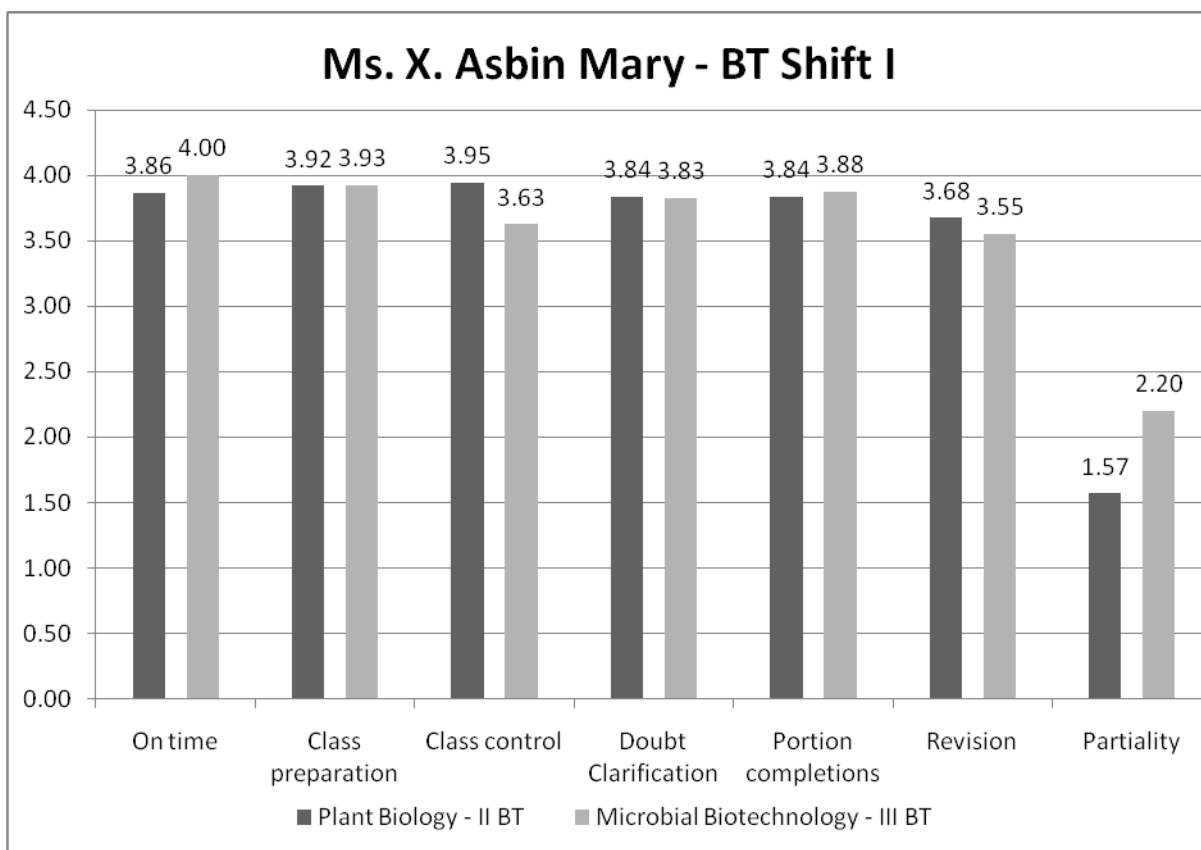
Extend of effort required students

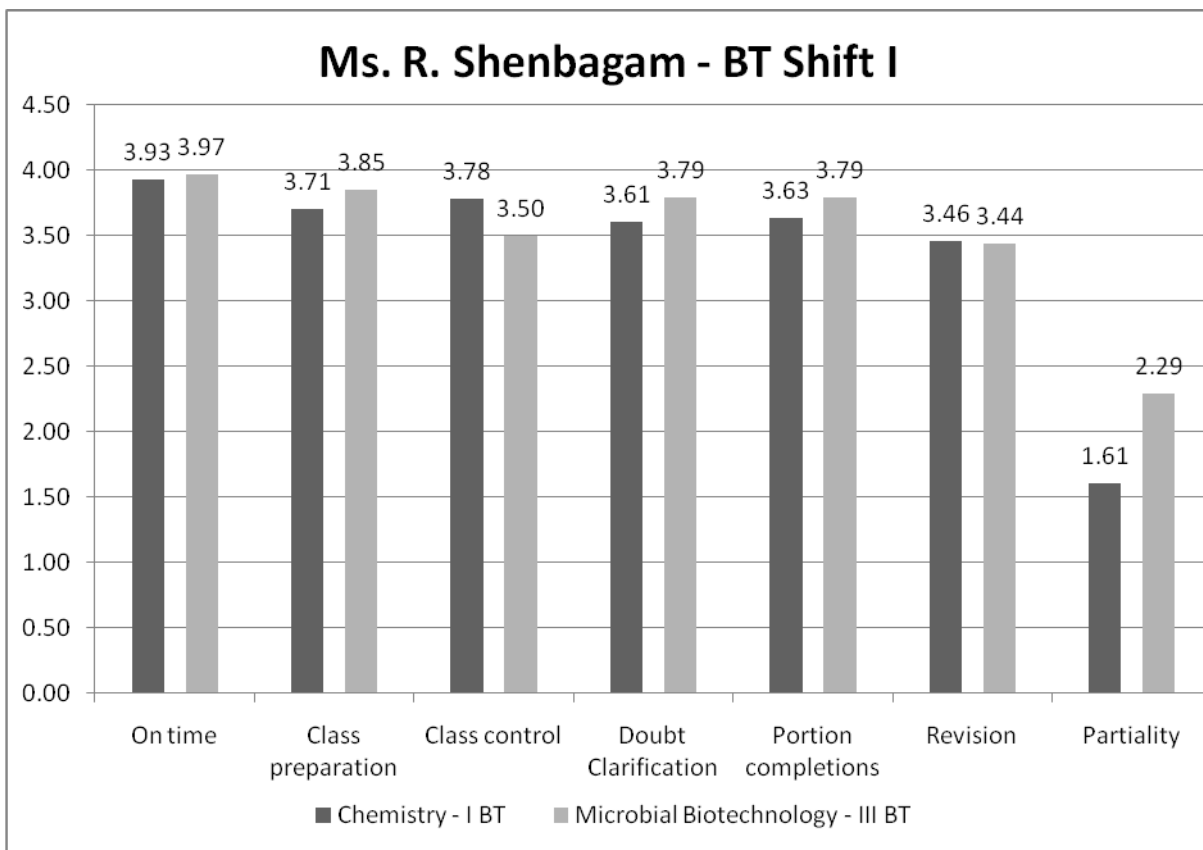


Overall rating









Best Practice I: Student support through the NSS and the Media Club

Title: Creation of unique part-time job opportunities for students in the media field

Goal(s):

- To offer part-time job opportunities to deserving students to fund their education
- To help learners hone their creative talents
- To liaison with the Media industry to promote students' creativity and create job opportunities in the media field

Context:

The Media Club of the College in association with the NSS wing of the institution facilitates the creation of creative job opportunities for students with a creative bent of mind in All India Radio [AIR] and Doordarshan. Students create scripts based on social or subject based themes, read out their poems, teach and conduct discussions on varied topics of general/ specific interest.

Evidence of Success:

This initiative has helped build confidence in the student participants as it gives them both creative satisfaction even while meeting their financial requirements to finance their education.

Problems encountered and resources required:

Students found it difficult to balance studies and work initially however, in course of time, with counseling from the coordinators, they were able to overcome the odds and balance both well.

Best Practice II: Implementation of value-added certificate programmes

Title: Certificate programmes to enrich students' learning experience

Goal(s):

- To offer value-added certificate and training programmes to learners with a motive to augment the educational offerings in the College
- To enrich the Listening, Speaking, Reading and Writing [LSRW] skills of the learners in the English language
- To prepare students for interviews
- To equip students for the global job scenario
- To build the confidence levels of learners
- To equip students with leadership skills
- To hone learners into effective speakers

Context:

In today's world of cut-throat competition and a globalized job scenario, indicated by the mushrooming of MNCs in India, Alpha is committed to offering its learners the best of educational and career-oriented training to equip them for the world of work and turn them into empowered young people who would impact the world through their unique leadership.

With this intention, the College initiated two certificate programmes E-bek [Business English Certificate] and Youth Circle Programme [in association with ICTACT] for the I and II year students respectively. During the course of the training, students undergo training in the areas of English language enrichment and confidence as well as leadership building.

E-bek

The purpose of the programme is to enhance the employability skills of learners on par with global expectations to work abroad, work with international organizations and use English in international business environments. The college offers practical training exercises for better results and monitors students for their exam sessions.

YOUTH CIRCLE in association with ICT ACADEMY

The College Partners with ICT Academy, an initiative of the Government of India, coordinating with representatives from the state governments, leading companies in the ICT industry and National Association of Software Services (NASSCOM) in India.

This is a premium program designed by ICT Academy team of experts to empower aspiring students and train them to make the transition from the campus to the professional world successfully. The goal of this programme is to provide a conducive environment that would allow students to learn individually as well as in a group. YOUTH Circle provides opportunities for youth to practice English speaking skills through peer group interactions, reflecting on the speech, connecting it to real life examples, and applying the knowledge that results to other situations. It is a forum that helps the students to improve the skills of speaking, listening and thinking, through a relaxed, friendly and supportive environment. It also gives them the opportunity to develop their oral communication and leadership skills, also helps them acquire self-confidence immaterial of their academic performance.

Evidence of Success:

The implementation of these programmes has brought about positive change in the students' attitude towards the learning of the English language. It has created interest and involvement in addition to building on the English language skills of the learners. The programmes have also boosted the confidence levels of the learners to hone them into effective and skilled speakers as well as leaders

Problems encountered and resources required:

- The mind-block in several learners towards a new certificate programme and towards the learning of English was one hurdle encountered.
- The feeling of insecurity and inferiority complex amongst learners was yet another challenge.

However, the consistent efforts and encouragement of the faculty in addition to motivation from their peers, helped the learners overcome their mind-block.