

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOCGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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

AQAR for the year (for example 2013-14)

2013-2014

I. Details of the Institution

1.1 Name of the Institution

CHEZHIAN COLLEGE OF EDUCATION

1.2 Address Line 1

C.C. ROAD

Address Line 2

THENPALLIPATTU VILLAGE

City/Town

KALASAPAKKAM (POST)
THIRUVANNAMALAI (DISTRICT)

State

TAMILNADU

Pin Code

606 751

Institution e-mail address

chezhian.ctti@gmail.com

Contact Nos.

04181 – 241692, 241693

Name of the Head of the Institution:

M.N.RAVINDRANATHA

Tel. No. with STD Code:

04181 – 241692, 241693

Mobile:

9442453697

Name of the IQAC Co-ordinator:

A.ELUMALAI

Mobile:

9757544960

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

EC-55-A&A-104 Dated 27-03-2011

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/55/A & A/104/ Dated 27th March 2011.

1.5 Website address:

www.ccedn.in

Web-link of the AQAR:

[www.chezhan.college.edu.in](http://www.chezhan.college.edu.in/AQAR,2013-14.doc)
/AQAR, 2013-14. doc.

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	B	2.50	2011	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

YEAR – 2011 - 2016

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/03/2010

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

2013 - 2014

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 15/10/2012 (DD/MM/YYYY)
- ii. AQAR 25/10/2013 (DD/MM/YYYY)
- iii. AQAR 15/11/2014 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI) [Approved by NCTE]

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*)

TAMILNADU TEACHERS
EDUCATION UNIVERSITY CHENNAI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc [12F]

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

17

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
Community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

29

2.10 No. of IQAC meetings held:14

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

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

- WORKSHOP:1. Art of addressing students problem
2. Community and education.
- SEMINAR : Recent trends in teacher's education.

2.14 Significant Activities and contributions made by IQAC

- ❖ Workshop Organized
- ❖ Class Room reform (one minute paper introduced)
- ❖ Students are advised to prepare them to meet the requirements of the competitive world
- ❖ The proposal of the IQAC was approved by the management and funds were allotted to the beautification of the campus.
- ❖ Students' feedback on teachers was conducted.

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
❖ Continues Evaluation	Executed
❖ Slow Learners Remedial class	Remedial classes were conducted to help the slow learners
❖ Campus interview (Placement cell)	Conducted.
❖ Workshop & seminars	Conducted.
❖ Job oriented coaching class (TET, TRB)	Conducted.

* 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

- | |
|--|
| <ul style="list-style-type: none"> ❖ TET, TRB coaching classes is conducted. ❖ A course on communicative English was organised. ❖ SUPW (Social useful product work) class were conducted. ❖ Computer training was given by all students. |
|--|

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	01	-	01	-
UG	01	-	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	01	-	01	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	03	-
Interdisciplinary				
Innovative				

√

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

- 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.

Syllabus as per the University of (Teachers Education Tamilnadu)

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
20	14	4	2	-

2.2 No. of permanent faculty with Ph.D.

05

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

04	-	-
----	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	-	-
Presented papers	-	-	-
Resource Persons	-	-	-

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

- ❖ Conducted various debates, group discussion and Quiz competitions.
- ❖ Using knowledge lab to enhance communicative skills.
- ❖ One minute paper introduced.
- ❖ Seminars and Workshop are conducted.

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

221

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

-

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

-	-	-
---	---	---

2.10 Average percentage of attendance of students

97%

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.Ed.,	200	184	16	-	-	-
M.Ed.,	35	-	07	16	-	12

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

- ❖ Preparing Year Plan.
- ❖ Analysis the feedback.
- ❖ Suggest and plan for the future.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	14
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc. (College level)	14
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	-	-	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- ❖ Faculty members are encouraged to participate seminars.
- ❖ Action research was done by faculty members for the various problems and issues of institute.

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	-	-	-
Non-Peer Review Journals			
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonom CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/seminars/workshop organized by the Institution

Level	International	National	State	University	College
Number					3
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

(YRC, RRC, SCOUT)

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

- Campus Cleaning Work.
- Health & Hygiene Awareness programme.
- Red Ribbon Club Activities.
- General medical camp
- Tree plantation.
- Celebration of women's day.

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	4000(sqm)	-	-	-
Class rooms	16	-	-	-
Laboratories	03	-	-	-
Seminar Halls	02	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	00	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	0	-	-	-
Others				

4.2 Computerization of administration and library

- ❖ Semi-Computerised administrative block.
- ❖ Semi-Computerised library.
- ❖ CC TV has been established in the library for security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5,831	4,22,964	80	7,050	5,911	4,23,044
Reference Books	2,662	1,57,563	15	3,000	2,077	1,60,563
e-Books	-	-	-	-	-	-
Journals	12	5,000	01	800	13	5,800
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	45	11,100	08	500	53	11,600
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	1	16	-	-	03	-	03
Added	03	0	-	-	-	0	0	0
Total	23	1	16	-	-	03	0	03

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

❖ Teachers deliver their lecturer using Power Point presentation
❖ Free cost of computer facility with internet access is made available to the college students

4.6 Amount spent on maintenance in lakhs :

i) ICT, (Internet)	27,600
ii) Campus Infrastructure and facilities	4, 36,000
iii) Equipments	12,000
iv) Others	2, 00,000 (Garden beautification)
Total:	10, 85,576

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Grievance Redressed cell.
- ❖ Tutorial ward.
- ❖ Parents and Teachers meeting
- ❖ Alumni meeting

5.2 Efforts made by the institution for tracking the progression

- ❖ Feedback from Students
- ❖ Regular Staff meeting
- ❖ Suggestion box
- ❖ Self-appraisal Report.(Submission of every year NCTE)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
200	35	-	-

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	59	25		176	75

Last Year : 2012 – 2013						This Year : 2013 - 2014					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
04	44	01	186	-	235	02	36	05	192	-	235

Demand ratio

Dropout % : 0

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

- ❖ TET (Teachers Eligibility Test) Coaching centre has been established.
- ❖ Competitive books are available in the Library.

No. of students beneficiaries

173

5.5 No. of students qualified in these examinations

NET	<input type="text" value="02"/>	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="09"/>

(TET, TRB)

K.P.Manimegalai – M.Ed Student

A.P.Sunitha _ M.Ed Student

5.6 Details of student counselling and career guidance

❖ Counselling is provided to the students who are identified by the teachers during class hours.

No. of students benefitted

04

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
04	73	23	22

5.8 Details of gender sensitization programmes

❖ Female Health awareness programme “Health and Hygiene”.
 ❖ Woman’s Day was celebrated (march 8th 2014).

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	40	2,00,000(SC,ST)
Financial support from government	40	18,60,000(SC,ST)
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

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- ❖ Vision – The Institution visualises one of the greatest educational campus integrated with various discipline of courses for the betterment of the society and there by Nation.
- ❖ Mission - The Institution was started to impart quality and moral education to the society through feature teachers (Trainees) to transform the society from ignoramus to elegance.

6.2 Does the Institution has a management Information System

Yes,

- ❖ Daily absent report conveyed to their parents.
- ❖ Compulsory parents meeting for slow learners.
- ❖ Monthly attendance record with progress report sent by post.

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

6.3.1 Curriculum Development

Curriculum development is done by University only

6.3.2 Teaching and Learning

- ❖ Tutorial ward – Identify slow learner, extra coaching was given to slow learner for better performance in test and exams.
- ❖ Continues evaluation through class / monthly test.

6.3.3 Examination and Evaluation

- ❖ Students were evaluated continuously through Class Test / Monthly Test and Seasonal Exams.

6.3.4 Research and Development

- ❖ Action research was conducted by the faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Library books purchasing committee suggested a List of books.

6.3.6 Human Resource Management

- ❖ All faculty members are involved in different activities.
- ❖ Teachers are given additional work for various extra – curricular and co-curricular activities.

6.3.7 Faculty and Staff recruitment

- ❖ Faculty members were selected through staff recruitment committee.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

As per university norms based.

6.4 Welfare schemes for

Teaching	Yes	<ul style="list-style-type: none"> • Safe drinking water: At all the floors including canteen areas safe hygienic water (RO) points are provided. • Canteen facilities (Rs.50,000): The canteen facilities provided in our collage campus. • Transport facilities: The transport facilities has been provided to employees with free of cost.
Non teaching	Yes	<ul style="list-style-type: none"> • P.F (Rs.16,560), • Safe Drinking water, • Canteen facilities, • Transport facilities,
Students	Yes	<ul style="list-style-type: none"> • Admission fees in instalment, • computer with internet with free of cost (Rs.12,276), • Financial aid for SC, ST students (Rs2, 00,000).

6.5 Total corpus fund generated

2, 78,836

√

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Principal
Administrative	-	-	Yes	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

--

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

--

6.11 Activities and support from the Alumni Association

- ❖ Alumni Association meeting was conducted.
- ❖ Alumnus were gave feedback and suggestions.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Interaction through meeting.
- ❖ Periodic Exam / Test results conveyed through post.

6.13 Development programmes for support staff

- ❖ Computer training for all staffs.
- ❖ Free medical camp facilities.
- ❖ Advance payment in case of emergency.

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

- ❖ Rain water harvesting system was renewed.
- ❖ Greenery campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- ❖ One minute paper method.
- ❖ English language proficiency training to faculty.
- ❖ Discussion method, Seminar / Workshop method and web based learning.

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

- ❖ Tamil Nadu Teachers Eligibility Test – preparation workshop organised.

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

- ❖ Organising 5 days citizenship training camp (CT-Campus)
- ❖ Celebration of important days – likes, Teachers Day, Independence Day, Republic Day, Woman's Day etc.,

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

7.4 Contribution to environmental awareness / protection

- ❖ Rain water harvesting.
- ❖ Solar water heater.
- ❖ Green Campus.

7.5 Whether environmental audit was conducted? Yes No

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

- ❖ Strength - Active IQAC, Supportive Teachers, Good infrastructures facilities, active placement cell.
- ❖ Weaknesses - Lack of research work.
- ❖ Opportunities - Placement cell enables the students to identify Job opportunities, faculty research, development programs.
- ❖ Threats -Improving university result in PG Department.

8. Plans of institution for next year

- ❖ More seminar and workshop to be continue.
- ❖ Encourage the staff member's to apply and organised seminar works.

Name A. ELUMALAI

Name R. ELANCHEZHIAN

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

Abbreviation

TET	-	Teacher Eligibility Test
TRB	-	Teacher Recruitment Board
PF	-	Provident Fund
YRC	-	Youth Red Cross
RRC	-	Red Ribbon Club
CT	-	Citizenship Camp

ANNEXURE – II

Academic calendar 2013 – 2014

Note: We follow university prescribed calendar.

S.No	Activity	Month / Date
1	Preparing next academic calendar	May
2	Students Admission	July to September
3	Staff Meeting	June, every month 3 rd week
4	Re – opening	September
5	Submission of Teaching	Every week / first working day
6	Micro-Teaching 10 days	September / 16 onwards
7	Teaching practices starts	October onwards (40) working days
8	Teaching Practices ends	December
9	Sports day	December 31 st
10	Monthly Exam	January 2 nd
11	Citizenship camp (5 days)	January 6 th to 10 th
12	Monthly Exams	January 30 th
13	Monthly Exams	February 17 th
14	B.Ed., Practical	March 7 th and 8 th
15	Parents Teachers Association Meeting	March 15 th
16	Job fair (placement cell)	March 22 nd
17	Revision Exam-I	March 24 th
18	Revision Exam-II	April 7 th

19	Revision Exam-III	April 21 st
20	Model Exam-I	April 28 th
21	Model Exam-II	May 7 th
22	Model Exam-III	May 16 th
23	Study holidays	May 23 rd to 30 th

ANNEXURE - 3

PART - A

Feedback

CONSOLIDATE

Department	Very good	Good	Satisfactory	Unsatisfactory
Tamil	16	21	8	1
English	171	260	95	2
Mathematics	159	215	79	2
Physical Science	103	156	50	2
Computer Science	77	72	27	-
History	10	10	4	-
Biological Science	15	23	9	1

PART-B

Best Practice

Citizenship Camp (5 days)

- Citizenship Training Camp was organised in our college from 6th January to 10th January 2014.
- Mr.R.Elanchezhian, our correspondent inaugurated and lightening the lamp on 6th January 2014.
- Followed this, a guest lecture on “SIDDHA MEDICINE” was given by siddha doctor, Government Primary and Health Centre Kalasapakkam village.
- In the second day (on 7th January 2014) “SAVE FOREST”- guest lecture was given by Munusamy(forest guard) polur range.
- Followed this a speech on “SBI Student Loan Scheme” was given by AGM(Assistant General Manager) Thiruvannamalai state bank.
- In third day demonstration on” YOGA” was given by yoga teacher Ramamoorthy followed this District Employment Officer gave a speech on “Employment opportunity” in around the district.
- In the fourth day District Manager RRC gave valuable speech on “AIDS AWARENESS” followed this student exhibited their talents in Drama, Dancing, singing, etc...
- In the last day: students exhibited their talents and various games were conducted.

Teachers Day Celebration

We celebrated teachers day on 5th September 2013 our principal Dr.M.N.RAVINDRANATHA preside over the function and he deliver a valuable speech about “GOOD TEACHER” followed this student exhibited their cultural talents.