

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

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

KOVAIPUDUR

City/Town

COIMBATORE

State

TAMILNADU

Pin Code

641042

Institution e-mail address

principal@vlbjcas.ac.in

Contact Nos.

0422-2605162, 2605163

Name of the Head of the Institution:

Dr.N.Rajakumar

Tel. No. with STD Code:

0422-2605162, 2605163

Mobile:

9942899522

Name of the IQAC Co-ordinator:

Mr K.Vasudevan

Mobile:

9842932777

IQAC e-mail address:

iqac@vlbjcas.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGNI 3506

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 (SC)/01/RAR/21

1.5 Website address:

www.vlbjcas.ac.in

Web-link of the AQAR:

www.vlbjcas.ac.in/aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.83	2008	5 Years
2	2 nd Cycle	A	3.04	2014	5 Years

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

23/01/2009

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 : 2009 to 2010 submitted to NAAC on 23/11/2010
- ii. AQAR : 2010 to 2011 submitted to NAAC on 16/12/2011
- iii. AQAR : 2011 to 2012 submitted to NAAC on 29/09/2012
- iv. AQAR : 2012 to 2013 submitted to NAAC on 27/11/2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NIL

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

Bharathiar University

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

Autonomy by State/Central Govt. / University	<input type="text" value="UGC"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	2

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) -- Nil

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Staff Induction Programme
2. A Students Welfare Programme

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. Academic audits to enhance quality	1. Audit conducted
2. To Conduct Two FDPs to enlighten the faculty members	2. Three FDPs 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

- | |
|--|
| <p>1. Resolved to promote research activities</p> <p>2. Resolved to submit Minor/Major projects to UGC</p> |
|--|

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	1	0	1	0
PG	7	0	7	0
UG	14	0	14	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others/M Phil	2	0	2	0
Total	24	0	24	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options – CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	0
Annual	0

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 updated based on the industrial needs and current trends

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
124	124	0	0	0

2.2 No. of permanent faculty with Ph.D.

7

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
15	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

1

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	8	14
Presented papers	15	14	5
Resource Persons	0	0	0

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

Faculty orientation programmes are conducted regularly by IQAC under the banner FAMES (Faculty Advancement Motivational and Enhancement Session) to improve teaching and learning process.

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

204

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

1. Photocopy

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	124	124	124
2.10 Average percentage of attendance of students	82.3%		

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc Maths	24	54.16	20.83	16.66	4.16	95.8
B.Sc ECS	50	16	38	18	0	72
B.Sc CS	127	19.68	44.88	14.16	0.78	80.31
B.Sc IT	44	27.65	40.42	23.40	0	95.45
B.Sc CT	47	27.65	40.42	23.40	0	91.48
BCA	77	12.98	71.42	6.49	0	90.90
B.Com	89	5.61	51.68	26.96	0	84.26
B.Com CA	108	9.25	64.81	12.03	0	86.11
B.Com CS	30	6.66	56.66	33.33	0	96.66
B.Com IT	45	4.44	60	26.66	0	93.33
BBA	27	7.40	62.96	14.81	0	85.18
BBA CA	79	18.98	73.41	2.53	0	94.93
MCA	27	40.74	51.85	0	0	92.59
M.SC CS	14	7	6	0	0	0
MBA	23	8	10	0	0	78.26
M.Com	13	4	8	0	0	92.30
MIB	6	2	3	0	0	83.33

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

1. Faculty Performances are assessed regularly
2. Lesson Plan is reviewed weekly
3. Feedback mechanism is used to evaluate teaching and learning process of each faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	109
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	4	0	2	0
Technical Staff	5	3	0	3

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|---|
| 1. Faculty members are motivated to pursue research degree , to publish research articles and to get financial assistance from the external agencies / bodies for their research projects |
|---|

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	1	0
Non-Peer Review Journals	2	0	0
e-Journals	0	0	0
Conference proceedings	31	17	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL			
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: NA

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

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number					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	NIL
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
1	1					

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

2

4

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

1

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 300
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0
National level 0 International level 0

3.23 No. of Awards won in NSS: Nil

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC: Nil

University level 0 State level 0
National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0 College forum 0
NCC 0 NSS 7 Any other 0

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

- Blood Donation Camp by NSS on 13.12.2013
- Renovation of Ukkadam Periyakulam on 6/9/13

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	24.1145 Acres		Management Funds	
Class rooms	72		Management Funds	72
Laboratories	10		Management Funds	10
Seminar Halls	3	1	Management Funds	4
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

Yes. It is computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	495	-	388	-	-	236400
Reference Books	17	-	25	-	-	213530
e-Books	50000	-	-	-	-	-
Journals	201	-	3	-	-	-
e-Journals	3000	-	-	-	-	-
Digital Database	N-List	-	-	-	-	5000
CD & Video	36	-	147	-	-	5000
Others (specify) Thesis	1302	-	1302	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	477	395 PC in 8 Labs	6 Mbps	1	-	6 PC	1 PC for each department	76
Added								
Total	477	395	6 Mbps	1	-	6 PC	1	76

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

6 Mbps Broad Band Net facility has been provided to students and teachers.

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

-

iii) Equipments

-

iv) Others

-

Total :

-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Initiatives have been taken through the following

1. Identifying slow learners through results
2. Remedial classes for slow learners
3. Study material for all subjects
4. Mentoring
5. Group Insurance
6. Gender Sensitization Programmes

5.2 Efforts made by the institution for tracking the progression

Tracking of progression is made by following mechanisms

1. Class committee meeting
2. Students Feedback
3. Orientation Programme

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2563	195	0	0

(b) No. of students outside the state

26

(c) No. of international students

0

	No	%		No	%
Men	1557	57%	Women	1157	43%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
306	294	15	2084	0	2699	292	280	12	2174	0	2758

Demand ratio: 1:2

Dropout %: 1.12%

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

Coaching classes for competitive examinations are conducted for UG and PG students by our own faculty members.

No. of students beneficiaries

847

5.5 No. of students qualified in these examinations: NIL

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

The students are given counselling thru the following mechanisms

1. Mentoring
2. Orientation Programme
3. Personality development Programme

No. of students benefitted

981

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
14	711	373	192

5.8 Details of gender sensitization programmes

1. Dr. Jayshree addressed girls students about General Health
2. Dr. Kamalaveni addressed about the importance of Breast feeding for girls students

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	0	0
Financial support from government	162	578180
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

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: _____ Nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission : Our mission is to offer educational programmes and services, which are accessible , comprehensive , society centered and flexible, inorder to enhance the development of the individuals in their respective area of operation.

Vision : The institutions physical , human and financial resources would be expanded to accommodate its anticipated growth. It would become a viable partner with the industry to achieve the required quality in education. Inculcate the total quality culture in the minds of its teachers and students and ensure their employability. The focus would be on futuristic skills and imparting knowledge to acquire global competitive edge.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The following strategies are adopted to develop the curriculum and ensure the quality education

1. Review of syllabus and curriculum by the faculty members, industrialists, members of alumni and subject experts.
2. Conduction of Board of Studies meeting once in a year

6.3.2 Teaching and Learning

1. Preparation of lesson plan for all the subjects
2. Effective teaching as per Lesson plan and schedule
3. Review of lesson plan and its outcome once in a week
4. Periodical assignment to improve learning ability of students
5. Seminars and guest lectures by experts

6.3.3 Examination and Evaluation

- (i) Ten minutes time for question paper reading before the commencement of Examination Student gets three full hours for writing the Theory Examination.
- (iii) Senior Staff with five years of experiences are only invited for Central Evaluation.
- (v) Review of Question Paper is done by the subject teacher on the same day. This helps in removing any anomalies in Question Paper on same day.
- (viii) Supplementary Examination is conducted for the Odd Semester in the month August-September & for the Even Semester in February-March. Thus the burden of arrear is not carried to the End Semester with Current Semester Paper. This helps the students to concentrate on current papers.
- (xii) Special Supplementary for outgoing students in the case one arrear in the month of June.

6.3.4 Research and Development

A research committee has been constituted to promote the research activities in the campus.

Staff members are motivated to pursue doctoral degree and for minor and major projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Latest Books and journals are updated every year to fulfill the requirements.
2. Online journals are made available to students through N-List and Delnet
3. Digital library for students
4. 6 Mbps internet connection for students

6.3.6 Human Resource Management

1. Faculty enrichment programmes are organized periodically
2. Staff orientation/Induction programmes are organized
3. Group insurance for all staff members
4. To improve the performance of the faculty training programmes are conducted whenever required.

6.3.7 Faculty and Staff recruitment

As per the requirement staff members are appointed before the commencement of the every academic year based on their qualification and performance in the interview.

6.3.8 Industry Interaction / Collaboration

Industries and other organizations are identified by the institution to have MoUs and Collaboration to improve the standard of higher education and meet out the needs of stake holders.

6.3.9 Admission of Students

As per the university norms students are admitted to various courses.
Institution participates in various educational fairs to highlight the core values of the institution

6.4 Welfare schemes for

Teaching	Group Insurance and Transport facilities
Non teaching	
Students	

6.5 Total corpus fund generated

0

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	YES	TUV	YES	MR
Administrative	YES	TUV	YES	MR

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?

(A) Examination/Evaluation Reforms initiated by the Institution.

(i) Ten minutes time for question paper reading before the commencement of Examination. Student gets three full hours for writing the Theory Examination.

(ii) Multi color paper are used for printing question paper (5 Color- White/Pink/Blue/Green/Yellow)

- ❖ White-Humanities and Foundation Courses.
- ❖ Green-UG-Science Streams
- ❖ Yellow-UG-Commerce & Management Streams
- ❖ Pink-PG Courses
- ❖ Blue-MCA & MBA

(iii) Senior Staff with five years of experiences are only invited for Central Evaluation.

(iv) Question Paper Setters list is updated each Semester.

(v) Review of Question Paper is done by the subject teacher on the same day. This helps in removing any anomalies in Question Paper on same day.

(vi) 20% of the Evaluators are station staff with more than years of experience.

(vii) Practical Examiners/Question paper Setters/Paper Evaluators are chosen from the panel given by the COE through Principal, this helps in maintaining the confidentiality.

(viii) Supplementary Examination is conducted for the Odd Semester in the month August-September & for the Even Semester in February-March. Thus the burden of arrear is not carried to the End Semester with Current Semester Paper. This helps the students to concentrate on current papers.

(ix) Upto 5 marks moderation is given in the Passing Board.

(x) Photo Copies of Answer Booklets are given to students based on their requests.

(xi) Revaluation and Retotalling is Completed within 21 days of result publication.

(xii) Special Supplementary for outgoing students in the case one arrear in the month of June.

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

N/A

6.11 Activities and support from the Alumni Association

All the departments are having Alumni association through which meetings are conducted periodically.

Members of Alumni of various departments offered their support to improve the curriculum to meet out the industrial needs and also they are extended their support for our students placements.

6.12 Activities and support from the Parent – Teacher Association

Department wise Parents-teacher meetings are held to share their views to improve the overall quality .

6.13 Development programmes for support staff

Orientation programmes are organized for support staff once in a year.
Training programmes are also conducted.

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

Initiatives have been taken to keep the campus clean and greenery through the following:

1. Plantation
2. Maintenance of Lawn

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.

Additional Credit courses are introduced for the benefit of students in order to improve their self learning ability.

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

Plan of action was reviewed by IQAC and no specific action was required since objectives and targets are achieved

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

1. Class committee meeting
2. Placement Training

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

7.4 Contribution to environmental awareness / protection

Environmental studies subject is being offered to all the students to create awareness. Activities related to environmental protections also have been conducted.

7.5 Whether environmental audit was conducted? Yes No

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

Department wise SWOT analysis is carried out to improve the core values of various courses. The same is reviewed by IQAC to improve the quality.

8. Plans of institution for next year

1. Appointment of Deans to monitor various academic activities.
2. Grouping of various clusters
3. To organize Exhibitions
4. To bring out Monthly report and Newsletter

Name Mr. K. Vasudeven

Name Dr. N. Raja Kumar, Principal

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

1. Title of the Practice

Class Committee Meeting

.2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100words)?

The main objective of this practice is to bring Transparency in teaching. 7 students are selected from each class based on merit and a meeting for them is convened by Principal and Secretary after each CIA. Students could discuss class-room teaching in the absence of faculty and voice their grievances too .This helps in finding shortcomings in the teaching method and rectify it. Apart from this, problems faced by slow learners are identified, changes are made in teaching methodology accordingly and remedial classes are taken. As a result Teaching is made more effective and faculty improvement is made possible.

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Students in a class room are from different back grounds as well as intellectual capacity. The teaching method pursued by a particular faculty may not cover the needs of all the students in academics. So it is necessary to monitor class-room teaching. Students find it difficult to discuss the same with faculty directly .Hence there is a need to interact with the Principal and Secretary on issues arising in daily teaching-learning. This may not be carried out in presence of faculty or Head of the Department. So Class Committees are constituted with students of 3 categories-meritorious, average and weak students. This gives each group a chance to voice their problems in learning and shortcomings from the side of the faculty. Monitoring classes directly has its own draw backs as the faculty may not be able to perform in presence of Principal and Secretary and it becomes difficult for Faculty improvement. Student involvement in class room is ensured by this procedure.Teaching is monitored and faculty is given chance to change teaching methodology and improvement in teaching is assured.

4. The Practice

Describe the practice and its uniqueness in the context of Indian higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

The present education system lacks the participation of students and transparency in class-room teaching. The Class committee meetings gives a change to the scenario. Class Committees are constituted with the representation of students of different academic standards .This gives even the weakest student to voice his/her problems faced by him in learning. It may be from the faculty, or the student may have learning difficulties. In both ways the Class Committees help to recognize the short comings and rectify them immediately. The Secretary and Principal are directly getting information from the students, so they are well aware of the problems and correction is done with their knowledge and involvement. Through this management participation is also assured in class-room teaching. Parents are consistently informed about the students performance and faculty-parents meetings are conducted to discuss the same. This ensures that both the student improvement and faculty improvement. This is done systematically with the involvement of the faculty, Head of the Department, Principal and Secretary. Even a change in curriculum is made possible whenever it is found necessary. Main advantages are three dimensional-more effective class-room teaching, improved student-performance and faculty improvement. High level of pass percentage, achieving targets are made possible by this practice. Quality of Education - the need of the time is achieved and ensured through this system. So the Class-room Committee meeting is a healthy practice which can be adopted at National Level to bring more effectiveness in class-room teaching and to ensure quality of education.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The college doesn't maintain specific merit standard for admission. Students of poor academic background are admitted every year. But high standard of teaching and training is provided by the college. This results in high success rate and number of university ranks secured by students. Class-room Committee Meetings play a vital role here to ensure quality of teaching and student performance. The college ensures performance against targets and revises the targets to higher percentage.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The mark sheet in AC019 is submitted to Principal after each CIA and the members are selected by him to constitute the Class Committee. This rules out any chance of favoritism from the part of faculty and fear in the minds of students.

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Global competency is the set goal in present-day education system. This is achieved by enhancing the quality of education through up-gradation of knowledge, regular updation of syllabus, adopting new teaching techniques and continual assessment. Class Committee meetings have proved to play a vital role here. As class-room teaching is still the main method of teaching, it needs to enhance the quality of education. Hence transparency in class-room teaching is much expected. Class Committee meeting ensures transparency in class-room teaching, at the same time even academically poor students can voice their problems and change can be brought into teaching methods. This ultimately results in revision of syllabus, faculty improvement, knowledge sharing and thus quality of education is acquired. This system has proved to be a healthy practice which can be adopted by other institutions.

1. Title of practice

PLACEMENT TRAINING

2. Objectives of practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100words)?

PLACEMENT has a very significant role to play in today’s competitive world of education. The purpose of education is strengthened by providing proper placement-opportunities to the students. Placement is the best feature of our institution, the college has it in the vision itself-It would become a viable partner with the industry to achieve the required quality in education, inculcate total quality- culture in the minds of both teachers and students and ensure their employability. It is the motto of our college that every student must be awarded with a placement along with degree. The college has a strong and efficient Placement and Training cell which prepares the students for placement interviews through intensive training.

3. Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Employability after graduation was almost impossible due to lack of competency and skills in graduates. The industry quiet often came down with the opinion –we have the jobs, you don't have the skills. Employment became scarce without acquiring skills by post graduation. At the same time recruitment at graduation level or placement has started opening a lot of opportunities to students, but skills being a must. Skill development was the only answer to the problem. Hence placement training became the need of the time to develop necessary skills in students. The college promptly came up with a placement cell to look into the challenges faced by students in securing placement and to prepare them for the same. Training is imparted at four levels- Communication Skills, Numerical Methods, Personality Development and Career Guidance focusing on complete skill development. This showed the result sought-more placement every year-Placement and Training became an integral part of our curriculum.

4. THE PRACTICE

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

Placement training stretches to three years, starting right at the commencement of the course up to the end of it. The training starts with Bridge course for the newly admitted students in the first week of commencement of their classes which comprises of Basic English, Personality Development, Numerical methods and Value of Education. This helps the students to prepare themselves for instruction in English and develop Communication Skills. The instruction in class room is compulsorily in English to encourage the Non-English medium students to converse in English.

In the second phase of placement training we have introduced communicative English in second semester in place of Literary English. Here they are trained in modern techniques in communication like new methods in oral- written communication, Email and Drafting along with grammar, pronunciation, articulation and phonetics. Periodical tests, role plays, mock interviews and debates are conducted to assess the skills and assist them to acquire the skills. The syllabus is prepared by our faculty in such away to prompt them to communicate in English.

The second year Training is mainly focussed on Functional English. Syllabus is framed for third and fourth semester mainly based on Aptitude tests and placement interviews. The course material is prepared based on online aptitude tests conducted by reputed companies during placement along with interviews and group discussions. This enables the students to have an inside knowledge on placement techniques adopted by different companies. Students are trained in for preparing curriculum vitae, E-application, group discussions and interviews. Faculty are appointed solely for handling Functional English.

Final year training commences with Ten days of intensive training in Personality Development.-Numerical Methods-Communicative English-mainly on techniques in communicative skills and basic grammar, Numerical ability for Mathematical skills in aptitude test and then career guidance. Apart from this experts in Functional English and Career guidance are invited to conduct classes for final year students. Besides these counselling in Career guidance and placement is given to all outgoing students to help them in securing better jobs. Other than this, students are given special coaching in Tamil to appear for TNPSC exams.

5. EVIDENCE OF SUCCESS

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

We have been achieving 70 to 80 % of placement for the last 5 years. The college has been awarded the Best Placement award in 2009-2010. 687 students have been placed in reputed companies in the academic year 2012-13.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED.

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The competition within colleges to acquire maximum placement is the main challenge. The criteria for admission in our college doesn't involve merit, hence more than 50% of students are below average in academics and are from Tamil medium. Here, the challenge lies in imparting training in communication skills and placement. This is done by creating awareness on the importance of placement. Once we overcome this hurdle placement drive goes on smoothly.

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Today the merits and demerits of an educational institution are defined based on placement. The placement training definitely moulds students in tune with the requirements of different companies for placement and this enables them to acquire best placement.

Annexure III: ACADEMIC CALENDAR YEAR 2013– 2014

June – 2013

Date	Day	Working Days	Remarks
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday	1	I & II Year Reopening
13	Thursday	2	
14	Friday	3	
15	Saturday	-	
16	Sunday	-	
17	Monday	4	
18	Tuesday	5	
19	Wednesday	6	
20	Thursday	7	
21	Friday	8	
22	Saturday	9	
23	Sunday	-	
24	Monday	10	
25	Tuesday	11	
26	Wednesday	12	
27	Thursday	13	
28	Friday	14	
29	Saturday	-	
30	Sunday	-	

August - 2013

Date	Day	Working Days	Remarks
1	Thursday	40	
2	Friday	41	
3	Saturday	42	
4	Sunday	-	
5	Monday	43	
6	Tuesday	44	
7	Wednesday	45	
8	Thursday	46	
9	Friday	-	Ramzan
10	Saturday	-	
11	Sunday	-	
12	Monday	47	
13	Tuesday	48	
14	Wednesday	49	
15	Thursday	-	Independence Day
16	Friday	50	
17	Saturday	51	
18	Sunday	-	
19	Monday	52	
20	Tuesday	53	
21	Wednesday	54	
22	Thursday	55	
23	Friday	56	
24	Saturday	-	
25	Sunday	-	
26	Monday	57	
27	Tuesday	58	
28	Wednesday	-	Gokulastami
29	Thursday	59	
30	Friday	60	
31	Saturday	61	

July – 2013

Date	Day	Working Days	Remarks
1	Monday	15	
2	Tuesday	16	
3	Wednesday	17	
4	Thursday	18	
5	Friday	19	
6	Saturday	20	
7	Sunday	-	
8	Monday	21	
9	Tuesday	22	
10	Wednesday	23	
11	Thursday	24	
12	Friday	25	I & II Year Reopening
13	Saturday	-	
14	Sunday	-	
15	Monday	26	
16	Tuesday	27	
17	Wednesday	28	
18	Thursday	29	
19	Friday	30	
20	Saturday	31	
21	Sunday	-	
22	Monday	32	
23	Tuesday	33	
24	Wednesday	34	
25	Thursday	35	
26	Friday	36	
27	Saturday	-	
28	Sunday	-	
29	Monday	37	I CIA Test
30	Tuesday	38	
31	Wednesday	39	

September – 2013

Date	Day	Working Days	Remarks
1	Sunday	-	
2	Monday	62	
3	Tuesday	63	
4	Wednesday	64	
5	Thursday	65	
6	Friday	66	
7	Saturday	67	
8	Sunday	-	
9	Monday	-	VinayagarChathurthi
10	Tuesday	68	
11	Wednesday	69	
12	Thursday	70	
13	Friday	71	
14	Saturday	-	
15	Sunday	-	
16	Monday	72	
17	Tuesday	73	
18	Wednesday	74	
19	Thursday	75	
20	Friday	76	
21	Saturday	77	
22	Sunday	-	
23	Monday	78	II CIA Test
24	Tuesday	79	
25	Wednesday	80	
26	Thursday	81	
27	Friday	82	
28	Saturday	-	Gokulastami
29	Sunday	-	
30	Monday	83	

October - 2013

Date	Day	Working Days	Remarks
1	Tuesday	84	
2	Wednesday	-	Gandhi Jeyanthi
3	Thursday	85	
4	Friday	86	
5	Saturday	87	
6	Sunday	-	
7	Monday	88	
8	Tuesday	89	
9	Wednesday	90	
10	Thursday	91	
11	Friday	92	
12	Saturday	93	
13	Sunday	-	SaraswathiPooja
14	Monday	-	AyuthaPooja
15	Tuesday	-	
16	Wednesday	-	Bakrid
17	Thursday	94	Model Examinations
18	Friday	95	
19	Saturday	96	
20	Sunday	-	
21	Monday	97	
22	Tuesday	98	
23	Wednesday	99	
24	Thursday	100	
25	Friday	101	
26	Saturday	-	
27	Sunday	-	
28	Monday	102	Comprehensive Practical Examinations
29	Tuesday	103	
30	Wednesday	104	
31	Thursday	105	

December - 2013

Date	Day	Working Days	Remarks
1	Sunday	-	
2	Monday	1	Even Semester Begins
3	Tuesday	2	
4	Wednesday	3	
5	Thursday	4	
6	Friday	5	
7	Saturday	6	
8	Sunday	-	
9	Monday	7	
10	Tuesday	8	
11	Wednesday	9	
12	Thursday	10	
13	Friday	11	
14	Saturday	-	
15	Sunday	-	
16	Monday	12	
17	Tuesday	13	
18	Wednesday	14	
19	Thursday	15	
20	Friday	16	
21	Saturday	17	
22	Sunday	-	
23	Monday	18	
24	Tuesday	19	
25	Wednesday	-	Christmas
26	Thursday	20	
27	Friday	21	
28	Saturday	22	
29	Sunday	-	
30	Monday	23	
31	Tuesday	24	

November - 2013

Date	Day	Working Days	Remarks
1	Friday	-	
2	Saturday	-	Deepavali
3	Sunday	-	
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday		
11	Monday		Comprehensive Theory Examinations
12	Tuesday		
13	Wednesday		
14	Thursday		Muharram
15	Friday		
16	Saturday		
17	Sunday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		

January - 2014

Date	Day	Working Days	Remarks
1	Wednesday	-	New Year Day
2	Thursday	25	
3	Friday	26	
4	Saturday	27	
5	Sunday	-	
6	Monday	28	
7	Tuesday	29	
8	Wednesday	30	
9	Thursday	31	
10	Friday	32	
11	Saturday	33	Comprehensive Theory Examinations
12	Sunday	-	
13	Monday	-	
14	Tuesday	-	Pongal
15	Wednesday	-	Pongal
16	Thursday	-	Pongal
17	Friday	34	
18	Saturday	35	
19	Sunday	-	
20	Monday	36	I CIA Test
21	Tuesday	37	
22	Wednesday	38	
23	Thursday	39	
24	Friday	40	
25	Saturday	41	
26	Sunday	-	
27	Monday	42	
28	Tuesday	43	
29	Wednesday	44	
30	Thursday	45	

31	Friday	46	
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February - 2014

Date	Day	Working Days	Remarks
1	Saturday	47	
2	Sunday	-	
3	Monday	48	
4	Tuesday	49	
5	Wednesday	50	
6	Thursday	51	
7	Friday	52	
8	Saturday	-	
9	Sunday	-	
10	Monday	53	
11	Tuesday	54	
12	Wednesday	55	
13	Thursday	56	
14	Friday	57	
15	Saturday	58	
16	Sunday	-	
17	Monday	59	
18	Tuesday	60	
19	Wednesday	61	
20	Thursday	62	
21	Friday	63	
22	Saturday	64	
23	Sunday	-	
24	Monday	65	
25	Tuesday	66	
26	Wednesday	67	
27	Thursday	68	
28	Friday	69	

April - 2014

Date	Day	Working Days	Remarks
1	Tuesday	95	
2	Wednesday	96	
3	Thursday	97	
4	Friday	98	
5	Saturday	-	
6	Sunday	-	
7	Monday	99	Model Examinations
8	Tuesday	100	
9	Wednesday	101	
10	Thursday	102	II CIA Test
11	Friday	103	
12	Saturday	104	
13	Sunday	-	
14	Monday	105	
15	Tuesday	106	
16	Wednesday		Comprehensive Practical Examinations
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		Comprehensive Theory Examinations
29	Tuesday		
30	Wednesday		

March - 2014

Date	Day	Working Days	Remarks
1	Saturday	70	
2	Sunday	-	
3	Monday	71	
4	Tuesday	72	
5	Wednesday	73	
6	Thursday	74	
7	Friday	75	
8	Saturday	-	
9	Sunday	-	
10	Monday	76	II CIA Test
11	Tuesday	77	
12	Wednesday	78	
13	Thursday	79	
14	Friday	80	
15	Saturday	81	
16	Sunday	-	
17	Monday	82	
18	Tuesday	83	
19	Wednesday	84	
20	Thursday	85	
21	Friday	86	
22	Saturday	87	
23	Sunday	-	
24	Monday	88	
25	Tuesday	89	
26	Wednesday	90	
27	Thursday	91	
28	Friday	92	
29	Saturday	93	
30	Sunday	-	
31	Monday	94	

May - 2014

Date	Day	Working Days	Remarks
1	Thursday		May Day
2	Friday		
3	Saturday		Holiday Semester
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday		
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday		
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

ANNEXURE IV: FEEDBACK ANALYSIS

Alumni

- Suggested to improve Curriculum based on industrial needs
- Suggested to increase on-campus placement drives

Parents

- Suggested to provide bus facility in certain areas
- Suggested to conduct parents meeting frequently

Employers

- Suggested to conduct Communicative English class
- Suggested to have industrial Tie-up

Students

- Suggested to have placement training from 2nd year onwards
- Suggested to have training for Competitive exams