

JUSTICE BASHEER AHMED SAYEED COLLEGE FOR WOMEN

(Autonomous)

Chennai – 600 018.

Reaccredited by NAAC in 2013 with CGPA of 3.61 on four point scale at A Grade



ANNUAL QUALITY ASSURANCE REPORT



Submitted to

National Assessment and Accreditation Council

Bangalore

SEPTEMBER 2014

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

Justice Basheer Ahmed Sayeed College for Women
(Autonomous)

1.2 Address Line 1

No.56 K.B Dasan Road

Address Line 2

Teynampet

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 018

Institution e-mail address

jbascollege@gmail.com

Contact Nos.

044-24364152 / 044-24364140

Name of the Head of the Institution:

Dr. Nausheen Dawood

Tel. No. with STD Code:

044 -24350395

Mobile:

9444132845

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 Star	-	1999	5
2	2 nd Cycle	A+	-	2007	5
3	3 rd Cycle	A	3.61	2013	5
4	4 th Cycle	-	-	-	-

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

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

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	2009-2010	30/08/2012
ii. AQAR	2010- 2011	30/08/2012
iii. AQAR	2011- 2012	30/08/2012
iv. AQAR	2012-2013	28/08/2013

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)

. BCA & MCA

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		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	-
2.4 No. of Management representatives	1
2.5 No. of Alumni	3
2.6 No. of any other stakeholder and Community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	14

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)

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

Total Nos. International National State Institution Level

(ii) Themes

1. FDP (i) Leadership Exploration and Development (LEAD)
(ii) Engineering Change for Development
2. Workshop on "Teaching with Technology"
3. Students Orientation program
4. Workshop on "Inclusion in Diversity"

2.14 Significant Activities and contributions made by IQAC

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
Annexure I	*

* 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

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	4	-	-	-
PG	6	-	6	-
UG	17	-	14	8
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	5 (M.Phil.)	-	1	-
Total	33	-	21	8
Interdisciplinary	23	-	18	-
Innovative	-	-	-	1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	43
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.

N/A

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

M.Phil. Corporate Secretaryship

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
276	248	28	-	-

2.2 No. of permanent faculty with Ph.D.

41

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
12	1	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

11	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	68	108	87
Presented papers	48	77	38
Resource Persons	8	5	21

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

1. Bridge Course 2. Knowledge Sharing Session 3. ICT tools for teaching & learning 4. Multiple sets of question papers for Continuous Evaluation. 5. Real time projects involving analysis and suggestions.

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

192

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

Transparency in evaluation so that the students can obtain photocopy of answer scripts.

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

28	5	-
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2.10 Average percentage of attendance of students

96%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	5641	23	48	24	6	91
PG	396	24	31	2	0	96
M.Phil	44	55	95	-	-	96

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

1. Academic Audit
2. Work Plan Diary
3. Faculty Development Programme
4. Students feedback
5. Curriculum Feedback
6. Parents feedback
7. Faculty Self- Appraisal

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	27
UGC – Faculty Improvement Programme	4
HRD programmes	3
Orientation programmes	276
Faculty exchange programme	-
Staff training conducted by the university	11
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	12
Others (CTS Training)	5

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	46	-	-	-
Technical Staff	32	1	1	2

Criterion – III

3. Research, Consultancy and Extension

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

Proposal to set up MRCC (Multi Disciplinary Research Consultancy Centre) to facilitate research activities of the institution. 20 major and minor projects applied to UGC and 10 projects have been sanctioned during this year. Encouraged staff to attend short term courses on preparation of project reports. Faculty are motivated to register for Ph.D. programmes and to apply for Ph.D. guideship. Initiatives are taken to upgrade P.G. Departments to Research Department.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	2
Outlay in Rs. Lakhs	11.23	-	-	24.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	4	4
Outlay in Rs. Lakhs	3.48	6.82	11.10	20.00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	3	-
Non-Peer Review Journals	1	1	-
e-Journals	-	-	1
Conference proceedings	15	27	13

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	3	UGC	11.23	10.95
Minor Projects	2	UGC	14.30	7.16
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	5	-	25.53	18.11

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	2	1	4	-	4
Sponsoring agencies	UGC	-	-	-	-

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
11	1	1	-	9	-	-

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

6

36

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

2

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

JRF 1 SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 33 State level 42
National level - International level 10

3.22 No. of students participated in NCC events:

University level 12 State level 28
National level 9 International level 2

3.23 No. of Awards won in NSS:

University level 4 State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 3
National level 2 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	5		
NCC	3	NSS	2	Any other	27

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

* Outreach programmes were conducted in which the students actively participated in Marina beach cleanup, helping the underprivileged children in orphanages and providing care for the elders at old age homes.

* The students of the NSS and the Red Ribbon Club have conducted regular activities and awareness programmes like Diabetes Awareness Camp, Eye Camp, Dental Camp, Cancer awareness and screening, Health and hygiene etc. for the benefit of the community and villages in an around Peerkankarai.

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	13 acres	-	-	13 acres
Class rooms	82	-	-	82
Laboratories	59	-	-	59
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	8	1.98	Management	1.98
Others	-	-	-	-

4.2 Computerization of administration and library

The office is installed with LAN connectivity.

The Department & office are connected by intercom.

Institutional subscription with INFLIBNET N-LIST with more than 97,000+ e-books and 6000+ e-journals, British Council Library, American Library, Madras University Library.

Library is computerized with DELNET (Developing Library Network) Software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	74,812		2039		76851	
Reference Books	5000		300		5300	
e-Books	97000		Inflibnet		N-list	
Journals	41		12		53	
e-Journals	6000+		6000+		6000+	
Digital Database	-		1,81,51,784		1,81,51,784	
CD & Video	155		-		155	
Others (Newspaper & Magazine)	35		2		37	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	269	171	20	10	10	30	48	-
Added	104	98	175	-	-	-	6	-
Total	373	269	195	10	10	30	54	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

<p>Workshop on Teaching and Technology for faculty.</p> <p>Training the staff members in the use of smart board.</p> <p>Proposal to implement e-governance.</p> <p>Computer skill training for students conducted by the Centre for Women Studies.</p> <p>‘Live wire’ is a platform for students to network.</p> <p>Internet centre available for students free of cost in the library.</p>

4.6 Amount spent on maintenance in lakhs:

i) ICT	7.5
ii) Campus Infrastructure and facilities	4.9
iii) Equipments	59.70
iv) Others	0.25
Total:	14.66

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Every year the IQAC organises an elaborative Orientation programme for the freshers about available Student Support Services.
Staff Co-ordinators and Selected Student Representatives are nominated for each Support Services for guidance. Every Monday the students are provided information on the various support services.

5.2 Efforts made by the institution for tracking the progression

1. Continuous Internal Assessment
2. MidTerm Examination
3. End semester evaluation
4. Mentor Mentee system
5. Parents Teachers Interaction.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5778	407	24	44

(b) No. of students outside the state

40

(c) No. of international students

8

	No	%
Men	-	-

Women

No	%
6253	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically challenged	Total
412	561	15	5309	-	6297	461	624	28	5140	3	6253

Demand ratio - 1:3.3

Dropout % - 5.52

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

IAS facilitating centre is established through which 15 aspirants are being given coaching to appear for UPSC examinations. Classes conducted for training the students for Bank probationary officer's examination.

No. of students beneficiaries

55

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="1"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Awareness & Informative Seminars, Motivational workshops for prefinal & final year students are conducted.
- Fulltime student counsellor does personal, academic and career counselling.
- Mentor mentee system adopted in the institution.

No. of students benefitted

950

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
24	754	423	20

5.8 Details of gender sensitization programmes

- The Centre for Women Studies conduct programmes on gender sensitization through talks, seminars, lectures and interactive sessions.
- The Departments have introduced units in the curriculum related to women's issues.

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	<input type="text" value="23"/>	National level	<input type="text" value="18"/>	International level	<input type="text" value="1"/>
Cultural: State/ University level	<input type="text" value="54"/>	National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

5.10 Scholarships and Financial Support

	Number of students	Amount in Rupees
Financial support from institution	1709	67,47,600
Financial support from government	360	1,88,200
Financial support from other sources	83	2,75,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

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

To train and equip women students from economically and socially backward communities with education of the highest quality so that they lead responsible and purposeful lives and transmit their achievement to the betterment of society.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The Choice Based Credit System (CBCS) pattern is followed besides the core subjects. The students are offered a wide range of optional subjects like Core Elective, Non- Major Elective and Inter Disciplinary. Provision for lateral entry is also given to students of other Universities, Colleges and Polytechnical Institutes. Skill based subjects offered to the final year students to enhance their skills. Regular feedback of the curriculum is also collected.

6.3.2 Teaching and Learning

Academic record, Work Plan Diary is maintained. Provision of smart boards to facilitate ICT based teaching. To further enhance the learning, students are given assignments, audio-visual classes & Peer learning. Industrial visits, field work and Institutional training, Students are also encouraged to actively participate in seminars, group discussions, Case study, role play, quiz & debates to provide hands on training.

6.3.3 Examination and Evaluation

The COE office is an independent system and is able to operate without fear, favour, pressure and prejudice. The COE reports directly to the Chairman, the Secretary and the Correspondent of the college. The salient features of our college are Security feature of the marksheet, external evaluation, external paper setting, External Scrutiny committee and independent and self reliant COE office. The End Semester results are analyzed at the Results Review Meeting and are also placed in the Academic Council and Governing body. Performance of students at Continuous Internal Assessment test is reviewed by the Head of the department along with subject teachers and remedial action plan formulated.

6.3.4 Research and Development

To encourage the faculty to take up guideship. 4 faculty members have obtained guideships from the University. Awards and cash prize are given to faculty for publications with high impact factor (Rs. 10,000), Rs. 25,000 for publication of Book and Rs. 50,000 for patent is offered by the Management of the institution. One Major project and 3 minor projects have been completed, 6 minor projects are ongoing and 4 minor projects have been sanctioned by the UGC. 21 research articles in International Peer Review Journal and 3 articles in National Peer Reviewed Journal have been published and 15 in International, 27 National and 13 in other Conference Proceedings have also been published in the academic year 2013-14. The staff are encouraged to apply for Major and Minor Projects of the UGC and the Government and are also allowed to attend refresher courses, seminars, workshops and *training* programmes for updating their research skills.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College Library is centralised and consists of 76,851 text books and 5,300 reference books, 37 newspapers and magazines, 43 Indian and 10 International journals.

OPAC (Open Public Access Catalogue Section) system gives information regarding the availability of the books.

Institutional subscription with INFLIBNET N-LIST with more than 97,000+ e-books and 6000+ e-journals British Council Library, American Library, Madras University Library.

Access to DELNET (Developing Library Network) Software is available in the library.

Best student User of Library is awarded a cash prize of Rs.1000/-

The Library Committee comprises of faculty members and student volunteers.

Installation of smartboards for ICT based teaching.

An amount of Rs. 59, 72,995 for the new equipments has been purchased to upgrade the instrumentation facility.

6.3.6 Human Resource Management

Vacancies are filled immediately by the Management irrespective of the post being an aided or self-financed. Self appraisal is a regular feature which identifies training areas for the staff members. The Management recognises its employees as its prime assets and provides benefits commensurate with experience. Retired staff members expertise is also utilized.

6.3.7 Faculty and Staff recruitment

As the vacancy arises an advertisement for the post is called for in all the leading daily newspapers with details of qualification required. The applications received are scrutinized by the Heads of the respective Departments. The candidates are selected by the interview panel which consists of the members of the Management, University nominee, Subject experts, the Principal and the Heads of the Department.

6.3.8 Industry Interaction / Collaboration

MOUs have been signed with industries. Students are sent for compulsory internship to various industries, organisations and institutions to gain practical knowledge. The students of undergraduate and postgraduate degree are also encouraged to do real-time projects, internship to get hands on training and real-time training. An innovative one year collaborative programme on Multimedia with Chevuri was started for the students within the campus.

6.3.9 Admission of Students

Underprivileged Minority meritorious students and first generation learners are given preference. During admission, the PRO guides the students and parents. Counselling desks are set up by each Department to help the students and parents to analyse and join the preferred course.

6.4 Welfare schemes for

Teaching	Provident Fund (With contribution by the Employer), Health Insurance, Gratuity.
Non teaching	ESI Facilities, Provident Fund and Gratuity
Students	Scholarships (Government Scholarships, Minority Scholarships, Trust Scholarship, Private Scholarships)

6.5 Total corpus fund generated

Rs.26, 75,310

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	No	-	Yes	IQAC
Administrative	Yes	Government	Yes	IQAC

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?

The policies and procedures suggested by the COE are passed in the “Examination Policy Making Committee” (EPMC). Security features are included in the Mark sheet, so that the students do not tamper. Automated Customized End Semester Examination fee challans are generated using Fee Management Software. When students apply for revaluation or improvement and if they pass scoring 5 marks and above, their revaluation fee is refunded totally. Consolidated mark sheets and transcripts are provided for those who are applying to foreign Universities.

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

The University Nominees are deputed for the Board of Studies, Academic Council and Governing Body to maintain academic standards.

6.11 Activities and support from the Alumni Association

The Alumnae Association of the college is a vibrant body. Every year an Alumnae Reunion is organised. The Alumnae achievers are identified from different walks of life and are honoured. Last year about ten achievers were recognised and honoured for excellence in their respective fields. Nearly 1000 alumnae participated in the meeting. Games and cultural programmes were arranged for the alumnae and O’ Henry’s play ‘While waiting for an auto’ was performed followed by a grand feast.

More than 15% of our teaching staff are alumnae. Our alumnae support the institution by participating in both academic and cultural activities of the college and also help in placement activity. Financial assistance is also given by our alumnae in the form of endowments.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher meeting take place twice a year and the dates are fixed on a Saturday (05/10/13 and 01/03/14 for both the semesters) and printed in the academic calendar to make it convenient for the parents to visit the college and find about the progress of their wards.

6.13 Development programmes for support staff

Outbound training programme was conducted for the support staff on “Inclusion in Diversity”.

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

Enhancing the greenery and creating awareness about environmental issues and maintaining the cleanliness of the campus. Tree walks and tree census was done in the campus. Feature film about conservation of wildlife and environment is shown.

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.

Inputs are given by Subject experts & Management members during the Results Review Meeting. Feedback of the curriculum is obtained from the alumnae. Special facilities are provided for differently abled students.

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

- | | |
|--|--|
| 1. Strategy Plan | - finalised for institution. |
| 2. Training students for employability | - Corporate trainees engaged for training. |
| 3. Introduction of Add on courses | - Creativity with Electronics, Actuarial Sciences. |
| 4. Introduction of Certificate programme | - Banking, Multimedia. |
| 5. Upgradation of Post graduate to research Department | - Introduction of M.Phil. Corp. Sec. |
| 6. Upgradation of Computer Labs | - Renovation of Computer labs. |

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

1. Catch them young.
2. Mentoring lectures for IAS.
(Annexure II)

7.4 Contribution to environmental awareness / protection

Enviro club – World Wildlife week. Awareness Programme on e-waste management. One day seminar on Global Warming.

7.5 Whether environmental audit was conducted?

Yes

No

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

S- Location, Infrastructure, Mission, Women empowerment, Qualified and committed Faculty, highly intellectual Management.
W- Unable to cater to demands due to limited seats.
O- To introduce new and innovative courses to meet the increasing demand.
T- Ever evolving research to be incorporated in the curriculum to meet the dynamic environment.

8. Plans of institution for next year

1. Reduction of Paperwork by introduction of Intranet and Internet facilities.
2. Online staff evaluation by students.
3. Construction of new building to augment the infrastructure.
4. Publish books with ISBN/ISSN
5. Installation of CCTV throughout the institution.
6. Increase in research activity by establishing Multi Disciplinary Research & Consultancy Centre.
7. Outbound Faculty Development Programme. Orientation programme for students. Workshop for teaching and non-teaching staff members.
8. Introduction of Mentor-Ward system.
9. Introduction of Innovative and Creative courses or degree programs, diploma and certificate courses.
10. Training to make students ready for C2C (Classroom to Corporate)

Dr. Nafeesa Fathima Moinuddin

Dr. Nausheen Dawood

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

ACADEMIC CALENDER FOR SEMESTER I,III & V

DATE	DAY	PARTICULARS
17/06/13	MONDAY	Faculty Development Programme Topic –“Leadership Exploration and Development(LEAD)” for Senior Faculty Members and “Engineering Change for Development” for the Junior Faculty members.
18/06/13	TUESDAY	
20/06/13	THURSDAY	College reopens for the II ,III Year U.G. & II P.G.
26/06/13	WEDNESDAY	College opens for the I year U.G.
27/06/13	THURSDAY	Orientation Programme for Freshers
28/06/13	FRIDAY	
08/07/13	MONDAY	First Continuous Internal Assessment (CIA) Test
29/07/13	MONDAY	Second Continuous Internal Assessment (CIA) Test
09/08/13	FRIDAY	Eid-ul-Fitr (Holiday)
15/08/13	THURSDAY	Independence Day
26/08/13	MONDAY	Mid Semester Examination Begin
28/08/13	WEDNESDAY	Krishna Jayanthi(Holiday)
05/09/13	THURSDAY	Teacher’s Day Celebration
09/09/13	MONDAY	Vinayaka Chaturthi(Holiday)
18/09/13	WEDNESDAY	Third Continuous Internal Assessment (CIA) Test
26/09/13	THURSDAY	Value Education& Soft Skill Examination
27/09/13	FRIDAY	Non-Major Elective & Skill Based Examination
01/10/13	TUESDAY	End Semester Practical Examination Begins
02/10/13	WEDNESDAY	Gandhi Jayanthi (Holiday)
05/10/13	SATURDAY	PTA Meeting
14/10/13	MONDAY	Vijayadasami(Holiday)
16/10/13	WEDNESDAY	Eid-ul-zuha(Holiday)
23/10/13	WEDNESDAY	End Semester Theory Examination Begins
31/10/13	THURSDAY	Last Working Day of the Semester

ACADEMIC CALENDER FOR SEMESTER II, IV & VI

DATE	DAY	PARTICULARS
18/11/13	MONDAY	College Reopens
30/11/13	SATURDAY	Workshop for Faculty Members on “teaching with technology”
09/12/13	MONDAY	First Continuous Internal Assessment (CIA) Test
25/12/13	WEDNESDAY	Christmas(Holiday)
01/01/14	WEDNESDAY	New year(Holiday)
02/01/14	WEDNESDAY	Second Continuous Internal Assessment (CIA) Test
14/01/14	TUESDAY	Pongal (Holiday)
15/01/14	WEDNESDAY	Uzhavar Thirunal(Holiday)
16/01/14	THURSDAY	Thiruvalluvar Day(Holiday)
26/01/14	SUNDAY	Republic Day
29/01/14	WEDNESDAY	Mid Semester Examination Begins
07/02/14	FRIDAY	Founder’s Day
17/02/14	MONDAY	Third Continuous Internal Assessment (CIA) Test
22/02/14	SATURDAY	Outbound workshop for Non-teaching staff Members titled “Inclusion in Diversity”
06/03/14	THURSDAY	E.V.S & Soft Skill Examination
07/03/14	FRIDAY	Non-Major Elective & Skill Based Examination
10/03/14	MONDAY	End Semester Practical Examinations Begins
02/04/14	WEDNESDAY	End Semester Theory Examination Begins

Annexure II

Best Practices

1. Catch them Young

The objective or goal of this programme is to make all the graduates employable and potential.

With this said objective it was decided to arrange training programme for the freshers of the college in collaboration with the Placement Centre

The freshers were given an opportunity to enhance their communication skills. Corporate trainers motivated the young minds to be corporate ready.

The head of the institution, the heads of the department and the class teachers enlightened students about the programme.

The training programme was open to all the students to register and there was an overwhelming response from them.

Students were divided into small groups to make the training more effective. The training focused on the pre requisite skills for placement like Communication skills, Group discussion. Personal Interview, Aptitude test, Grooming, etc...

There was a good response from students and the feedback has been encouraging. The students from vernacular medium and first generation learners have benefited greatly from this initiative.

2. Mentoring Lectures for IAS

IAS aspirants are identified at the beginning of the academic year through special aptitude test.

The selected students undergo a process of interview along with their parents and the Management sponsors such students to take up free coaching. The Advisor of this programme is a retired IAS Woman Officer of the S.I.E.Trust, who regularly conducts mentoring sessions.

Successful IAS officers are invited to motivate, mentor and guide these aspirants.

The identified potential students are sent to leading coaching institutes in the city for training for general studies and CSAT. Their attendance and their academic progress are monitored.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
