

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

SEPTEMBER 2015

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

Tamilnadu

Pin Code

600018

Institution e-mail address

jbascollege@gmail.com

Contact Nos.

044-24364152/044-24364140

Name of the Head of the Institution:

Dr.Shanaz Ahamed

Tel. No. with STD Code:

Mobile:

9884195853

Name of the IQAC Co-ordinator:

Mrs.Rayeesunisa

Mobile:

9884690634/9003244955

IQAC e-mail address:

Jbas.iqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

NAAC/SR/JP/RAR/14997/832

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/63/RAR/51

1.5 Website address:

www.jbascollege.edu.in

Web-link of the AQAR:

<http://www.jbascollege.edu.in/administration/iqac/aqar>

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	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

01/07/2005

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

2014-15

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 2010-11 submitted to NAAC on 30/08/2012 (DD/MM/YYYY)
- ii. AQAR 2011-12 submitted to NAAC on 30/08/2012 (DD/MM/YYYY)
- iii. AQAR 2012-13 submitted to NAAC on 28/08/2013 (DD/MM/YYYY)
- iv. AQAR 2013-14 submitted to NAAC on 12/09/2014 (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)

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 AND 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

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

12

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

1

Revised Guidelines of IQAC and submission of A

3

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 15

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. Outbound Faculty Development Programme titled 'BE REAL' – The objective was to reiterate the importance of teamwork in an activity oriented and fun filled programme.
2. Workshop for teaching faculty titled 'Smart Class – Precepts and Practice' – The objective was to teach them the nuances of using the Smart boards.
3. Students Orientation Programme – For I year students to familiarise them with the functioning of the college and the different activities that they can take part in the college
4. Workshop for non-teaching staff titled 'Work is worship' – The target audience was the Lab attenders, office attenders and Sweepers –The objective was to inculcate a sense of belonging in their jobs
5. A workshop for Office staff titled 'Ease your Strive' – The target audience was the Office assistants and lab technicians – The objective was to help office staff enjoy the work they do

2.14 Significant Activities and contributions made by IQAC

1. The IQAC assisted the departments in organising National and International Seminars, Conferences and Workshops as part of the Diamond Jubilee Celebrations.
2. Encouraged more number of staff to take up Major and Minor Research projects from various funding agencies.
3. Idea to initiate Quality circles. The quality circles to include staff and students from all the departments
4. The IQAC formed operating committees to ensure quality standards in all the activities of the college like literary events, cultural events, sports events and other academic events

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
Refer Question No.7.2. Annexure I – Academic Calendar	

* 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

N/A

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	16	-	14	8
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	5(M.Phil)	-	1 (M.Phil)	-
Total	32	-	21	8
Interdisciplinary	23	-	18	-
Innovative	-	-	-	2

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	48
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.

1. Yes. Board of Studies was held for all courses during the year 2014-15.
2. Syllabus across all streams updated to suit industry needs
3. Syllabus aimed at making students competitive/skill oriented
4. Compulsory project work in the last semester for undergraduate students
5. Two Extra Credits for paper presentation, paper publication and 1 extra credit for participating in seminars and conferences restricted to a maximum of eight credits for post graduate students.
6. An undergraduate student can earn a maximum of 20 credits. A student can earn 2-4 credits for internship and 2 – 5 credits for certificate courses taken up
7. Workshop on Curriculum Development was conducted.

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

1. A Centre for English for Excellence was established during the year where English Language Fellow, Mrs .Elizabeth Rafferty, Instructor at International Gateways, San Jose State University Research foundation, California, USA conducted tutorial classes for the students of the forenoon and afternoon sessions to improve Learning, Speaking, Reading and Writing Skills. She also served as resource person for various programmes conducted in the college and it's group institutions
2. The E-learning Centre, a part of the Multi-disciplinary Research and Consultancy Centre has been set up with 10 computers with internet connection. The Centre aims at providing access to online content to research scholars both staff and students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
270	238	32	-	-

2.2 No. of permanent faculty with Ph.D.

62

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
8	-	-	-	-	-	-	-	8	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

11	1	13
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	142	155	102
Presented papers	78	67	23
Resource Persons	1	2	9

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

1. Discuss and Create a lesson planning strategy ahead of the semester in consensus with the head of the department and chalk out the plan of action in the work plan diary
2. The College has received STAR College Status from DBT wherein it is proposed to offer Innovative experiments, Interdisciplinary programmes and summer and winter training schools between basic science streams.
3. A student Centric model of teaching learning is adopted by the college which includes
 - a) Internships, Industrial visits, Institutional training, field visits and observational sessions aid in Experiential learning strategy
 - b) Invite subject experts from corporates to inculcate deeper understanding of topics
 - c) Arrange for brainstorming sessions to bring clarity to matters discussed
 - d) Viewing of films, as observation augments learning
 - e) Organize Conversational sessions for languages and English
 - f) Arrange for Entrepreneurial fairs and Preparation of project feasibility report to kindle the entrepreneurial spirit.
 - g) Assignments, Seminars, Role play and Group discussions indoctrinate concepts taught.

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

Forenoon Session : 192 days
Afternoon Session: 212 days

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

- Instant Supplementary examinations for final year students
- Hall tickets with Photo id and examination schedule
- Customised printed fee challan

2.9 No. of faculty members involved in curriculum

270	270	270
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restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

91

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Undergraduate Programmes	1983	13	51.5	23.5	3	91
Postgraduate Programmes	200	32	60	5	Nil	97
MPhil	34	48	41	5	Nil	94

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

1. Two orientation Programmes are conducted by the IQAC to incite and inculcate various aspects of teaching Pedagogy.
2. Proposals for Community College and Bachelor of Vocation Courses prepared.
3. Star College proposal and presentation done during the year
4. The work plan diary maintained by the staff is individually monitored by the Heads of the Departments on a daily basis
5. Valuable suggestions by the students in the feedback form on curriculum are taken into consideration during Syllabi revision
6. Student's assessment of the teachers is done at the end of every semester.
7. The IQAC this year has been actively advocating the use of smart boards by the staff

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	9
HRD programmes	-
Orientation programmes	270 (IQAC In-house Orientation)

Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	49
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	26	1	1	-
Technical Staff	35	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Setting up of E-learning Centre of the Multi-Disciplinary Research and Consultancy Centre (MRCC) with 10 computer systems with internet facility to provide access to online content to research scholars both staff and students.
2. Faculty are encouraged to become guides for M.Phil. and Ph.D. from various universities.
3. Facilitating staff to apply for Research projects in UGC, ICSSR, DBT, DST and other schemes
4. Restructuring the impact factor publication incentive given by the management.
5. Encouraging departments to upgrade from UG departments to PG departments and PG departments to Research departments
6. Consultancy practices by faculty are encouraged

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	6	1	-
Outlay in Rs. Lakhs	1.65	19.60	4.25	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	23	-
Non-Peer Review Journals	-	3	-
e-Journals	-	-	-
Conference proceedings	27	22	-

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	2	UGC	19.60	14.60
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	2	UGC	19.60	14.60

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

Non remunerative consultancy done by staff

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	6	10	7	1	4
Sponsoring agencies	DBT - 1 Management- 5	UGC – 1 Management - 9			

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

29

3.13 No. of collaborations

International

1

National

2

Any other

-

3.14 No. of linkages created during this year

9

3.15 Total budget for research for current year in lakhs :

From Funding agency

58.76

From Management of University/College

26.02

Total

84.78

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
14	2	4	5	-	-	3

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

9
22

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

6

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

JRF	1	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	400	State level	40
National level	12	International level	-

3.22 No. of students participated in NCC events:

University level	10	State level	57
National level	9	International level	-

3.23 No. of Awards won in NSS:

University level	8	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	1
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	8		
NCC	5	NSS	7	Any other	27

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

- NSS students organised Cancer Awareness Programme at the Cancer Institute, Adyar
- Participation of NSS students in Rallies to mark World health day and World Tuberculosis day.
- A special awareness programme for Electoral card enrolment conducted by Electoral Corporation of Chennai
- Awareness programme on “Health and Hygiene” conducted by Women’s Life Care Centre.
- The Youth Red Cross (YRC) participated in the Blood Donation Camp held at YRC unit, Tamilnadu Branch.
- Students of The Youth Red Cross (YRC) participated in a Awareness rally on International Drug Abuse day
- Members of The Youth Red Cross (YRC) visited an orphanage “kakum karangal” to spend quality time with the inmates on 28th February 2015.
- Enviroclub members of the college participated in the International Coastal Clean up Campaign organised by the Indian Coast Guards at the Marina Beach in September 2014.
- Workshop by the Consumer Rights Association on Food Safety Standards on 15th March 2015.
- Exhibition cum sale of products made by Self-help groups within the college campus at “The College Bazaar” organised on 21st and 22nd of January 2015.
- All departments have a compulsory outreach programme for Undergraduate and post graduate students. The Outreach is in the form of Social and educational service
- To serve the mission and vision of the college in helping under privileged and socially backward students, the college grants Scholarships on merit cum means basis.

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	13	Management	95
Laboratories	59	1	Management	60
Seminar Halls	2	1. Placement	Management	3

		Training Centre 2. Airconditioning and renovation of the college auditorium		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	3	Management	3
Value of the equipment purchased during the year (Rs. in Lakhs)		89.3	Funding agencies & Management	89.3
Others	1. An Entire Diamond Jubilee Block with Ground +3 floor created at a cost of Rs.4 crores with 24 rooms 2. A new Kho Kho court was laid.			

4.2 Computerization of administration and library

1. Office connected to intranet 2. Online access of e-books, e-magazine and e-journals through SAGE, HARVARD BUSINESS REVIEW, OXFORD UNIVERSITY PRESS, N-LIST AND DELNET

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	76851		2098		78949	
Reference Books	5300		215		5515	
e-Books	97000+					
Journals	53		-		53	
e-Journals	6000+		-		6000+	
Digital Database	1,81,51,784		-		1,81,51,784	
CD & Video	155		-		155	
Others (specify)	37		2		39	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others

Existing	373	269	195	10	10	30	54	-
Added	70	26	28	-	11	-	5	-
Total	443	295	223	10	21	30	59	-

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

1. A hands on one day workshop titled ‘Smart Class – Precepts and Practice’ was conducted on 1.4.2015 to teach the nuances of using Smart boards.	
2. An awareness programme on Campus Management Software was conducted.	21.6
3. Centre for Women’s studies conducted a Basic Computer Course for interested students	8.83
iii) Equipment	53.84
iv) Others	10.32
Total :	94.59

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Every year the IQAC organises an Orientation Programme for Freshers where information about all support services, Clubs, extracurricular, co-curricular, sports and games are disseminated.
2. Staff coordinators and student representatives are nominated for each support service for organising various events and activities of the support service.
3. The General assembly held every Monday serves as a platform for providing information about the activities of various support Centres.
4. Periodic meetings are conducted to discuss and conduct activities for various support

5.2 Efforts made by the institution for tracking the progression

The Institution tracks the progression of the student through the following measures
1. The Continuous Internal Assessment in the form of tests, assignments and seminars helps ascertain the conceptual understanding and application of the subject taught. It also paves way for deciding the change to be made in the teaching methodologies
2. The Mid semester examinations and the end semester examinations help assess the extent of subject knowledge
3. The Mentor Mentee System helps to track continuous progress and identify areas where students require help.
4. Parent teacher interaction helps in monitoring the progression of the students
5. Monitoring of students is not limited to academics. It is also extended to co-curricular, extracurricular, Sports, Career guidance and counselling activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6258	566	26	39

(b) No. of students outside the state

25

(c) No. of international students

6

Men

No	%
-	-

Women

No	%
6889	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
461	624	28	5140	3	6253	423	663	13	5787	2	6889

Demand ratio 1: 2.6

Dropout % 2.54

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

1. IAS facilitating Centre of the College coaches students to appear for the UPSC examinations.
2. Special Coaching classes for TNPSC group IV exams conducted.

No. of students beneficiaries

84

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The Centre for Career Guidance, Placement and Counselling Centre undertakes the following

- Personal Counselling
- Academic Counselling
- Career Guidance

The counsellor guides the students in conflict resolution, stress management and problem solving. The Counsellor hones and shapes the required skills related to career advancement.

The following Career Awareness Programme was done during the academic year 2014-2015

- Seminar by ICA for Commerce students on opportunities in finance streams
- Growth opportunities in Multimedia
- Career Opportunities in the banking Sector
- Opportunities in field of Logistics
- Tata Consultancy Services(TCS) Roadshow
- Opportunities in Medical Coding
- Career growth as Medical Coder and Clinical researcher
- The Cognizant Technology Solutions (CTS) Evolve Programme

No. of students benefitted

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
25	683	602	18

5.8 Details of gender sensitization programmes

The college has a separate Centre for Women’s Study. The Centre organised the following programmes during the year related to gender sensitisation.

- A Seminar on “Gender Equality through Women Empowerment” was organised on Friday, 12th September 2014
- In commemoration of International Human Rights Day and as part of Diamond Jubilee celebrations an International Seminar on Human Rights with Special Reference to Women and Minority Rights was organised on 10th December, 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 in Rs.
Financial support from institution	706	70,95,056
Financial support from government	1,151	33,86,939
Financial support from other sources	137	5,53,250
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	3	National level	-	International level	-

5.12 No. of social initiatives undertaken by the students 27

5.13 Major grievances of students (if any) redressed: There were no major Grievances. Minor Grievances were handled by the Counselling Centre of the College.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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 the Society.

MISSION

- To maintain a program that will develop women of great integrity and high character and culture for whom excellence is the motto in life.
- To continue to cater to eligible women students from all parts of the country irrespective of caste, creed or religion.
- To empower women so that they may become leaders and make their world a better place to live in.
- To develop individual talent, personal relationship and creative group life with high moral standards through a diversified programme of campus activities.
- To impart secular values in the spirit of Oneness of God and the Universal Brotherhood of Man to bring about cultural and spiritual unity.
- To nurture and foster high academic standards amongst the faculty with the aim of tapping the potential for excellence.
- To provide a conducive environment inspiring loyalty and commitment through the care, concern, respect and dignity accorded to every individual associated with the college.
- To continue striving for the upliftment of the community at large by specific activities and programmes co-ordinated by the Management, the staff and the students

6.2 Does the Institution has a management Information System

- Yes. The College is equipped with a Campus Management Software AUTOLIB where all student information is uploaded. This makes it easy for the various stakeholders to obtain information that is required.

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

6.3.1 Curriculum Development

- This year the curriculum was restructured through the Board of studies by inviting three subject experts in the respective subject. This exercise is done once in three years or whenever necessary.
- The CBCS pattern is followed and the syllabi consists of core elective, Non-major elective, Interdisciplinary, Soft skill and Skill based papers from which the students can choose apart from the Core and allied papers.
- Curriculum feedback is collected from the students to improve the curriculum

6.3.2 Teaching and Learning

- Provision of Smart Boards to facilitate ICT based teaching
- Compulsory Industrial visits, field work, Project Work and Institutional training are industry interactive mechanisms for the final years
- Special Lectures are organised by inviting experts from different fields.
- The work plan diary maintained by the staff is individually monitored by the Heads of the Departments on a daily basis
- Provision of Intranet and Internet facility to departments to enable them to prepare for classes.
- Case study, quiz, role play, debates, group discussions and brain storming sessions serve as a means of developing knowledge
- Open book tests, oral examinations and written tests form part of the formal evaluation system

6.3.3 Examination and Evaluation

- Examination fee challans are generated automatically
- Generation of hall tickets with candidate photographs, Schedule of examinations with session and the rules to be followed.
- Online release of results within one month of completion of examinations
- Immediate Supplementary examinations conducted for final year students who have an arrear in one paper only.
- Three sets of question papers are prepared for the Continuous Internal Assessment tests

6.3.4 Research and Development

- To create an environment conducive for Research the Multi-disciplinary research and Consultancy Committee (MRCC) consisting of 4 external and 5 internal members was formed.
- The Multi-disciplinary research and Consultancy Committee (MRCC) consist of two Centre under it 1) The E-learning Centre 2) The Common Instrumentation Centre.
- The E-learning Centre has been set up with 10 computer systems with internet facility to provide access to online content to research scholars both staff and students.
- The Common Instrumentation Centre is envisaged to be a state of the art facility that will help interdisciplinary research possible.
- Nine faculty members from Science and commerce streams have been awarded Faculty Development Programme under the UGC XII plan
- Fifty research papers with impact factor have been awarded with incentive
- During the year yet another minor project for an amount of Rs.4,25,000 taking the total projects in force to seven

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Online access of e-books, e-magazines and e-journals through SAGE, HARVARD BUSINESS REVIEW, OXFORD UNIVERSITY PRESS, NLIST AND DELNET
- All departments are connected through intranet. All circulars and internal correspondence is through the intranet.
- A new Diamond Jubilee Block with ground plus three floors has been built. This has augmented the infrastructure of the college with 24 rooms
- Instruments for various departments have been purchased during the current year to the tune of 89.3 lakhs.
- Renovated and Air-conditioned Auditorium with Power back up facility
- Space for Kabaddi court has been identified and the ground is being prepared.

6.3.6 Human Resource Management

- The management considers its staff members as its primary assets and hence autonomy to function independently and take proactive decisions for the development of the college is encouraged.
- A Grievance Redressal Cell is in place to resolve the differences if any among the teaching and non-teaching faculty
- Vacancies both teaching and non-teaching is filled up immediately
- Workshops, Seminars and Faculty development programmes are conducted for the teaching and the non-teaching staff.
- Self-appraisal of staff members and the appraisal done by the head of the department at the end of every year indicate the strengths of the staff member and points out the areas for improvement

6.3.7 Faculty and Staff recruitment

- All Vacancies both teaching and non-teaching are filled well before the beginning of every semester
- Advertisements in leading dailies are given to recruit staff
- A Panel consisting of the Secretary, Correspondent, Subject experts and Heads of Department select the candidates after a rigorous interview process
- Salary commensurate to experience and exposure is paid to bring in the best resource in the industry

6.3.8 Industry Interaction / Collaboration

- Project work for the final year students has been made compulsory. This will help the students interact with the industry
- Internships and Institutional training is part of the curriculum for many courses
- The departments have collaborations with various organisations, industries and institutions to help students gain practical exposure
- Industrial visits and educational tour helps the students to gain real-world experience
- On the Job training aids in real world exposure

- The Composition of students reflects that the admission process is transparent and secular
- During admissions, the Public relations Officers at the Counselling desks guides parents and students select the course most suitable to them.

6.4

Welfare schemes for

Teaching	Provident fund (with contribution by the employer), health Insurance, Gratuity, full time doctor, Counsellor
Non teaching	ESI facility, Provident fund (with contribution by the employer), Gratuity, full time doctor, Counsellor
Students	Scholarships (Government Scholarships, Minority Scholarships, Trust Scholarships, Private Scholarships), full time doctor, Counsellor

6.5 Total corpus fund generated

25.93 lakhs

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. Once in two years	Subject experts from other institutions	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?

- Instant Supplementary Examinations for final year Undergraduate and Postgraduate students who have arrear in one paper.
- Publication of results in the college website within one month of conduct of examinations
- Examination Policy making committee meetings are conducted to ensure total transparency in the examination system
- Standing Committee Meeting comprising management members and experts along with staff members to analyse and account for the results

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

- University Nominees are deputed for the Board of studies, Academic Council and Governing Body to maintain academic standards
- The Autonomy Review Committee that visits the college help us to assess the extent of autonomy utilised and point out the scope for furthering autonomy

6.11 Activities and support from the Alumni Association

- Every year an Alumni reunion meet is conducted. This year it was held on 11.10.2014
- Seven Alumnae achievers from different backgrounds were honoured at the Reunion meet in appreciation of their contributions in their chosen fields
- A special Alumnae Souvenir 2014 was released to mark the Diamond Jubilee Celebrations of the College
- Regular motivational talks by our alumni are arranged

6.12 Activities and support from the Parent – Teacher Association

- Every Semester Parent Teacher meetings are conducted. This year it was conducted on 27/9/2014 and 6/3/2015. The dates of the PTA meetings are printed in the academic calendars to help parents plan in advance.
- Feedback from parents are taken during the Parent Teacher meetings and suggestions made by the parents are taken into consideration and grievances if any are attended to. This also provides an opportunity to know the progress of their wards.

6.13 Development programmes for support staff

Every year the IQAC conducts orientation and development programmes for the support staff. This year two programmes were organised

- Workshop for non-teaching staff titled 'Work is worship' – The target audience was the Lab attenders, office attenders and Conservancy staff –The objective was to inculcate a sense of belonging in their jobs.
- A workshop for Office staff titled 'Ease your Strive' – The target audience was the Office assistants and lab technicians – The objective was to make work enjoyable

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

- Circulars through intranet has reduced the use of paper in the campus
- Enhancing the greenery of the campus by planting more saplings has been a regular feature of the Enviro club of the college
- Apart from the existing sanitary pad dispenser and destroyer, a new one was installed in the Psychology block
- As part of the Swatch Bharath Campaign, all the students of the College participated in a clean-up drive in the college campus. The entire campus was sparkling clean at the end of two days.

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.

- Board of Studies was conducted this year.
 1. A new pattern for Continuous internal assessment has been formulated which consist of 2 internal tests, one model examination, marks for assignments, Seminar and attendance. the Continuous internal assessment tests are centralised
 2. Two Extra Credits for paper presentation, paper publication and 1 extra credit for participating in seminars and conferences restricted to a maximum of eight credits for post graduate students
 3. An undergraduate student can earn a maximum of 20 credits. A student can earn 2-4 credits for internship and 2 – 5 credits for certificate courses taken up
 4. Compulsory Projects for the final year undergraduate students has been introduced.
- Placement training is given to students right from the first year. Students are slowly oriented to the corporate world from the very first year. Training programmes by leading corporate entities are conducted for all the three years.
- A Centre for English for Excellence was established during the year where English Language Fellow, Mrs.Elizabeth Rafferty, Instructor at International Gateways, San Jose State University Research foundation, California, USA conducted tutorial classes for the students of the forenoon and afternoon sessions to improve Learning, Speaking, Reading and Writing Skills. She also served as resource person for various programmes conducted in the college and it group institutions
- Hall tickets with candidate photographs, Schedule of examinations with session and the rules to be followed are generated by the Controller of Examination's office.
- Immediate Supplementary examinations conducted for final year students who have an arrear in one paper only.
- Students of every department create awareness about health, wellbeing, art and science through innovative posters and models

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	ACTION TAKEN REPORT
Reduction of paperwork by introduction of Intranet and Internet facilities	All departments are connected to the Intranet and Internet. All Official circulars and other communication is passed on to staff through the intranet
Construction of new building to augment infrastructure	A new Diamond Jubilee Block with ground plus three floors has been. The facility has 24 rooms in total.
Installation of CCTV Camera throughout the institution	Eight CCTV cameras have been strategically placed and the building is continuously monitored.
Increase in Research activity by establishing Multi-Disciplinary Research and Consultancy Centre (MRCC)	The Multi-Disciplinary Research and Consultancy Committee consisting of 4 external experts and 5 internal experts formed. The E-learning Centre which is part of MRCC has been set up.
Development programmes for faculty, students and support staff	The IQAC has conducted 5 programmes during the year. Two faculty development programmes, 1 students Orientation Programme and 2 Orientation programmes for the Support staff were conducted
Introduction of the mentor ward system	The Class teachers have been designated as mentors. Individually each student is mentored and her strengths and weaknesses are identified
Training to make students ready for C2C (Classroom to Corporate)	The Placement training Centre imparts training to the undergraduate students in the I, II and III years covering different modules in each semester. This helps the students be C2C ready.
Publish books with ISBN/ISSN	Two General English textbooks and two Tamil textbooks has been published with ISBN Number

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

Refer annexure II

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

7.4 Contribution to environmental awareness / protection

- During Monday assemblies, the Enviroclub members arrange for a small talk or skit on environmental awareness/protection
- The Enviroclub of the college conducted an environmental awareness programme called Pragathi last year
- Every department has a green corner in their notice board and issues related to the environment are displayed there
- Every department also take up an environmental issue or awareness theme and perform a skit or arrange competitions to create awareness
- The Students of the Enviroclub took part in the Coastal Cleanup Campaign and participated in the awareness programme on Women's health and hygiene
- International Birds days celebrated

7.5 Whether environmental audit was conducted? Yes No

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

- Strengths – Location, Infrastructure, Mission, Women Empowerment, Qualified and Committed faculty, Intellectual management, Funds from institutions has enabled departments to upgrade their lab facilities/equipment.
- Weakness – Unable to cater to demands due to limited seats
- Opportunities – Sufficient Infrastructure created to bring in new courses
- Threats – Ever evolving research to be incorporated in the curriculum to meet the dynamic environment

8. Plans of institution for next year

The following are the plans the institution for the next year

1. Plan to introduce new postgraduate and undergraduate courses
2. Set up a Gymnasium for the staff and students to keep them fit
3. To set up the Common Instrumentation Centre of the Multi-Disciplinary research and Consultancy Centre (MRCC)
4. Upgradation of Library
5. Take up more number of research projects that are socially relevant.
6. International conference by IQAC on global perspectives of higher education
7. Plan to install Solar Power generation unit
8. Train the trainer programme for Career Development
9. Renovation of the Seminar Hall
10. Strengthening Industry institute collaboration through tie-ups

Name _____*Mrs.Rayeesunisa*_____

Name _____*Dr.Shanaz Ahamed*_____

_____ *Rayeesunisa* _____

_____ *Shanaz Ahamed* _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ ******* _____

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

ANNEXURE I
ABSTRACT OF ACADEMIC CALENDAR 2014-15

MONTH	DATE	DAY	PARTICULARS	
June	18	Wednesday	College Reopens for II & III UG & II PG	
June	21	Saturday	Outbound faculty development programme " Be Real"	
June	25	Wednesday	College Reopens for I UG	
June	26	Thursday	Fresher's Orientation Programme	
June	27	Friday		
July	21	Monday	First Internal Test	
August	11	Monday	Second Internal Test	
August	15	Friday	Independence Day	
September	11	Thursday	International Seminar by Psychology department on "Psychological issues and services in UK and India"	
September	22	Monday	Third Internal Test	
September	27	Saturday	Working Day (P.T.A. Meeting)	
October	8	Wednesday	Value Education & Soft Skills Exam	
October	9	Thursday	NME & Skill Based Exam	
October	10	Friday	Faculty assessment by students	
October	13	Monday	End Semester Practical Exam begins	
October	27	Monday	End Semester Theory Exams	
November	15	Saturday	Workshop titled "Work in Workship" for attenders & conservancy workers	
November	19	Wednesday	College Reopens	
December	8	Monday	Swatch Bharath Abhiyan - Cleaning of Campus.	Diamond Jubilee

December	9	Tuesday	J-Theatre's Play "Wedding Album	Celebration Week
December	10	Wednesday	Human Rights Day - International Seminar on " Human Rights with special reference to women and minority rights"	
December	12	Friday	Cultural Extravaganza - Rangde	
December	13	Saturday	Tamil Pattimandram.	
January	5	Monday	First Internal Test	
January	22	Thursday	Two day state level sports festival at the Jawaharlal Nehru Stadium	
January	23	Friday		
January	26	Monday	Republic Day	
February	4	Wednesday	International Seminar on " Biotechnology - Challenging the Challenges of the Changing World BCCCW 2015" jointly organised by the Post Graduate & Research department of Zoology, Plant biology & Plant Biotechnology, Biochemistry and Microbiology	
	5	Thursday		
February	9	Monday	Mid Semester Examination begins	
February	12	Thursday	Annual Gandhi Memorial Quiz	
February	18	Wednesday	Annual Intercollegiate Kennedy Memorial Debate.	
March	7	Saturday	Workshop for office Staff & Lab assistants "Ease Your Strive"	
March	19	Thursday	EVS & Soft Skills Exam	
March	20	Friday	NME & Skill Based Exam	
March	21	Saturday	Faculty evaluation by students	
March	23	Monday	End Semester Practical Exams begins	
March	26	Thursday	Graduation day for Forenoon Session	
March	30	Monday	Graduation day for Afternoon Session	
March	31	Tuesday	Workshop for teaching faculty "Smart Class - Percepts & Practices"	
April	6	Monday	End Semester Theory Exam Begins	
April	9	Thursday	Last Working Day	

ANNEXURE II - BEST PRACTICES

I. English Language Fellow Programme

To enhance and hone the communication skills of the students, our college has collaborated with the U S Consulate General, Chennai and Regional English Language Office (RELO), Delhi to initiate the English Language Fellow Programme by the Office of the English Language Programmes, US Department of States, Washington DC

The English Language Programme was a ten month programme for the academic year 2014-15 and it was implemented to support the English Language Teachers and students of our college. Mrs Elizabeth Rafferty, Instructor at International Gateways, San Jose State University Research foundation, California, USA was the English Language fellow who designed the Syllabus to enhance English language skills by providing students the required communication skills to participate in the global economy.

She also created a web resource for the Department of English to continually update and engage in the process of developing communication skills. The students of both the forenoon and afternoon sessions can have easy access to the web resource as a learning tool.

II. Strategic Plans

Careful Planning and execution of events always leads to success. A five year strategy plan was drawn with the heads of the departments to chart out the progression and innovations to be made during the timeframe. This gave an opportunity for the teachers to devise new and innovative practices in the light of their own practical cognition so that they can proceed to put this into action and prepare a trajectory for achieving excellence in academics.

The plans include

1. Arranging for workshops, seminars, conferences at the regional, national and international level both on short term and long term basis
2. Introduction of new courses in their field with job prospects
3. Expansion and Upgradation plans of the departments
4. Innovative teaching-learning methodologies
5. Improve research output from each department