The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)* | 2015-16

1. Details of the Institution

1.1 Name of the Institution | Ramakrishna Mission Vivekananda College (Autonomous)

1.2 Address Line 1 | 70-72, PS Sivaswami Salai

Address Line 2 | Mylapore

City/Town | Chennai

State | Tamilnadu

Pin Code | 600 004

Institution e-mail address | principal@rkmvc.ac.in

Contact Nos. | 044-24993057

Name of the Head of the Institution: | Dr.S Thirunavukkarasu

Tel. No. with STD Code: | 044-24993057

Mobile: | 9444053149

Name of the IQAC Co-ordinator:

Dr V. Chandrasekar

Mobile:

9840059071

IQAC e-mail address:

iqac@rkmvc.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

7363

OR

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

Ec/58/RAR/013

1.5 Website address:

www.rkmvc.ac.in

Web-link of the AQAR:

http://www.rkmvc.ac.in/page.php?view=earticle&id=ZXh0ZXJuYWxfcGFnZQ

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	1st Cycle	B++	82%	2003	2009
2	2nd Cycle*	A	3.18	2012	2017
3	3rd Cycle				
4	4th Cycle				

   *Post facto from 2009-12

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

01-07-2008

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR <u>2012-13 submitted on 18-03-2016</u>
   ii.   AQAR <u>2013-14 submitted on 06-04-2016</u>
  iii.   AQAR <u>2014-15 submitted on 09-04-2016</u>
  iv.   AQAR <u>2015-16 submitted on 10-11-2016</u>

1.9 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 [ ]

1.10 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [√]

Others (Specify) [---]

1.11 Name of the Affiliating University *(for the Colleges)* | University of Madras |

1.12 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   6

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   0

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

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   10

2.10 No. of IQAC meetings held   16

2.11 No. of meetings with various stakeholders:　　　No.　| 14 |　Faculty　| 10 |

　　　Non-Teaching Staff Students　| 2 |　Alumni　| 2 |　Others　| nil |

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

　　If yes, mention the amount　| 3 lakhs |

2.13 Seminars and Conferences (only quality related)

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

　　Total Nos. | Nil | International | | National | | State | | Institution Level | |

　(ii) Themes | Nil |

2.14 Significant Activities and contributions made by IQAC

- Encourage staff members to publish in referred journals
- Encourage staff members to apply for research projects.

2.15 Plan of Action by IQAC/Outcome

The quality education continuously monitored on the basis of student performance and remedial action taken wherever necessary.

	Plan of Action	Achievements
1	Consolidate the measures we have taken since becoming autonomous	One significant achievement is Examination reforms - including proper maintenance of answer scripts (for a particular period) in case of any queries
2	Increase the performance of students in the end semester examinations	Conducting remedial classes helped students to perform well in the last academic year
3	To arrange guest lectures	Each department organised individual/series of lectures
4	Invite more companies for placement	More students got placement

.

2.16 Whether the AQAR was placed in statutory body   Yes │ √ │   No │   │

Management │ √ │   Syndicate │   │   Any other body │   │

Provide the details of the action taken

> Considered the AQAR reports of the IQAC cell of the college and resolved that the Principal be requested to submit the same to the NAAC office.

Part – B

Criterion – I

1. 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	7	1	--	--
PG	8	--	1	--
UG	17	--	6	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others(M.Phil)	4	--	--	--
Total	36	1	7	--

Interdisciplinary	24	--	7	--
Innovative	24	--	7	--

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

Pattern	Number of programmes
Semester	25
Trimester	---
Annual	---

1.3 Feedback from stakeholders*   Alumni | √ | Parents | √ | Employers | --- | Students | √ |
   (On all aspects)

   Mode of feedback   :   Online | --- | Manual | √ | Co-operating schools (for PEI) | --- |

brief analysis appended in this report

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Major syllabus changes have been done in the departments of Sanskrit, Accounting and Finance, Bank Management, Corporate Secretaryship in order to suit the growing needs in the relevant fields and question paper pattern has been revised in the department of Philosophy, especially with respect to part A (which was hitherto objective).

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
116	77	38	nil	SG 1

2.2 No. of permanent faculty with Ph.D.   61

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
--	47	---	---	---	---	---	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty   25   ----   17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	40	95	---
Presented papers	30	80	---
Resource Persons	6	6	---

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

- ICT Techniques and models
- Seminars conducted in class

2.7 Total No. of actual teaching days
    during this academic year   181

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

> Security measures such as Micro line;
> invisible logo; Bar code; gold foil; etc.
> used

2.9 No. of faculty members involved in curriculum

| 156 |

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 80 |

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-History	42	0	68	31	0	38
BA Economics	44	0	32	68	0	77
BA Philosophy	19	1	55	18	18	58
BA English	35	0	10	74	16	54
BA Sanskrit	1	0	100	0	0	100
B.Com (A)	60	26	50	24	0	90
B.Com(B)	61	23	56	18	3	100
B.Sc Math(P&C)	30	21	36	43	0	47
B.ScMath(CFD)	29	14	57	29	0	24
B.ScPhysics	39	27	32	41	0	56
B.ScChemistry	42	6	53	41	0	76
B.ScPl.Bio-Biotec	36	17	42	42	0	33
B.ScAdv.Zoo	30	17	39	39	5	60
B.Com-SF-A	68	13	70	17	0	99
B.Com-SF-B	59	10	76	14	0	83
B.Com-SF-C	66	4	73	23	0	83
B.Com(Corpora)	70	5	73	22	0	86
B.Com(BM)	69	3	36	56	5	88
B.Com(A&F) A	67	3	75	20	2	90
B.Com(A&F) B	70	12	67	16	4	73
BBA	69	7	56	37	0	86
BCA	50	26	70	4	0	100
B.Sc(CS)	50	16	75	9	0	88
B Com ISM	50	19	79	2	0	76
M.A Economics	13	8	85	7	0	100
M.A Sanskrit	2	50	50	0	0	100
M.A Phil	3	0	100	0	0	100
M.Sc Math	19	45	55	0	0	58
M.Sc Phys	8	80	20	0	0	63
M.Sc Chemistry	11	50	50	0	0	91
M.Sc Plant-bio.	9	0	75	25	0	44
M.S.W	4	25	75	0	0	100

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

1) Encourage teachers for evolving syllabi and classroom methods based on student requirements

2) Suggest means for assessing student progress through evolving new strategies

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	12
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	2
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
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	59	14	--	13
Technical Staff	30	5	--	5

Criterion – III

3. Research, Consultancy and Extension

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

Encourage teachers to present papers in international/national seminars and publications

3.2 Details regarding major projects: NIL

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	3	4	---
Outlay in Rs. Lakhs	1.452	11.55	6.145	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	76	12	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	15	73	---

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	3	UGC	11.55	9.6
Interdisciplinary Projects	--	--	--	- -
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	2	WORLD BANK*	--	--
Total	3	--	11.55	9.6

* TNSLRM project of Rs 8 Lakhs approved by World Bank, sanction details awaited

3.7 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | --- |

             ii) Without ISBN No. | --- |

3.8 No. of University Departments receiving funds from | nil |

       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 | NIL |

3.11 No. of conferences

     organized by the

     Institution

Level	International	National	State	University	College
Number	---	---	---	---	4
Sponsoring agencies	---	---	---	---	Vidyapith

3.12 No. of faculty served as experts, chairpersons or resource persons | 6 |

3.13 No. of collaborations   International | 4 | National | 10 | Any other | --- |

3.14 No. of linkages created during this year | 2 |

3.15 Total budget for research for current year in lakhs:

   From funding agency | 4,79,675 | From Management of University/College | NIL* |

   Total | 4,79,675 | *college spends on equipments and maintenance

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 - nil

Total	International	National	State	University	Dist	College
1	--	1	--	--	--	--

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

14

   and students registered under them

63

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

3

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

JRF   2   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   400   State level   209

National level   215   International level   --

3.22 No. of students participated in NCC events:

University level   2   State level   6

National level   4   International level   11

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   1   State level

National level   International level

3.25 No. of Extension activities organized

University forum | 20 | College forum | 40 |

NCC | 10 | NSS | 60 | Any other | 10 |

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

- 1260 units of blood donated during the Swami Vivekananda Jayanthi celebrations in this academic year (through voluntary health services, Royapettah, Stanley Medical college)

- Student volunteers participated in the annual float festival organised by the Kapaleeswarar temple, Mylapore, for organising the safe and orderly manner of the gathereing in the temple

- NSS volunteers participated in the polio vaccination programme organised by the Government of Tamil Nadu

- Students participated as volunteers during the annual temple festival (for one week) at Kapaleeswarar temple

- Students participated in the Chennai walkathon programme (University level) IN March 2016

- Students participated in the VOTER AWARENESS walkathon programme organised by the Gandhi Trust

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing (Sq.ft.)	Newly created	Source of Fund	Total (Sq.ft.)
Campus area	56,100	---		56,100
Class rooms	29,167	---		29,167
Laboratories	13,377.15	---		13,377.15
Seminar Halls	704.5 x 2	---		704.5 x2
No. of important equipments purchased (≥ 1-0 lakhs) during the current year.		1.90 lakhs		1.90
Value of the equipment purchased during the year (Rs. in Lakhs)	---	4.42 lakhs		4.42

Others Library	6,000	---		6,000
Sports	3,112 (indoor)	---		3,112 (Indoor)
Internet	62.16	---		62.16
hostel	19,048	---		19,048

4.2 Computerization of administration and library

Computerisation done in the year 2010 and new computers were
bought and software installed as regularly as possible

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	92,792		572	3,00,347	93,364	
Reference Books						
e-Books	--	--	--	--	--	--
Journals	76	51,771	75	39,717	--	---
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	378	233	58	---	---	13	74	server - 9 firewall - 1 IP camera -49
Added	24	---	20	---	---	3	1	server - 1 firewall - 1 IP camera-15 Storage-1 PIZ camera- 1
Total	402	233	78	---	---	16	75	server - 10 firewall -2 IP camera-64 Storage - 1 PIZ camera - 1

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

Every department is provided with a minimum of one computer with Internet access.

In addition to the computer science department, Physics and Mathematics departments have Computer labs.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   (computer)   19.82

  ii) Campus Infrastructure and facilities   89.72   (repairs undertaken etc for building)

  iii) Equipments (AC)   0.57

  iv) Others (generator)   2.87

Total :   112.98

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Meeting current students regularly in order to make him aware of the various areas of improvement

5.2 Efforts made by the institution for tracking the progression

3 meetings were held between members of the Governing body and IQAC team

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3466	142	38	26

(b) No. of students outside the state

8

(c) No. of international students

10

Men

No	%
3466	100

Women

No	%
NIL	0

Last Year						This Year					
General	SC	ST	OBC	Differently abled	Total	General	SC	ST	OBC	Differently abled	Total
1138	659	21	1723	4	3725	1149	710	19	1585	3	3466

Demand ratio   0.14   Dropout % 0.039

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

1. 40 students of SC/ST community were given in- house training for 12 months by National Institute of Fashion Design. The selected students were exempted from the tuition fees and would be absorbed after training by MNC's. About 150 students got their placements through the assistance of College placement cell.

2. Career guidance workshop and HR practices workshop conducted

No. of students benefitted

150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
80	500	150	40

5.8 Details of gender sensitization programmes

Message of Swami Vivekananda on the status of womenhood and respect for women delivered regularly as part of value-education program

5.9 Students Activities

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

State/ University level 15   National level 3   International level Nil

No. of students participated in cultural events

State/ University level 5   National level   International level

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

Sports : State/ University level 5   National level Nil   International level Nil

Cultural: State/ University level 2   National level   International level

5.10 Scholarships and Financial Support for support from institution

	Number of students	Amount
Financial support from institution	32	2,78,306
Financial support from government	904	26,14,178
Financial support from other sources	5	16,000
Number of students who received International/ National recognitions	2	----

5.11   Student organised / initiatives

Fairs   : State/ University level 4   National level   International level 1

Exhibition: State/ University level 1   National level --   International level ---

5.12   No. of social initiatives undertaken by the students   3

5.13 Major grievances of students (if any) redressed: Speed breaker near college entrance with the help of corporation of Chennai, regulation of vehicle parking inside the campus.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> To provide man-making education, as envisioned by Swami Vivekananda

6.2 Does the Institution has a management Information System

> Yes. Net centre available for students; college website announces and updates information about college, courses, achievements, activities etc.

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

6.3.1   Curriculum Development

> The Syllabi is revised periodically to meet the student needs in tune with the current developments in the respective subjects.

6.3.2   Teaching and Learning

> Individual teachers are sensitised to evolve a methodology that is most suited to the subject that they are teaching, they are encouraged to use ICT wherever possible.

6.3.3   Examination and Evaluation

> We are following 75% marks for end semester written examination and 25% for the CA at present. The 25% CA is continuously evolving with components like Assignments, test, quiz, seminars etc, We are trying to put a transparent student centric examination

6.3.4   Research and Development

> Aim to get more projects from the funding agencies. Attempt to publish in top most Journals with high impact factors.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> The College library has added 787 books this year and is subscribing to 80 Foreign and Indian Journals. The library is equipped with autolib software and SQL server and media kit. Our librarian has come out with CIP data in collaboration with MJP Publishers.

6.3.6 Human Resource Management

> The College is administered by a senior Monk of Ramakrishna Order, with the Principal providing the academic leadership. Every staff's potential is best used for the teaching, campus discipline; office goes to the extent of sharing Directorate of Collegiate education, in case necessary.

6.3.7 Faculty and Staff recruitment

> There is substantial delay in filling up of the vacancies in the aided stream by the Government, the management steps in to fill the vacancies on temporary basis, with their fund.

6.3.8 Industry Interaction / Collaboration

> Our College is an Arts and Science College, We do research in basic science and Humanities, Individual researchers have Collaborations

6.3.9 Admission of Students

> Students are admitted as per Government norms.

6.4 Welfare schemes for

Teaching	Co-operative Society
Non teaching	Co-operative Society
Students	Noon-meals

> 34 lakhs spent this year for noon-meals program – 900 students benefited – management also spends Rs 52 lakhs as salary for management staff

6.5 Total corpus fund generated   ----

6.6 Whether annual financial audit has been done   Yes   No

√

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	---	----	Yes	Inter-department
Administrative	Yes	DCE	----	----

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

For UG Programmes   Yes √   No ☐

For PG Programmes   Yes √   No ☐

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

Certificates issued with safety features such as:

1. Micro Line   2. Invisible Logo
3. Customized Border   4. Line Graphic
5. Gold Foil   6. Bar code

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

The University of Madras reviews the performance of the college once in 5 years as per UGC norms

6.11 Activities and support from the Alumni Association

Alumni meet the staff and management for any possible support as and when required

6.12 Activities and support from the Parent-Teacher Association

Parents meet the staff and discuss on the progress of the student either in the department or collectively

6.13 Development programmes for support staff

Support staff was instructed and given one-to-one training for skill-updation

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

1. Solar grid interactive green-power
2. Trees are maintained.
3. More plants are planted; more area is covered by grass.
4. Rain water is harvested by proper methods.

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.

Student attendance was consolidated taking participation in co-curricular activities in time, eligible students were given hall tickets on the last working day well before the commencement of examinations.

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

Examination reforms undertaken; more weightage for model exam marks given; organisation of individual/series of special lectures by departments

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

1. Time is allotted for students to exhibit their musical talents in the prayer assembly.
2. Considering the fact that most of the students in the aided stream stay in faraway accommodations, provided by the Government, where timely food becomes a problem for various reasons, our college noon meal scheme is extended to include more students.

7.4 Contribution to environmental awareness / protection

> ➢ Viveka nature club organises talks and activities on regular basis to promote environmental awareness among students
>
> ➢ In collaboration with the Corporation of Chennai, the college organised environmental awareness campaign for the students
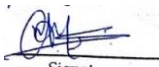
7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

----

8. **Plans of institution for next year**

1. To overcome the power cut problem one more generator is to be purchased.

2. Canteen to be given a face lift.

3. A new outlet for snacks to be created to reduce the rush in the canteen.

4. COE office to be given a face lift.

5. A more user friendly software to be purchased for COE office.

6. Old computers to be replaced by new ones.

Name: **Dr V. Chandrasekar**   Name*: **Dr S. Thirunavukkarasu**

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Appendix

FEEDBACK ANALYSIS

Regarding 1.3

Students have expressed strongly that the curriculum is focused on experiential learning – a hallmark of this college in tune with the clarion call of Swami Vivekananda on man-making and character-building education.

The IQAC has collected feedback covering the following aspects from the students during 2015-16. **Salient features of the feedback received are:** the elective courses are offered matching the current trends, soft skills is offered as a separate paper, provision for extension activities, admission process is transparent, application form is simple and self explanatory, campus interviews provided in time, arrangements are made for campus visits, classrooms are spacious with sufficient furniture, classrooms have proper ventilation, classrooms have fans and lights, round the clock water and electricity are provided, classrooms have good ceramic writing boards , labs are well equipped good smart room, auditorium, prayer hall, ICT facilities are provided to all the departments, free net connection is provided at the net centre, quality food is provided by college canteen, provides uninterrupted power supply through automated generators, teachers are easily approachable for any clarification, teachers cover the syllabus in time, teachers provide study materials, teaching methodology is good, teachers pay individual attention, tests are announced well in advance, adequate time is given for submission of assignments, examination forms are simple, exam schedule is notified well in advance, adequate time is given between examinations, question papers cover the entire syllabus, results are declared in time, mark sheets are issued in time, grievances are addressed immediately, office is always accessible, office staff are courteous, scholarships are given in time, bus passes / train concessions are issued regularly, and issue of certificates is without any delay.

The overall inference from the tables' generated using SPSS software show positive feedback from the students in all the parameters given above.

We have also collected feedback from parents, 98% of them have expressed their happiness on the easy access to college – be it by road or by rail. They have pointed out to the all-round improvement in the personality of their ward along with acquisition of knowledge that is got by the students in this college.

In addition to this, the college has also collected feedback from examiners, especially with respect to conduct of exams, relevance of question papers to syllabus etc. The examiners have expressed satisfaction regarding the above. This has been done as part of our endeavour to excel ourselves in terms of providing quality education to the students along with making them good citizens of the country, which again, is very dear to Swami Vivekananda.

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