

**AJK COLLEGE OF ARTS AND SCIENCE**  
**Navakkarai, Coimbatore – 641 105.**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**Part – A**

AQAR for the year *2015-16*

2015-16

**1. Details of the Institution**

1.1 Name of the Institution

AJK COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

PALAKKAD MAIN ROAD

Address Line 2

NAVAKKARAI

City/Town

COIMBATORE

State

TAMILNADU

Pin Code

641105

Institution e-mail address

ajkcas@gmail.com

Contact Nos.

0422-2363400

Name of the Head of the Institution:

Dr.K.KUMARASAMY

Tel. No. with STD Code:

0422-2363400

Mobile:

8220981773

Name of the IQAC Co-ordinator: G.SATHYAMOORTHY

Mobile:

9894215650

IQAC e-mail address:

ajkcasiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN19304

**OR**

1.4 NAAC Executive Committee No. & Date:

F.19.26/EC/ (SC.3)/D.O/2014/33 dated 25-09-2014

(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:

www.ajkcas.com

Web-link of the AQAR:

http://ajkcas.com/AQAR 2015-2016doc

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 <sup>st</sup> Cycle	B	2.89	2014	23-09-2019
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

03-12-2014

1.8 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 \_\_1 for the year 2014-2015 submitted to NAAC on 17-06-2015\_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR\_\_2 for the year 2015-16 submitted to NAAC on \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR\_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR\_\_\_\_\_ (DD/MM/YYYY)

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*)

Bharathiar University

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

-

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

2



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

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

If yes, mention the amount   
 quality related)

2.13 Seminars and Conferences (only

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

Total Nos  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. One day state-level seminar on academic and administration audit sponsored by NACC was conducted on Feb 12, 2016.
2. Recharge programmes for all departments were organised.
3. Academic audit of all departments was conducted at the end of each semester.
4. Result analysis (April 2015 and November 2015)
5. Reasons for the failures Identified and remedial action initiated
6. Various co-curricular activities at the department level were organised
7. An MoU was signed by the Department of Electronics and Communication Systems
8. Internal tests and model exam question papers were scrutinised.
9. At the beginning of the semester itself study material was collected and perused
10. Students' attendance records centralised and SMS send on a daily basis to the parents of the absentees
11. Question-paper setting was centralised.
12. Examination committee was strengthened and the system of conducting internal tests and model examinations was improved.
13. Central valuation on the same day of examination for the internal tests and model examination, monitored and supervised by Chief Examiners.
14. Refurbishing the placement cell through the appointment of a counsellor .

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Proposed to introduce a new program of study	B.Com (Banking and Insurance) introduced
2. Construction of fully furnished boys' hostel	Fully furnished boys' hostel constructed
3. Refurbishing the existing girls' hostel	Existing girls' hostel refurbished
4. IQAC newsletter publication	IQAC newsletter published
5. Establishment of research centres in the college	Obtained Bharathiar University recognition to conduct Ph.D. in Commerce and Computer science. Research Centres established
6. More recharge programmes for the faculty, both inside and outside the campus	Recharge programmes have been organised for the faculty
7. Proposed to conduct a workshop on academic and administrative audit with the help of NAAC	One-day State-level seminar on "Academic and administration audit" with NAAC assistance organised on Feb 12, 2016

\* 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

- AQAR was prepared after a detailed discussion in the quality circle meetings.
- AQAR was placed before IQAC and college committee and got approved.

## 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				
PG	5		5	
UG	12		12	
PG Diploma	-			
Advanced Diploma				
Diploma				
Certificate				
Others	4		4	
<b>Total</b>	21		21	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alum  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*

- *Students are satisfied with the teaching and learning process*
- *Students felt that the study materials are very effective and useful.*
- *More ICT impact teaching is needed.*
- *Remedial classes for allied subjects are needed.*



- *More concentration on soft skill programme is needed.*

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

Revision is done periodically by the university

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

Examination cell

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	82	4	3	2

2.2 No. of permanent faculty with Ph.D.

5

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
35	-	-	-	-	-	-	-	35	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2	2	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	18	89
Presented papers	-	18	12
Resource Persons	-	-	12

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Lectures by experts in the field</li> <li>• ICT enabled learning</li> <li>• Group discussion</li> <li>• Industrial visits</li> <li>• Field visits</li> <li>• Internship and project works</li> </ul> |
|---|

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

190
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

-	-	-
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2.10 Average percentage of attendance of students

89
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Program	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
1. BBA (CA)	100	10	58	21	0	89
2. BCA	167	44	48	30	12	80
3. BCOM (CA)	115	19	61	28	0	94
4. BCOM (IT)	26	4	18	2	0	92
5. B.Sc CS&HM	53	7	10	8	0	49
6. B.Sc IT	35	11	17	5	0	94
7. B.Sc CS	87	65	16	2	0	96
8. B.Sc ECS	45	11	25	4	0	89
9. B.Sc CDF	20	10	10	0	0	100
10. M.SC ECS	20	8	12	0	0	100
11. M.SC CS	26	12	14	0	0	100
12. M.SC SS	6	0	6	0	0	100
13. MSW	4	4	0	0	0	100
14. M.COM	15	15	0	0	0	100

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

The syllabus prescribed by the affiliating university (Bharathiar University) is followed. The study materials for all the five units of the syllabus are prepared in advance. It is perused and scrutinised by IQAC. The question papers for the internal tests and model examinations are prepared in a centralised manner, which is verified by the IQAC. The system of central valuation is followed to evaluate the answer papers of internal tests and model examinations. The marks secured by the students are intimated to the parents. The parents are intimated regarding the absence of their wards through SMS, both in the forenoon and afternoon on all working days. The above process is monitored by the IQAC through Quality Circles with the tools of feedback and academic audit. And Quality Circle meetings are

conducted on the First Monday of every month. and various issues confronting the teaching community sorted out immediately.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	89

### 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	06	-	-	-
Technical Staff	07	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The institution started offering M.Phil from ----- onwards. The Department of Commerce, Computer Science and ECS are offering M.Phil programmes. We have obtained Bharathiar University recognition to the Departments of Commerce and Computer Science to offer Ph.D.( full-time and Part-time) .Thus the institution has become a full-fledged research centre.

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	-	-	-	4
Outlay in Rs. Lakhs	-	-	-	15

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number	-	4	3	-	34
Sponsoring agencies	-	-	NAAC-1	-	-

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

3.13 No. of collaborations

International National Any other 

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College 

Total

3.16 No. of patents received this year

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

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

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

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

And students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. Of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. Of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- AJK culinary club was inaugurated on 01.06.2015
- World Bread Day was organized on 16.10.2015
- Chef day was celebrated on 20.10.2015
- National level inter school meet was organized in November 2015.
- Orientation programme on Health awareness was organized
- Campaign on right to vote was conducted
- Cake and bake show and Tea fest conducted at Coimbatore on December 24,25,2015
- Debate on the evils of Child marriage was conducted on 13.01.2016.
- NAAC sponsored one day state level seminar on Academic & Administration Audit(AAA) was conducted on 12.02.2016
- Food festival and tea fest conducted at Palakkad on April 10,2016.

## 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	7428.99sq.m	-		7428.99sq.m
Class rooms	49	-		49
Laboratories	14	-		14
Seminar Halls	4	-		4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

ERP introduced in attendance preparation and informing the parents regarding absentees through SMS.



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4867	1344695	184	113478	5051	1458173
Reference Books	-	-		-	-	-
e-Books	-	-		-	-	-
Journals	25	38730		-	25	38730
e-Journals	2	17225		-	2	17225
Digital Database	1	-		-	-	-
CD & Video	373	-	5	-	378	-
Others (specify)	OPAC& internet	-		-	-	-

4.4 Technology up gradation (overall)

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

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

- Attendance of staff is computerised through punching system.
- Attendance of students is computerised.
- System of intimating the parents of the absentees through SMS ,both in the forenoon and afternoon , is introduced.

4.6 Amount spent on maintenance in lakhs :

- i) ICT
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others

**Total:**

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Provision of Admission brochure which encompasses all details regarding the eligibility to various courses and other conditions relating to admission of students.
- Provision of handbook and academic calendar to all members of staff and students.
- Conduct of orientation programmes to students of First Year UG courses
- Tutorial system is followed.
- Bridge courses for non-mathematics students
- Remedial courses for slow learners
- Conduct of various club activities
- Special coaching for the failed candidates

### 5.2 Efforts made by the institution for tracking the progression

- Tutor mentor system
- Counselling
- Periodical meetings of Heads of the Departments
- Quality Circle meetings
- IQAC meetings
- Review meetings by the management

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1503	170	-	M.Phil 9

### (b) No. of students outside the state

1580

### (c) No. of international students

-

Men	No	%	Women	No	%
	1060	63		622	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
525	7	-	95	-	629	204	22	-	370	-	596

Demand ratio 1:1 Dropout % 0.5

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

-
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No. of students beneficiaries

-
---

5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>-</td></tr></table>	-	SET/SLET	<table border="1"><tr><td>-</td></tr></table>	-	GATE	<table border="1"><tr><td>-</td></tr></table>	-	CAT	<table border="1"><tr><td>-</td></tr></table>	-
-											
-											
-											
-											
IAS/IPS etc	<table border="1"><tr><td>-</td></tr></table>	-	State PSC	<table border="1"><tr><td>-</td></tr></table>	-	UPSC		Others	<table border="1"><tr><td>-</td></tr></table>	-	
-											
-											
-											

5.6 Details of student counselling and career guidance

The Department of Students Counselling and Career Guidance has been strengthened.
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No. of students benefited

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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

5.8 Details of gender sensitization programmes

- |  |
|--|
| <ul style="list-style-type: none"><li>• One-day exclusive cultural programme for girls organised</li><li>• Women's Day celebrated</li><li>• Awareness programme on women's rights conducted</li><li>• Women's health and care programmes organised</li></ul> |
|--|

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

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	20	Rs.6 lakhs
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

As the grievances are redressed then and there by the class tutors at the departmental level, no major grievance was reported by the students

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **The Vision**

AJK CAS provides quality education by promoting a culture in which the staff and students put their concentrated efforts, uplifting the image of the college. Apart from catering to the current needs, AJK provides great opportunities in preparing the students for a global challenge. Such a striving towards promoting Human Excellence in the students who hail from the rural areas of Kerala and Tamil Nadu is highly challenging and worthwhile. It also inculcates the spirit of eco –consciousness in the students.

##### **The Mission**

In transforming our vision into an action plan, the policies of the affiliated college with its prescribed curriculum of Bharathiar University are preserved.

- Academic flexibility allows the institution to introduce value based courses for both UG and PG students.
- The Value added courses not only enhance the competencies of the students but also enrich their capacity to emerge as a successful product suitable to the societal needs.
- The skill-oriented programmes prepare the students and equip themselves for an appropriate career after their holistic personality development in their academic ventures.
- The institution's monitoring system of the activities within the campus is effected through the academic calendar and academic audit.
- The feedback system that we adopt allows the institution to augment the teaching –Learning process.

#### 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

Affiliated college

6.3.2 Teaching and Learning

- FDP for faculty members
- Training on communicative skills
- Workshop on teaching methodology

6.3.3 Examination and Evaluation

Centralised internal test and model examination and central valuation

6.3.4 Research and Development

As the college has obtained recognition to Departments of Computer Science and Commerce to conduct Ph.D ( full-time and part-time), the R&D centre will shortly be established.

6.3.5 Library, ICT and physical infrastructure / instrumentation

184 books have been added to the library.

6.3.6 Human Resource Management

- Faculty members have academic freedom
- Honouring the faculty members for their achievements
- A good rapport among all the stakeholders
- Staff club activities

6.3.7 Faculty and Staff recruitment

- Appointing highly qualified and devoted teachers through advertisement
- Calling for the interview and testing their teaching ability by the members nominated by the college committee.
- As per the norms of UGC and Government.

6.3.8 Industry Interaction / Collaboration

One MoU has been signed by the Department of Electronics and Communication Systems.

6.3.9 Admission of Students

As per the norms prescribed by the Government of Tamil Nadu and Bharathiar University, Coimbatore. The details of admitted students are submitted to the university for verification and recognition of admission.

6.4 Welfare schemes

Teaching	Insurance scheme
Non teaching	Insurance scheme
Students	Free bus facility

6.5 Total corpus fund generated

Rs 6,00,000

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	External	yes	Quality Circle
Administrative	yes	External	yes	Quality Circle

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 U

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

Statement of marks with hologram has been introduced

6.11 Activities and support from the Alumni Association

- Guidance to the students
- Assisting placements
- delivering guest lectures
- conducting workshops

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

- Extending computer training programmes
- Orientation for the new staff

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

Inculcating eco-consciousness through

- a. Tree planting
- b. Rainwater harvesting
- c. Recycling
- d. Energy saving
- e. Plastic -free campus
- f. Litter-free campus.
- g. Paperless campus
- h. Eco-awareness seminars and workshops



## 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.

- Conduct of one-day State-level seminar, sponsored by NAAC, on “Academic and Administration Audit” (AAA) on Feb 12, 2016.
- Centralised preparation of study materials
- Centralisation of question paper setting
- Centralised internal tests and model examination.
- Central valuation for internal tests and model examination

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

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

1. Informing parents through SMS regarding the absence of their wards  
2. Strengthening of the exam cell

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

**Best Practice: 1** Informing parents through SMS regarding the absence of their wards

**Goal:**

To minimise absenteeism .

**Context:**

Since this is a co-ed college, the parents of the female students are worried about the safety of their wards, \.By informing the parents on a daily basis, the anxiety of the parents would be quelled .At the same time, the presence of their wards in the college is confirmed.

**Evidence of success:** Now parents call up the institution as and when they get the SMS regarding the absence of their wards.

**Result:**Absenteeism has been considerably reduced thereby the academic performance of the students has improved.

**Best Practice 2:**

Strengthening of the exam cell

**Goal:**

Ensuring transparency and avoiding malpractices

**Context:**

As the institution plans to seek autonomous status , an exam cell has been created as in the case of universities Separate staff members have been appointed for the purpose.

**Practice:**

Separate guidelines for the conduct of the internal tests and model exam have been prepared. Covering the procedure for setting up of question papers, conduct of examinations and evaluation of answer scripts. An academic calendar which specifies the date and duration of internal tests and model examinations is distributed to the members of the staff at the beginning of the academic year itself. As per the schedule given in the academic calendar, the question papers are prepared by the members of the staff in advance and copies are made ready. The internal tests and model examinations are conducted in a centralized manner as per the calendar. Besides, answer scripts are valued on the very day of the examination. Marks are intimated to the parents within three days from the date of examinations.

**Evidence of success:**

The question papers for the internal tests and model examinations are set on a single day in a centralised fashion.

**Result:**

The internal tests and model examinations are conducted smoothly .This helps the exam cell to conduct the university examinations in a very effective manner.

7.4 Contribution to environmental awareness / protection

- Tree planting in and around the campus.
- Rainwater harvesting
- Restriction of vehicular movement inside the campus
- Awareness programme on ecology

7.5 Whether environmental audit was conducted? Yes  No

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

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

- a. Introduction of new program of study (B.Com –Banking & Insurance Management)
- b. Construction of fully-furnished boys hostel
- c. IQAC newsletter publication

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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## **Annexure I**

### **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

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