



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ANNA ADARSH COLLEGE FOR WOMEN
Name of the head of the Institution		Dr. Jayashree Ghosh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04426212089
Mobile no.		9884480812
Registered Email		jaya1132@gmail.com
Alternate Email		aacw.college@gmail.com
Address		AI, II Street, 9th Main Road, Anna Nagar
City/Town		Chennai
State/UT		Tamil Nadu
Pincode		600040

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Hannah Vijaykumar
Phone no/Alternate Phone no.	04426268223
Mobile no.	9841353030
Registered Email	han_vijay@yahoo.com
Alternate Email	hannahvijaykumar@annaadarsh.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.annaadarsh.edu.in/UserControls/AQAR2017-18.pdf
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4. Whether Academic Calendar prepared during the year	Yes
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if yes,whether it is uploaded in the institutional website: Weblink :	http://www.annaadarsh.edu.in/Docs/Calendar2018.pdf
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5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.20	2011	16-Sep-2011	15-Sep-2016
2	A+	3.54	2017	12-Sep-2017	11-Sep-2022

6. Date of Establishment of IQAC	22-Jun-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

seminar on Tourism and The Digital Transformation	22-Sep-2018 5	600
National Level Seminar on Current trends in IT	25-Sep-2018 8	1000
National Seminar on Life Skills	21-Aug-2018 5	1200
National Level Hindi Workshop	25-Jul-2018 5	650
International conference on Literature:An Interplay of Art and Culture	22-Feb-2019 8	800
Department of Hindi in Collaboration with Central Hindi Directorate, MHRD, Govt of India, National Level Kavisammelan	08-Feb-2019 7	750
International Conference on Green Chemistry for a Greener Planet	12-Sep-2018 9	700
Career Guidance Seminar	05-Feb-2019 3	300
Civil Service Orientation Programme	03-Dec-2018 3	1200
Revised Accreditation Framework of NAAC Process	16-Jul-2018 4	200
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)	
IQAC monitors and validates the academic results of each Department and the research activities of the Post Graduate Departments are encouraged and projects are initiated as per curriculum.	
Outreach and Community Programmes are organized by Departments and various Clubs to inculcate institutional social responsibility.	
Academic Seminars and Inter Collegiate Symposiums are conducted by each Department. International/National conferences, seminars and workshops are organized frequently.	
Academic Audit is conducted annually by external reputed authorities from other colleges and Universities.	
IQAC Initiates International/National MoU's and Collaborations with reputed institutions for exchange of knowledge.	

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To promote Institutional Social Responsibility	ISR is strengthened
To conduct National Seminars/ FDP's/ Workshops	Conducted various national seminars, FDP's & workshops.
To motivate the students for various competitive exams and Civil Service Exams	Conducted various career guidance programmes and orientation programmes.
To organize FDP on Revised Frame Work of NAAC	Conducted FDP on Revised Frame Work of NAAC
To organize International/ National Conference	Organized International Conferences by the Departments of English Literature, Hindi and Chemistry.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="118 226 794 275" style="width: 50%;">Name of Statutory Body</th> <th data-bbox="794 226 1476 275" style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="118 275 794 324" style="text-align: center;">College Governing Council</td> <td data-bbox="794 275 1476 324" style="text-align: center;">08-Mar-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Council	08-Mar-2019
Name of Statutory Body	Meeting Date				
College Governing Council	08-Mar-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	12-Sep-2017				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	11-Jan-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>ADMINISTRATIVE PROCEDURES-Installation of biometric system-usage of public address system -appointment of trained security personnel-liaison with university and other colleges-maintenance of infrastructural facilities-recording and auditing of financial transactions. STUDENT ADMISSION-Admissions are based on Government guidelines for reservation and as per university norms-centralized database system for the admitted students is created and maintained to ensure transparency in admission. EXAMINATION PROCESS-The student registration and application for University Examination-ERS, Entry of Internal marks-IMES, Student Hallticket, maintenance of attendance, Seating for examination and attendance of Examination. STUDENT RECORDS INCLUDE-Enrolment list with admission number - collection of original mark sheets, TC, CC, community certificate, excellence in sports certificate and other proficiency certificates-details of fee concessions, bus pass concessions and scholarships-list of differently abled students and slow learners -maintenance of registers for</p>				

Part B

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution follows the curriculum of the affiliated University of Madras. The curriculum is periodically revised by the University of Madras where many of the Senior Faculty are Chair persons and members of the Board of Studies. The Principal and an elected faculty serves as the representative in the Academic Council of the University wherein feedback and suggestions regarding the curriculum is discussed. For each semester the workload and syllabus is distributed among the faculty of the Department by the Head and is submitted to the Principal. The faculty prepare their lesson plan well ahead. The time table and the schedules for the Certificate, Diploma and Value Added Courses are prepared by the Departments before the start of the semester. The curriculum is systematically delivered to the students according to the time table and lesson plan. For effective implementation of the curriculum the faculty follows a plethora of methodology. Students are assessed by assignments, seminars, internal assessment tests and model examinations and the results are submitted to the IQAC. The result analysis for each discipline is prepared by IQAC and discussed with the Principal and Heads of the Institution for corrective measures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	15/06/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	15/06/2018
BCom	NIL	15/06/2018
BSc	NIL	15/06/2018
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	15/06/2018
BCom	NIL	15/06/2018
BSc	NIL	15/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	265	124

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Based Education	13/06/2018	1469
Environmental Studies	14/12/2018	1556
Personality Development	20/08/2018	5131
Essentials of Language Communication Level I	10/07/2018	1551
Essentials of Language Communication Level II	10/12/2018	1551
Spoken and Presentation Skills	10/07/2018	1541
Language Communication Skills	10/12/2018	272
Life and Managerial Skills	13/08/2018	274
Computing Skills	10/12/2018	1047
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MPhil	Tourism & Travel Management	3
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The institution is in communication with all the stakeholders for suggestions and advice . A feedback is received in the form of a structured questionnaire from students/parents to improve the quality of teaching and learning, student support systems and facilities. This feedback covers assessment of faculty members, curriculum, syllabus coverage, teaching methodology and general suggestions. Periodic feedback from stakeholders, alumni and peers are encouraged for effective administration and suggestions are discussed for quality enhancement of the institution. Based on the feedbacks received the following measures are a few which have been implemented. • To enhance employability and to meet the challenges of the changing educational, social and market demands the students are trained in spoken english, soft skills, value based learning</p>

and personality development programmes. • Placement cell has been strengthened and there is an increase in the number of companies visiting the college. • Infrastructure has been renovated and effectively maintained to keep in pace with the student requirements. • A counselling center has been set up in the campus to provide timely professional counselling to students, staff and parents. • A formal grievance redressal mechanism is effectively functioning to handle the complaints of the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Chemistry	50	213	50
BSc	Mathematics	70	423	70
BSc	Computer Science	100	782	100
BCA	Computer Applications	50	416	50
BSc	Home Science	100	316	100
BSc	Physics	50	263	50
BA	English	50	264	50
BA	Business Economics	50	115	50
BA	Tourism & Travel Management	70	120	70
BCom	General	142	2118	142

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4100	498	95	25	98

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
203	184	16	20	2	12

[View File of ICT Tools and resources](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

? Every department in the institution maintains a well structured student Mentor system, which enables the institution to reach up to the parent's expectations and seek their co-operation for the holistic development of the students. The mentors will continue to provide mentoring facility to the groups of 25 students till their graduation. Students having any difficulty in sort are advised and if further assistance is required, they are referred to the student counselor available in the institution. ? The mentees provide awareness and support for the students about online courses like NET/SET, TANCET and competitive exams, inculcate moral and human values, ethics, and responsibility towards the society apart from the curriculum for enhancing the overall development of the students and become socially responsible. ? The mentor ward system enables the institution to give opportunities to several students in the department, who would otherwise remain silent and non- participatory. It also encourages and support the students to participate and present papers in conferences and seminars conducted by other institutions, win prizes at intercollegiate events, play an active role in the department clubs like AMROSIA (The Literary Discussion Forum) LITFLIX (The file society). ? The academic progress, extra-curricular activity interest, physical and mental well being of the students is discussed during the meets. Students interest towards sports activities are identified and referred to the physical education department for training and opportunities are provided to participate in events at district, state and national level. ? Language students are motivated to learn the language through ancient traditional practice, literacy activities involving student participation, teaching skills of writing in literature field and journalism, encouraging students to have command over spoken language. ? Grievance Redressal Cell existing in the institution helps in solving problems faced by the students. Financially weaker students are being financially supported to pay the fees by pooling money from various sources. The institutions also help the students to avail scholarship provided by private and government organisations for every academic year. ? Students are motivated to take up either research/career after completing post graduation and are encouraged to apply for competitive exams and are guided accordingly. Student's interest towards entrepreneurial skills are also motivated and given an opportunity in the event ADARSH ANGADI. ? Regular meeting are conducted by the Principal in the presence with the Head of the Department to review the students performance on the whole. ? Mentoring decreases unexcused absences, improve a healthy relationship with students and parents in an informal way and thereby reduce the number of dropouts.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5135	203	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
203	203	Nill	Nill	91

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Jayashree Ghosh	Principal	International Human Rights Organization

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	SAE	I	26/11/2018	04/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Internal Evaluation System is conducted in a well planned manner. Each semester three continuous internal assessment is conducted. Two model exams one in each semester is conducted. The internal marks are uploaded in the University Examination Portal. The Internal Model marks are evaluated with Principal, IQAC Heads of the Departments. The remedial measures are discussed and implemented. A separate Examination Committee is constituted to make arrangements for the conduct of the Examinations. The Exam Committee comprises of Principal, seven Senior Faculty Members, one representative from each Department along with the IQAC Co-ordinator for meticulous procedures of the conduct of the exams like preparing time-table, seating arrangement, Allocation of Roll numbers, Setting of Question Papers, Invigilation Duty List, Collection of Exam Papers, Distributing the answer scripts to the concerned departments, etc., The Committee fixes the date for submission of the marks dully signed by Principal. The progress reports are prepared and intimated to the parents. The Results are analysed with the Principal, IQAC and respective heads to take remedial measures for improvement of marks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calender for the next academic year is prepared well in advance. A Committee of 8 faculty members is instituted for the preparation of the calender. This committee takes in to account the University calendar, the list of public holidays, number of working days, etc., Based on these observations the dates for the continuous internal tests, model exams and other curricular activities is decided ahead in the academic calender. The calendar is made available to all the students and faculty for strict implementation of the scheduled dates. The Calendar possess the information about the courses conducted, number of certificate courses, details of teaching faculty, Qualification. It also contains the general rules and regulations and code of conduct of the institution. The calendar also has the details of the infra structure available, list of endowment prizes, student welfare schemes, club details, mode of exam patterns. It has the details of role of parents, college timings, dress code, etc.,

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.annaadarsh.edu.in/Docs/PROGRAMME_OUTCOMES.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SAD	BSc	CHEMISTRY	50	39	78

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.annaadarsh.edu.in/Docs/SSS.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Microscale Analysis	Chemistry	12/09/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Developing and growing young students of India	Dr. C. Lakshmi	The Institute of Company Secretaries of India	11/09/2018	Supporting Martyr's Daughter
Challenges and Opportunities of E-Knowledge Management	Dr, R.Mary Geetham	Department of Management, Vel Tech College of Management	28/03/2018	Best Paper Award
World Record of Planting	Ms. Indulekha. P	Universal Achievers Book of Records	17/10/2018	Herbal Shrubs/Trees Planted
AP Janmabhoomi	Ms. P.Durgeswari	Government of Andhra Pradesh	14/03/2018	Graphic Designed
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Adarsh Incubation Centre	Management	Herbal Product	Herbal Product preparation	05/02/2019
2	Adarsh Incubation Centre	Management	Cup Cake Korner	Bakery Business	02/11/2018
3	Adarsh Incubation Centre	Management	Rayani Tours and Travels	Travel Agency	01/04/2019

4	Adarsh Incubation Centre	Management	God's City Tours and Travels	Travel Agency	25/04/2019
5	Adarsh Incubation Centre	Management	Tuition Centre	Training Centre	13/05/2019
6	Adarsh Incubation Centre	Management	Tuition Centre	Training Centre	01/06/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Public Administration	4
English Literature	1
Commerce	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Tourism and Travel Management	4	5.53
National	Computer Science	1	5
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	7
Corporate Secretaryship	2
Home Science	2
Tamil	3
English	1
Tourism and Travel Management	1
Bank Management	4
Chemistry	6
Computer Science	3
Computer Application	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	Nil
NIL	NIL	NIL	2019	0	NIL	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	NIL
NIL	NIL	NIL	2019	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	63	95	15	44
Presented papers	27	16	Nil	Nil
Resource persons	1	6	8	25
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mega Blood Donation Camp	YRC in collaboration with Indian Red Cross Society	2	56
Community Services in the Adopted Village	NSS, Anna Adarsh College for Women	3	150
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Service to Community	Certificate of Appreciation	Punjab Association	230
Blood Donation Camp	Certificate of Appreciation	Rajiv Gandhi General Government	57

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
'Swatcchhta Hi Seva' 'Swatchhta Pakh wada"(Tourism)	The Southern Railway State Bharat Scouts and Guides	Training as Ranger in Perambur District	2	1
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry	Internship	Honeybeez, No.210,Door no.4,Ayyapan nagar,Virugambakkam,Chennai-600091. Ph : 9790828894	25/04/2019	24/05/2019	Arthi.R
Industry	Internship	Chennai Metropolitan Water Supply Sewarage Board , 9/494,B-Type ,Sidco Nagar, Villivakkam,Chennai-600049. Ph : 9962328671	15/05/2019	15/06/2019	Abinaya. B
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
Sprachlingua (Tourism)	07/04/2018	Certificate Course in German	33
Sprachlingua	07/04/2018	Certificate Course in Spanish	33
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4665000	4889450

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
AutoLib Software	Partially	Advanced Version using JAVA	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17668	8564472	498	280785	18166	8845257
Reference Books	9816	7801669	399	86560	10215	7888229
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Dr.V.Suganthi	1. Procurement methods for foods 2. Receiving 3. Purchasing specifications for perishable foods 4. Purchasing specifications for semi perishable foods 5. HACCP in production 6. Food safety and standards regulation 7. Food laws and regulations 8. Indi	e content writer, e PG pathsala in Home science, Avinashilingam University, Coimbatore in collaboration with MHRD, Govt. Of India	05/02/2018
Dr.K.Sudharani	1. Building materials 2. Finishes- types used for ceiling, walls and floor.	E-Pathsala project work of MHRD under the National Mission on Education through ICT, Avinashilingam deemed University, 7.1.2017	15/03/2018
Dr.DeviManohar	Window and window treatments	e content writer, e PG pathsala in Home science, Avinashilingam University, Coimbatore in collaboration with MHRD, Govt. Of India	10/04/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	200	5	5	1	0	6	16	150	6
Added	60	0	0	0	0	0	0	0	0
Total	260	5	5	1	0	6	16	150	6

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
22	22.71	30	31.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policy of the college regarding infrastructure is in accordance with the needs that arise as a result of academic development. ? Good Spacious airy class rooms are provided. ? Smart class room, library well equipped to cater the need of students and staff and research scholars. ? Fully air conditioned auditorium with 1500 seating capacity. ? Well-equipped laboratories with latest equipments are available. ? Fully air conditioned canteen, ATM facility, big playground, indoor stadium, sickroom, common room etc., are provide for effective teaching and learning. The college campus has sufficient space for all academic, curricular co-curricular activities. New facilities have been occupied and old is renovated. College has played a proactive role and supportive role in grooming students. ? Playground area of 15,181 Sq. meters is available for outdoor games like Basket Ball, Throw Ball, Volley Ball, Bat Badminton, Kho-Kho, Hand Ball, Tennikoit, Kabadi, Foot Ball, and Athletics. ? Auditorium area of 8,864 Sq. Ft is available. ? NSS: There are 3 units, 1 staff for every 100 students. ? Cultural activities: Every year college organizes inter - collegiate cultural - Neherika, intra collegiate cultural - Meghmalhar and Manjari Fresher feast are conducted. ? Public Speaking: public address system is available in all the class rooms to reach students instantly. Inter Com connection is available for department communication. ? Communication Skill development: Personality Development Classes are conducted for students to improve their communication skill. ? Health and Hygiene :Napkins render and Disposer is available in college campus. First Aid Facility with medicine is available in PD room. ? Smart classes, Language lab and In-door stadium facilities are available. ? Classes are optimally utilized by both shift I and shift II students. ? College Campus is utilized to conduct various exams like Bank, IDE, BSNL, Medical Council, CA etc. ? Auditorium is used by public on rental basis, for floodrehabilitation purpose the auditorium was used. ? College campus has some facilities like KarurVysya Bank, ATM, Canteen , Photo Studio, Public Phone Booth, and Cafeteria.

<http://www.annaadarsh.edu.in/Docs/Infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Punjab Association Free seats(Sports)	11	347850
Financial Support from Other Sources			
a) National	Scholarships(SC/ST	199	1274730

b)International	-	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Language Lab	25/06/2018	33	TKT- University of Cambridge
Language Lab	20/06/2018	70	LINGUA-PHONE
Soft skill club conducted a program on the significance of stock trading	10/08/2018	500	Share Khan
Foreign Language Lab	02/07/2018	1500	Institution
Personal counseling	13/06/2018	5300	Institution
Personality Development	02/07/2018	5300	Live Life
Soft Skill Development	01/03/2018	5300	Institution
Remedial coaching	02/07/2018	927	Institution
Mentoring	13/06/2018	5300	Institution
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	ADARSH IAS	65	Nil	Nil	Nil
2018	Training For Aptitude Test	Nil	1550	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
7	509	165	3	91	61
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	22	Business Economics	Business Economics	University of MadrasKumpo University, Shivamoga	MBA, M.A.HRM, M.A. ECO
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
SET	3
Civil Services	3
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sporten	Zonal	2500
Neherika	Inter College	725
Meghmalhar	Intra College	634
Manjari	Fresher/New Entrants	241
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	GUINNESS RECORD	Internat ional	Nill	1	311710528	PAVITHRA D
2019	I	National	Nill	1	311710614	RANJANA VIJAY
2018	GOLD	National	4	Nill	111603820	PARAMESW ARI J
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

The student council is elected through indigenous software developed by the Department of Computer science, where all 5300 students can vote and elect their student representatives. The student council are the members of IQAC student's wing, where the members frequently attend meetings and discuss about syllabus and other academic related issues. The student council is actively involve in various extension activities. They act as liaison between student and administration. The students requirements are intimated to the office/Principal and a seven member staff committee has been instituted to guide the student council. They are part of Anti ragging cell. The student council organizes cultural activities, monitors discipline among students, involves in conducting entrepreneurial activities,orientation, awareness programmes, rallies and other extra -curricular activities The students are sent for inter collegiate competition and conduct frequent meetings with Principal and staff to discuss about student centric activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

50000

5.4.4 – Meetings/activities organized by Alumni Association :

- The college maintains alumni details as alumni club. The alumni association functions actively under Principal and elected Office Bearers. It annually organises alumni meet, to mentor, inspire and motivate students, prominent alumni are invited to deliver talks. The Alumni donates books, book shelves, storing cupboards, laptops etc. They have created Endowment Prizes for the Department. The Financial donations are collected as Corpus Fund by the institution.They are invited to judge events and conduct programmes in the Department in their areas of expertise. • J. Daisy, Joint Secretary, Citizen Development Centre, organized an out-reach programme at Government School, Red Hills. She also involved herself with the extension activity during Gaja Cyclone, providing sanitary napkins to young girls at Shelter Hope for Everyone, Ambattur. Alumni also contributed books for the Department library. • Our Alumni of 1995 Batch, Mrs. Sudha and Sujatha, who are entrepreneurs participated in AdarshAngadi conducted by Entrepreneurial Cell. • Department of Computer Science organised a career Guidance Personality Enrichment Programme as Alumni Initiative on 24/08/2018 by Ms Anjali Kumari, Software Quality Engineer, Cognizant Technology Solutions • Department of Computer Science shift II organisedAlumni initiative seminar on Security Awareness on Social Media on 2/2/2019 by Ms.S.Sreeja M.sc cyber Forensic in university of madras • Department of Computer Science organised alumni meet on 16/2/2019 by Mrs.Shantha , Senior project Manager, DXC technologies

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

DECENTRALIZATION: The college functions under a Governing body comprising of the Management, Principal, Administrative officer and two Senior Faculty members and University Representative appointed by the University of Madras. The Governing body is the decision making authority in the college and it decentralizes the power by forming different committees namely staff council comprising all the heads, staff secretary, librarian and Physical Directress. The student council comprising of elected student members as President, Vice President, sports secretary, Assistant sports Secretary, Treasurer, Cultural Secretary and Assistant Cultural secretary, administrative staff comprising of Principal, administrative Officer, Office assistants/ Clerks and support staff. These committees are encouraged to propose their suggestions and ideas for the development of the institution. The other committees are exam, Cultural, Student Council, Anti- Ragging Cell, club coordinators Centre for Research, Student Grievance cell, sports committee, Library, Maintenance committee etc. all these committees acts independently under the guidance of Principal. The Heads of the Department manages the department independently in conducting and monitoring the academic progress of the students. The departments are allowed an annual budget to conduct extracurricular, outreach programmes, seminars, conferences according to their requirements. All the faculty are encouraged to lend their expertise to various organizations and society. The faculty are also members of Board of studies, academic audit, university examiner, University Board member, expert panel members, subject members, guides, scrutiny members etcare given On duty to execute academic activities. This interaction of senior faculties with university of Madras and other institutes of repute helps in a congenial relationship and growth of the Institution. The administrative wing functions under Principal. There is one administrative officer, clerks and office assistants. The support staff and security has been given on contract to professional agency and is under the supervision of Principal and Administrative Officer. The accounts department is headed by a senior accountant and two assistants and is guided by the head office of the Management, Punjab Association. The Annual Audit is conducted both by Internal and External audit agencies. The progress of the Institution is enhanced by active participation and suggestions of all the stakeholders. Frequent meetings are organised for parents , local residence, government officials, Police Department, corporation of Chennai to interact and take suggestions for improvement and smooth functioning of the Institution. The students actively involve and participate in various committees and clubs like Red ribbon, Youth Red Cross, Rotract etc and opportunity is given to exhibit and nurture their talents and skills and upbringing them as responsible citizens. **PARTICIPATIVE MANAGEMENT:** • The Management actively take part in the functioning of the institution. Frequent governing body meetings are conducted to monitor the progress of the college. • Extra funds allocated to conduct International and National seminars, conferences, etc. • Management provides medical insurance for the faculty and office. • Free seats are given by the management to economically weaker students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college follows the syllabus prescribed by the University of Madras. The feedback and suggestions for the same is recommended by the member

representative of the college for the Board of Studies to the University. The syllabus is periodically updated collective opinion based on the need for the same and is and representations are made on behalf of the college to the University for implementation. Most of our senior faculty members are members of Board of Studies in University of Madras, other universities and various other reputed Institutions

Teaching and Learning

The syllabus prescribed by the University is taught by the faculty using innovative teaching and learning methods. Lesson plans and Plan of Action are prepared every Semester to finish the syllabus in the stipulated time period. ICT enabled classrooms, online tests and assignments are given to students and evaluated periodically by the faculty. Under the guidance of the Principal, Faculty members are encouraged constantly to publish research articles and books. The management also encourages the faculty to participate in FDP's, workshops, seminars, conferences to empower themselves to cater the needs of student fraternity.

Examination and Evaluation

Every student is assessed both internally and externally through examinations and tests periodically. Internal assessment is evaluated on three internal class tests, assignments and seminar marks secured by each student. External exam is conducted by the University of Madras at the end of each semester. All internal marks are registered online university portal which would be added to the external marks secured by the student. Students compete with all the affiliated colleges under the University of Madras all over the state and have secured good number university ranks every year.

Research and Development

The institution nourishes research and development of both the student and faculty. The Adarsh Centre for Excellence is instituted to promote research and development headed by the Principal along with 8 heads of the department who act as coordinators and meet at regular intervals for assessing and improving the quality of Research and development of the institution. The

management generates seed money which is utilized for selected research projects. There are in-house research journals, offered by various departments where the contributions of both students and faculty are published periodically. The institution also encourages faculty to obtain guide ship to promote and assist research projects. Faculty members also publish books and research papers in various reputed journals every year.

Library, ICT and Physical Infrastructure / Instrumentation

The facilities and infrastructure of the institution is upgraded periodically to cater to the needs of its stakeholders. Students at the entry level are oriented about the rules and regulations through workshops for using library resources through a specially designed orientation programme. Special training is provided on use of internet, INFLIBNET and Multimedia for both staff and students. Special ID number is given to the students, research scholars, staff, and faculty to have direct access to e-journals under n-list programme. Staff and students are allowed to download information on the current issues to enhance their knowledge. The Library provides whole database through Online Public Access Catalogue services using Autolib Software. Two computer systems are available for students and staff for enquiry of books through OPAC.

Human Resource Management

The institution is governed by the apex governing body headed by the Principal. The stakeholders of the institution includes, the Management, Teaching Faculty, Support staff, administrative staff, students, parents and the public. The student union council takes charge of the students need and requirements. Mentor ward system is actively followed to meet the special needs of the students to mould them and nurture them by inculcating moral, social and ethical values. At the end of every academic year, the need for new staff are analysed and recruited to suit the needs. Grievance cell looks into the grievances among the students and are redressed as early as possible. Anti ragging cell ensures that the college does not encourage any such activities inside the campus.

Industry Interaction / Collaboration

The institution takes constant

efforts to collaborate with industry to enhance new learning techniques and thus increase the employability chances for students. Various reputed companies are invited by placement cell to conduct campus interviews. Industry internships and training also pave way for practical experience and increase the chances for placement. The institution has so far 465 collaborations with leading and reputed institutions all over the country. The department of B.Com Honors hire guest faculty from various organizations and professionals are outsourced as and when required. IAS coaching is also carried out through hired professionals. There are forty MOU's with National and International institutes of repute.

Admission of Students

The students are admitted each year strictly according to government norms. The admission committee is set up with an aim to admit students from all walks of society. The committee consists of core committee, with two staff from each department to carry the admission process effectively. A separate information desk is set up to assist the parents and students in selection of suitable subject. The admission dates and other relevant information are notified in all leading newspapers. Government norms and reservation policies such as quota for weaker sections, community, disabled students etc are followed comprehensively. Merit list is also prepared to ensure that the right candidate is selected

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The IQAC looks into the planning and development on academic and co-curricular activities under the guidance of Principal and Heads of the departments and coordinators of various committees. The institution has proposed for office automation which includes student's database, staff database, feedback system, etc, through implementation of MIS in phased manner. The Library provides whole database through Online Public Access Catalogue services using AUTOLIB Software. Two computer systems are available for students and staff for enquiry of books</p>

	through OPAC.
Administration	The details of the faculty are updated to the University of Madras through E- Governance every year. The website of the institution has been upgraded. There has been continuous use of biometrics for attendance purpose. The institution has partial Management Information System in the areas of student admission, scholarship, admission, staff salary all e-transactions etc.
Finance and Accounts	The entire finance department of the institution is managed through the use of Tally ERP and Tax software. The salary of the staff is disbursed through online mode. The amounts towards scholarship for students are also given through online mode.
Student Admission and Support	Student admission is done in accordance with the government reservation policies and guidelines prescribed by the University of Madras. These are systematically adhered and transparency is maintained in accordance with the merit list prepared by the institution while admitting the students.
Examination	The database of the students is updated online through the university of madras portal. With the help of available database, the application for examination, hall-tickets as well as payment of exam fees is done through the portal. The internal marks (both theory and practical) of the students are entered and submitted. The attendance is uploaded from the college to the university portal during the examination.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	Faculty Development Programmes	Issues Challenges Faced by the Women Today	12/12/2018	12/12/2018	80	Nil
2019	Faculty Orientation Programme on Revised Accreditation Framework of NAAC Process	-	06/07/2019	06/07/2019	203	Nil
2018	Faculty Orientation Programme	-	16/07/2018	16/07/2018	44	Nil
2018	National Level Faculty Development Programme on "Research Intelligence with Technical Writing Skills"	-	26/09/2018	26/09/2018	40	Nil
2019	National Level Faculty Development Programme on "Investment Avenues in the current Scenario"	-	02/02/2019	02/02/2019	13	Nil
2018	National Workshop Machine Learning concepts using R-Tool	-	20/09/2018	20/09/2018	90	Nil
2018	Recipe	-			9	12

	contest in collaboration with Nestle India Ltd		05/09/2018	05/09/2018		
2018	Yoga for Daily Life	-	07/08/2018	07/08/2018	20	15
2018	FDP on "Technical Documentat ion Using LaTeX"	-	27/07/2018	27/07/2018	45	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Capacity Building Programme for Women Managers in Higher Education	1	24/04/2019	27/04/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
201	201	29	29

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teaching and non-teaching staff are extended welfare benefits of contributory provident fund, gratuity, ESI, medical, etc. All staff Insurance is paid by the management. The Institution conducts staff development programs for skill up-gradation and training as and when required. Staff members avail On Duty facility for attending orientation programmes/refresher courses/ seminars/ conferences/ training	Welfare benefits of contributory provident fund, gratuity, ESI, medical and other insurance scheme as applicable in accordance with the institution policy are provided. Gratuity is applicable to every staff after five year of permanent service. Adult Education Programme like tutoring in math calculation and writing in English is conducted for the Supporting staff and Computer literacy programs are conducted	For better support, guidance and to improve the quality of life for students the college provides and facilitates various services. Academic counselling is done through mentors and to look into the psycho-social problems personal counselling is provided by a qualified counsellor. Annual health check up is organised by the college to improve the physical well being of the students. All students are covered under a Group Accident

programmes/ workshops/ resource person etc. Casual leave, Earn Leave, medical leave and Maternity Leaves are given as per policy. The college facilitates celebrations of Teachers Day, festivals like Diwali, Christmas etc. and retirement parties. An in house Counsellor is available for emotional, social and moral support. For the physical wellbeing of the staff indoor and outdoor sports activities are organized. To encourage physical exercise and recreation Gymnasium facilities are offered.

for those in need.

Insurance. Awareness of government scholarships for students belonging to backward classes, minorities, etc is created and help is rendered in availing this. Students coming from socially and economically backward families are given opportunities to work and earn so that they can support themselves and meet their academic expenses. The students, in this Earn and Learn Scheme assist the administration department in data entry work. Personality Development / Skill Development Program are organized to bring about all round development of the students. Educational tours, picnic, field visits are organised to update knowledge, skill and enliven the spirit of comradeship and enthusiasm.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College financial department is under the control of the Management's Finance Department. This apex body for the Adarsh Group of Institutions is responsible for the conduct of overall audit both internally and externally every year. The Finance department of the college is also under the control of the same. The Collegiate of education also visits the college periodically to conduct audit and certifies. For ensuring quality assurance, the college invites experts from other educational institutions of various streams for evaluating the activities of the departments each year and certifies for the same.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	112000	Extra Curricular Activities
View File		

6.4.3 – Total corpus fund generated

2773550

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	<ul style="list-style-type: none"> • SUBJECT EXPERTS • SENIOR FACULTY • INDUSTRY REPRESENTATIVES 	Yes	IQAC
Administrative	Yes	RAJESH KUMAR SHAH CO	Yes	INTERNAL AUDITOR, HEAD OFFICE, PUNJAB ASSOCIATION

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• The Parent Teacher Association of Anna Adarsh College for Women is a non-statutorily constituted body which aims at the overall development of the college. Parents Teachers meeting is held every six months by the concerned departments to ensure healthy academic atmosphere • Annual parent teacher's meet is conducted and Parents' participation and their feedback constitute an integral role in improving the quality of education. It proves as a yardstick to improve and enrich the teaching methodology. • The Department of Corporate Secretaryship Shift II, organized an event for parents to bring awareness about "Water Conservation and Water Harvesting" on 17/08/2018. • Parent Teacher meetings are also held in case of if any issues pertaining to poor attendance, difficulties observed regarding academics or to handle any other grievance redressal.

6.5.3 – Development programmes for support staff (at least three)

• Recognising the services of support staff, Awards and rewards are given to them. • The Language Departments of English, Tamil and Hindi organized a literacy program on Languages and Skills development to housekeeping staff on 20/7/2018 • In order to create awareness on the areas such health, hygiene etc, the departments take steps to educate the support staff by conducting various programmes.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

More Quality Enhancement Training and Orientation Programmes have been conducted. Initiative for preparing students for Civil Service and other competitive exams by forming ADARSH IAS Academy. New modules incorporated in to the existing MIS for NIRF and other ranking procedures.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	FACULTY ORIENTATION PROGRAMME ON	16/07/2018	16/07/2018	16/07/2018	203

	"REVISED ACCREDITATION FRAMEWORK OF NAAC PROCESS"				
2019	CAREER GUIDANCE SEMINAR ON "CAREER PROSPECTS"	05/02/2019	05/02/2019	05/02/2019	203
2019	ACADEMIC AUDIT	13/03/2019	13/03/2019	13/03/2019	220
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization - Breaking the Glass Ceiling	05/02/2019	05/02/2019	200	Nil
Issues and Challenges faced by women today	12/12/2018	12/12/2018	70	Nil
Work Life Balance, Contemporary Issues and Challenges	14/09/2018	14/09/2018	400	Nil
Student's Sustenance and Gender Sensitization	18/07/2018	18/07/2018	150	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

? Green Audit is conducted and steps are taken for energy Conservation, Protection and Promotion of Environment. ? Energy conservation - Energy saving bulbs are used in the college campus. Lights were replaced by CFL and LED lights to conserve energy. ? The college has a canopy of green trees and plants that reduces the effect of global warming and maintain health of all the students. ? Organizing lectures on energy conservation in order to give awareness to the students. ? Solar panels are installed which utilizes renewable energy. 25 of electricity consumption is met by this installation. ? Rain water harvesting is done in the campus. ? Micro Scale Analysis of all experiments in the Chemistry Labs of the College have significantly reduced the quantity of Chemical consumption. ? Segregation of bio-degradable and non-biodegradable Waste are carried out in the college campus .

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	3
Scribes for examination	Yes	5
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	05/08/2018	5	Swachta Pakhwara-Initiative of MHRD	Local Corporation Schools were given awareness about Swatch Bharat Scheme by cleaning their campus	304
2018	1	1	01/10/2018	1	Daan Utsav	Awareness Program on Health Fitness to 1000 Sanitary Workers of Chennai Corporation -Anna Nagar, Zone 8.	240

2019	1	1	02/01/2019	120	SVEEP-Initiative of Election Commission of India.	College was part of Election Commission of India for systematic Voters Education and Electoral Participation Programme (SVEEP).	106
2018	1	5	01/08/2018	180	Voting Awareness by Greater Chennai Corporation	Students are part of Greater Chennai Corporation, Zone 8 for updating the eligible electoral list and conducted many competitive programs as part of the initiative.	80
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Diary 2018 - 2019 for all students	13/06/2018	College code of conduct is provided in the college calendar. Follow up method for students is done by constant monitoring by college administration forming many committees were faculty members are actively involved. For example discipline committee, anti-ragging cell, grievance redressal cell, counselling centres, etc., The code of conduct

of faculty is monitored by Governing Council, Management Principal. The management has developed a system of monitoring the code of conduct under General Secretary of the Association. Frequent meetings are conducted with various stake holders to ensure proper functioning and code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Department of Tamil conducted Bharathi Jayanthi to show case the significance of Patriotism	12/11/2018	12/11/2018	700
"Healthy Youth for Healthy India" to promote Human Values and Ethics in lieu of NSS Golden Jubilee Celebrations was inaugurated by Thiru K. Pandiya Rajan, Minister for Tamil Official Language, Tamil Culture Archeology, Govt. of Tamil Nadu. A speci	08/02/2019	18/02/2019	100
NSS in collaboration with International Human Rights Organization and Shelter Trust conducted a program on " Balance for Better Life " and awarded Principal and Senior Faculty for inculcating Human Values and Ethics.	16/03/2019	16/03/2019	300
The College conducted many competitions to commerate "World Human Rights Day"	10/12/2018	10/12/2018	100

PG Research Department of Public Administration organised a guest lecture and a smart quiz in lieu of "Constitution Day".	26/11/2018	26/11/2018	250
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Energy Conservation
? Rain Water Harvesting
? Efforts for carbon neutrality
? Plantation
? Solar Power Plant

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: 1. Title of the Practice: Formation of "Adarsh IAS Academy" in 2018 to train students for civil service exams. 2. Goal :To prepare students for Nation Building and to nurture the leadership skills in them. 3. The context : With a massive student strength of 5000 plus, where all students are involved in some community outreach programme like the National Student Scheme of the University, The Youth Red Cross, The Rotaract Club, The Enviro Club, the Road Safety Club, it was felt that we need to build on this community service oriented students. To consolidate and to contribute in the long run, the Academy was envisaged as a concrete step towards steering the students to the next level in national development as a long term plan. 4. The Practice :The Academy conducts classes on weekdays after class hours and on weekends to enable students to attend classes. Top professionals from the country hold classes for the students, sharing their expertise and experience. The focus is not just on clearing the exams but also on the change they can bring about in the nation as future civil servants. Training starts from the first year, so the intensive training spread over a period of time ensures that students are equipped to handle a range of government competitive exams like the state civil services, central government institutions, apart from the national civil services. 5. Evidence of success :Since the Academy is in a nascent stage, we will be able to achieve our goals in the coming years. 6. Problems encountered and Resourcesrequired :It is a challenge for students to balance the academic study in college and the classes for the civil services. Time is also a crucial factor in planning and arranging for the classes especially from established and certified professionals. Best Practice 2: 1. Title of the Practice: Sculpting the students to face global challenges 2. Goal :. Global competence refers to the knowledge, skills and dispositions necessary to navigate and succeed in today's interconnected world. The college aims to provide in-depth knowledge and understanding of international issues, to develop optimum temperament to work with people from diverse linguistic and cultural backgrounds and emerge as successful individuals. To enable the students to acquire skills to face the global challenges with confidence and conviction 3. The context : The students are motivated and trained to acquire knowledge and requisite skill for global industry preparedness. The institution adopts various practices to instil knowledge in global sensitivities, perspective, and insights. To motivate the students to move beyond circumscribed spaces and provide them an International exposure. 4. The Practice:. Linguistic

competency: TKT- Teaching Knowledge Test, by the University of Cambridge is offered to the students. This is an internationally benchmarked exam that is universally accepted standard in English Language teaching. The language lab enhances the communications skills of students. Lingua phone 21, a UK based language company offers courses in advanced English language. Lexical skills : The certificate courses in German and Spanish languages are taught by visiting Professors. We have a full-time French department to help the students to acquire expertise in the subject. Certificate courses: The International air transport association - United federation of travel agents association (IATA-UFTAA) conducted in the college has enhanced the employment opportunity for the students, globally. The college hosts International Seminars and Conferences bringing in globally renowned experts from countries like the United States, United Kingdom, Germany, Japan, Australia. International student cell identifies and gives counselling on issues related to International affairs and imparts special training to cater to the needs of the students. MoU: The college has 40 MoUs , some important International MoUs are - Kursk State University, Russia ,P.K. Mullick Associates, Pittsburgh, USA and Nexgen Nano Therapeutics, LLC, Plymouth MI, USA. Virtual seminars are conducted for the students as a result of these foreign MoU's. 5.Evidence of success : Our Students (approximately 20-30) are placed as prominent public professionals in various International firms. • Dr.Hima of Public Administration department, is working in NTV, United Arab Emirates, an educative television channel as a Professor. • Mrs.AnupamaMenon, of TTM department is working as Travel officer, Total Oil Company, Abudhabi, UAE. • Mrs.Karthika, of TTM department is working as Customer solution consultant, Newzealand post,Newzealand. • Mrs.NidhiDhadwal, of Chemistry department is working in IT industry, Singapore. • Ms.ChandrikaSreedharaMenon, Senior lecturer, Sun Way College, Malaysia. • Mrs.SindhuUnniKumar , Pricing Manager, Philips company, Middle East. • Ms.VijayaBommireddipalli, Director, Deloitte, Toronto, Canada. • Dr. Jhansi Rani, Professor , University of Wisconsin, USA. • Ms.Nandhitha, Author , Kitchen King, Sydney, Australia. • Ms.Deeptha, Yakshna solutions, Los Angeles. • Ms.Pallavi, Accountant, EVER CHEM , Chicago. • Ms. Pavithra, Project Associate, ISRO, was a part of student exchange programme to Japan. Many of our students are pursuing higher studies abroad. Ms.Renie James of B.Com CA, has been admitted to the MBA-Information system programme in Portugal. 6. Problems encountered and Resourcesrequired : The college admits students from socially and economically disadvantaged sections of society. It takes time for the students to get initiated into developing language competency and an international exposure.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.annaadarsh.edu.in/Docs/Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Distinctive Practice to institution's vision, priority and thrust Identifying individual student strength and creating avenues to enhance them. . The college has a sense of commitment to towards every student who enters its portals. Along with academics, every effort is taken to identify the forte of every student - be it in the field of sports, community service, fine arts, entrepreneurship, cultural, dramatics, leadership ability, etc. Selections to the various clubs and departments that cater to these varied needs are done in a fair, open and transparent manner. The student coordinators are handheld by the faculty at every turn. Seminars, symposiums, workshops, field visits are arranged with inputs from the students based on their needs and dynamics of a

changing world. The student council has student leaders who are democratically elected with every student engaged in the online voting process. Responsible freedom defines the culture on campus where students enjoy their independence and also ensure accountability for the duties they have taken up, be it student council members or club coordinators. Employability of students is a top priority to the institution. Training for placements starts from the first year and continues up to the completion of the course. The psychological and emotional wellbeing of the students is taken care of with professionally trained team of counsellors. By the time a student finishes her course of study at the college, we ensure that she has found her passion/profession/ vision in life.

Provide the weblink of the institution

http://www.annaadarsh.edu.in/Docs/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

? To increase the number of International/ National Conferences/ Seminars/Faculty Development Programmes ? To increase the Linkages and Collaborations through MoU's ? To introduce more certificate Diploma Courses. ? To upgrade Department of Commerce department as Centre for Research ? Promote Research Activity ? To apply for Visual Communication course ? To introduce new Under Graduate Courses ? To increase the number of In-House Magazines and Journals.