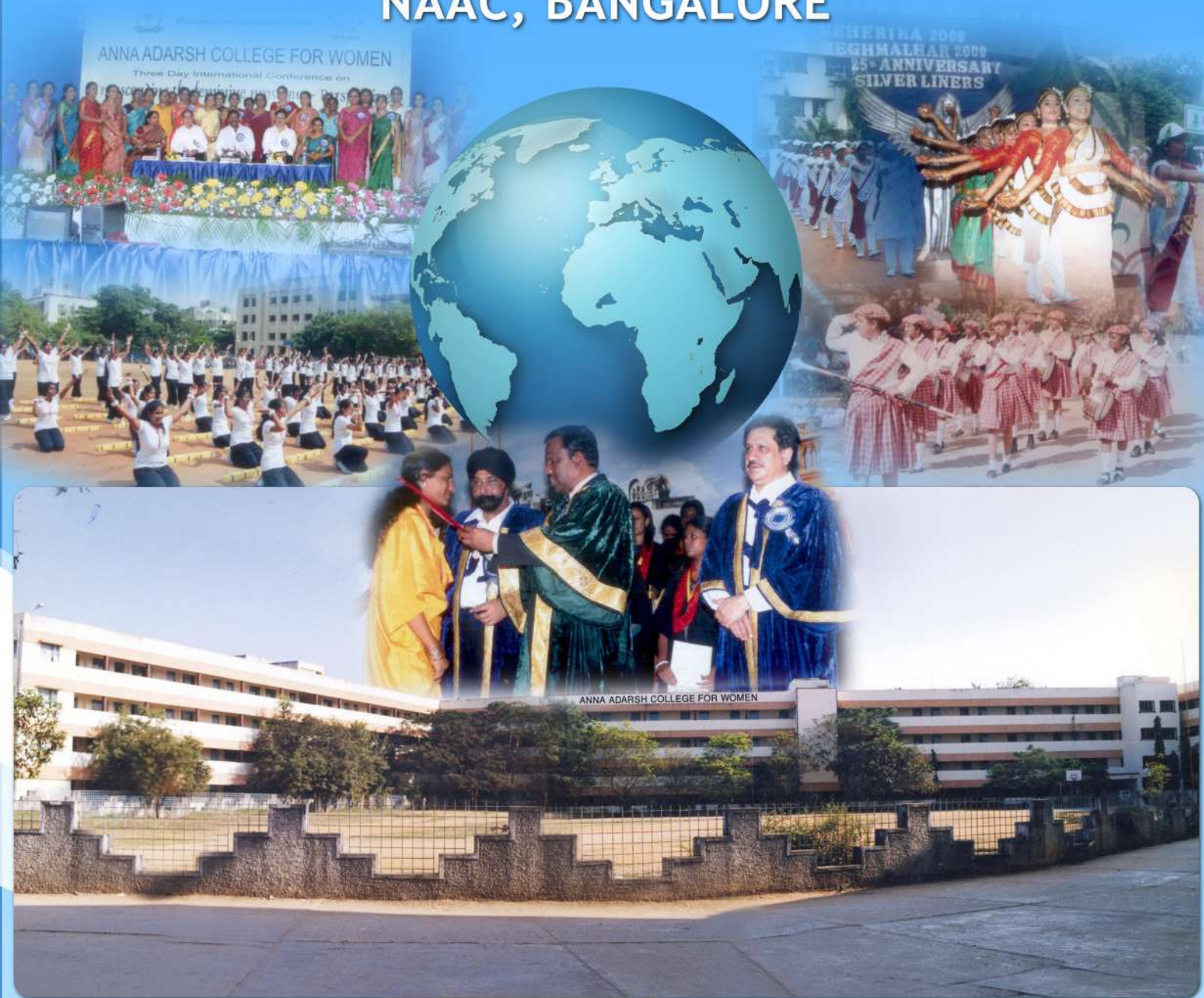




# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN CHENNAI

## SELF STUDY REPORT PART I

SUBMITTED TO  
NAAC, BANGALORE



**AUGUST 2010**

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- 17. Computer Science (Evening)**
- 18. Computer Applications (Evening)**

# PROFILE OF THE COLLEGE

## A) Profile of the College

### 1. Name and address of the college:

Name: Anna Adarsh College for Women		
Address: AI II Street, 9 <sup>th</sup> Main Road, Anna Nagar,		
City: Chennai	District: Chennai	State: Tamil Nadu
Pin code: 600 040		
Website: annadarsh.edu.in		

### 2. For communication:

#### **Office**

Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal :				
Dr. Jayashree Ghosh	044	26280856	42612101	jaya1123@gmail.com
Vice Principal	NA	-	-	-
Steering Committee :				
Dr. Jayashree Prabhakar	044	26280856	42612101	heyjay01@gmail.com
Dr. Radhika Madhavan	044	26280856	42612101	rika@vsnl.com
Dr. Susan Shankar	044	26280856	42612101	susan_shankar@yahoo.com
Dr. Shirline David	044	26280856	42612101	shirlinedavid@yahoo.com
Coordinator:				
Mrs. Hannah VijayKumar	044	26280856	42612101	han_vijay@yahoo.com

## Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal :			
Dr. Jayashree Ghosh	044	2656 1490	9884480812
Vice Principal	NA	-	-
Steering Committee :			
Dr. Jayashree Prabhakar	044	24728460	9840702938
Dr. Radhika Madhavan	044	28273380	9444073380
Dr. Susan Shankar	044	26209796	9884614923
Dr. Shirline David	044	22394721	9840533464
Coordinator:			
Mrs. Hannah VijayKumar	044	26268223	9841353030

### 3. Type of Institution:

- a. By management
- i. Affiliated College
- ii. Constituent College
- b. By funding
- i. Government
- ii. Grant-in-aid
- iii. Self-financed
- Any other
- (Specify the type)
- c. By Gender
- i. For Men
- ii. For Women
- iii. Co-education

### 4. Is it a recognized minority institution?

Yes  No

If yes specify the minority status (Religious/linguistic/ any other)  
(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
01	10	1985

b) University to which the college is affiliated  
(If it is an affiliated college)

University of Madras

or which governs the college (If it is an constituent college)

-----

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	-	The college is affiliated to the University of Madras which is governed by the University Grants Commission Act.
ii. 12 (B)	-	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes  No

If yes, has the college applied for autonomy?

Yes  No

8. Campus area in acres/sq.mts:

4.683 acres

9. Location of the college: (based on Govt. of India census)

Urban

Semi-urban

Rural

Tribal

Hilly area

Any other (specify)

10. Details of programmes offered by the institution:  
(Last three year's data)

2008-2009

Sl. No.	Programme Level	Name of the Programme/ Course	Duration (years)	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i	Under-graduate	B.A English	3	+2 pass	English	50	50
		Business Economics	3	+2 pass	English	50	50
		TTM	3	+2 pass	English	70	69
		B.Sc Chemistry	3	+2 pass	English	50	43
		Physics	3	+2 pass	English	50	45
		Mathematics	3	+2 pass	English	70	68
		Nutrition FSM & Dietetics	3	+2 pass	English	100	69
		Computer Science (day)	3	+2 pass	English	100	96
		Computer Science (Eve)	3	+2 pass	English	50	49
		B.Com General (Day)	3	+2 pass	English	154	154
		General (Evening)	3	+2 pass	English	154	152
		Corp. Sec. (Day)	3	+2 pass	English	140	138
		Corp. Sec. (Evening)	3	+2 pass	English	70	70
B.B.M	3	+2 pass	English	70	68		

ii	Post-graduate	M.A					
		TTM	2	Any Degree	English	40	10
		Public Administration	2	Any Degree	English	40	13
		M.Sc					
		Mathematics	2	B.Sc (Mathematics)	English	40	18
		Computer Science	2	BCA / B.Sc(CS)	English	26	26
		M.Com					
		General	2	B.Com / BCS / BBM / Business Economics	English	40	23
		Corp.Sec.	2	Deg in Commerce / BA with allied commerce subject	English	40	28
		M.C.A	3	Any degree with Maths +2 level	English	30	15
iii	M.Phil	Public Administration					
		Full Time	1 Yr	M.A	English	6	6
		Part Time	2 Yrs	M.A	English	3	-

iv	Ph. D.	Public Administration  Full Time  Part Time	Min 3 Yrs Min 2 Yrs  Min 4 Yrs Min 3 Yrs	Any P.G Degree  M.Phil  Any P.G Degree  M.Phil	English  English	} 8	3
v	Certificate course	Air Ticketing (CRS – Galileo package)  Computerized Accounting & Tally.  E-Commerce  Fashion Designing Textile Garment  Personality Development	6 Months  8 Months  6 Months  6 Months  6 Months	+ 2  + 2  + 2  + 2	English  English  English  English	50  40  40  40	10  36  -  6  10
vi	UG Diploma	-	-	-	-	-	-
vii	PG Diploma	-	-	-	-	-	-

viii	Add on Courses	A.C.S Foundation Course	6 Months	+ 2	English	No Limit	24
		IATA	1 Yr	+ 2	English	No Limit	13
		German Language	1 Yr	+ 2	English	No Limit	55
		Dip. In Banking & Financing	6 Months	+ 2	English	No Limit	26

2009-2010

Sl. No.	Programme Level	Name of the Programme/ Course	Duration (years)	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i	Under-graduate	B.A	3	+2 pass	English	50	50
		English					
		Business Economics	3	+2 pass	English	50	50
		TTM	3	+2 pass	English	70	66
		B.Sc	3	+2 pass	English	50	50
		Chemistry					
		Physics					
		Mathematics					
Nutrition FSM & Dietetics	3	+2 pass	English	100	76		

		Computer Science (day)	3	+2 pass	English	100	100
		Computer Science (Eve)	3	+2 pass	English	50	50
		B.Com					
		General (Day)	3	+2 pass	English	140	140
		General (Evening)	3	+2 pass	English	140	140
		Corp. Sec (Day)	3	+2 pass	English	140	136
		Corp. Sec (Evening)	3	+2 pass	English	70	70
		B.B.M	3	+2 pass	English	70	68
ii	Post-graduate	M.A					
		TTM	2	Any Degree	English	40	16
		Public Administration	2	Any UG Degree	English	40	15
		M.Sc					
		Mathematics	2	B.Sc (Mathematics)	English	40	26
		Computer Science	2	BCA / B.Sc(CS)	English	26	26
		M.Com					
		General	2	B.Com / BCS / BBM / Business Economics	English	40	37
		Corp. Sec	2	Deg in Commerce / BA with allied	English	40	40

		M.C.A	3	commerce subject  Any degree with Maths +2 level	English	30	19
iii	M.Phil	Public Administration					
		Full Time	1 Yr	M.A	English	6	6
		Part Time	2 Yrs	M.A	English	3	-
iv	Ph. D.	Public Administration					
		Full Time	Min 3 Yrs	Any P.G Degree	English	} 8	7
			Min 2 Yrs	M.Phil			
		Part Time	Min 4 Yrs	Any P.G Degree	English		
	Min 3 Yrs	M.Phil					

v	Certificate course	Air Ticketing (CRS-Galileo package)	6 Months	+ 2	English	50	17
		Computerized Accounting & Tally.	8 Months	+ 2	English	40	-
		E-Commerce	6 Months	+ 2	English	40	39
		Fashion Designing Textile Garment	6 Months	+ 2	English	40	-
		Personality Development	6 Months	+ 2	English	40	6
vi	UG Diploma	-	-	-	-	-	-
vii	PG Diploma	-	-	-	-	-	-
viii	Add on Courses	A.C.S Foundation Course	6 Months	+ 2	English	No Limit	38
		IATA	1 Yr	+ 2	English	No Limit	12
		German Language	1 Yr	+ 2	English	No Limit	56
		Dip. In Banking & Financing	6 Months	+ 2	English	No Limit	23
		C.R.S – Galileo	3 Months	+ 2	English	No Limit	-
		News Reading Course	6 Months	+2	English	10	Introduced in 2009-2010

Sl. No.	Programme Level	Name of the Programme/ Course	Duration (years)	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted	
i	Under-graduate	B.A						
		English	3	+2 pass	English	50	50	
		Business Economics	3	+2 pass	English	50	50	
		TTM	3	+2 pass	English	70	64	
		B.Sc						
		Chemistry	3	+2 pass	English	50	50	
		Physics	3	+2 pass	English	50	50	
		Mathematics	3	+2 pass	English	70	70	
		Nutrition FSM & Dietetics	3	+2 pass	English	100	71	
		Computer Science (day)	3	+2 pass	English	100	100	
		Computer Science (Eve)	3	+2 pass	English	50	50	
		B.C.A	3	+2 pass	English	50	50	
		B.Com						
		General (Day)	3	+2 pass	English	140	140	
General (Evening)	3	+2 pass	English	140	140			
Corp. Sec (Day)	3	+2 pass	English	140	140			

		Corp. Sec (Evening)	3	+2 pass	English	70	70
		B.B.M	3	+2 pass	English	70	70
		Accounts & Finance (Evening)	3	+2 pass	English	70	70
ii	Post-graduate	M.A					
		TTM	2	Any Degree	English	40	Admissions going on
		Public Administration	2	Any Degree	English	40	Admissions going on
		English	2	Any Degree	English	25	Admissions going on
		M.Sc					
		Mathematics	2	B.Sc (Mathematics)	English	40	Admissions going on
		Computer Science	2	BCA / B.Sc(CS)	English	26	26
		Chemistry	2	B.Sc (Chemistry)	English	15	Admissions going on
		M.Com					
		General	2	B.Com / BCS / BBM / Business Economics	English	40	40
		Corp.Sec	2	Deg in Commerce / BA with allied commerce subject	English	40	40
M.C.A	3	Any degree with Maths +2 level	English	30	Admissions going on		

iii	M.Phil	Public Administration Full Time	1 Yr	M.A	English	6	Admissions going on
		Part Time	2 Yrs	M.A	English	3	
iv	Ph. D.	Public Administration Full Time	Min 3 Yrs	Any P.G Degree	English	8	Admissions going on
		Part Time	Min 2 Yrs	M.Phil			
		Part Time	Min 4 Yrs	Any P.G Degree	English		
		Part Time	Min 3 Yrs	M.Phil			
v	Certificate course	Air Ticketing (CRS – Galileo package)	6 Months	+ 2	English	50	Admissions going on
		Computerized Accounting & Tally.	8 Months	+ 2	English	40	
		E-Commerce	6 Months	+ 2	English	40	
		Fashion Designing Textile Garment	6 Months	+ 2	English	40	
		Personality Development	6 Months	+ 2	English	40	
vi	UG Diploma	-	-	-	-	-	-
vii	PG Diploma	-	-	-	-	-	-

viii	Add on Courses	A.C.S Foundation Course	6 Months	+ 2	English	No Limit	Admissions going on
		IATA	1 Yr	+ 2	English	No Limit	
		German Language	1 Yr	+ 2	English	No Limit	
		Dip. In Banking & Financing	6 Months	+ 2	English	No Limit	
		C.R.S – Galileo	3 Months	+ 2	English	No Limit	
		News Reading Course	6 Months	+2	English	10	

11. List the Departments:

<b>Science</b>
Departments: Chemistry, Physics, Mathematics, Human Science, Computer Science, Computer Applications, M.C.A
<b>Arts</b>
Departments: English Literature, Business Economics, Travel & Tourism, Public Administration
<b>Commerce</b>
Departments: Commerce general, Corporate Secretaryship, Bank Management, Accounts & Finance
<b>Any Other (Specify)</b>

12. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )*

(a) including the salary component = Rs. 11,727

(b) excluding the salary component = Rs. 2,604

# **CRITERION - I**

## **Curricular Aspects**

B) Criterion-wise Inputs

**Criterion I: Curricular Aspects**

1. Does the College have a stated

Vision?

Yes	✓	No	
-----	---	----	--

Mission?

Yes	✓	No	
-----	---	----	--

Objectives?

Yes	✓	No	
-----	---	----	--

2. Does the college offer self-financed programmes?

Yes ✓

No

If yes, how many?

25

Fee charged for each programme (include Certificate , Diploma, Add-on courses etc.)

Sl.No.	Programme ( B.sc., B.Com. etc.)	Fee charged in Rs. (for 1 Yr)
1.	B.A.	9,917
2.	B.Com	15,000
3.	B.Sc.	14,260
4.	M.A	11,300
5.	M.Com	11,600
6.	M.Sc.	16,850
7.	M.C.A	23,200
8.	M.Phil	10,200
9.	Ph.D	9,000

### 10. Certificate Courses

1.	Computerised Accounting & Tally.	3,000
2.	E-Commerce	2,500
3.	Fashion Designing Textile Garment	2,500
4.	Personality Develoment	3,000
5.	Air Ticketing & CRS(Galileo Package)	10,000

### 11. Add on Courses

1.	German Language	5,000
2.	IATA	39,900
3.	Banking & Finance	3,200
4.	A.C.S	7,600
5.	News Reading	10,000

IATA is offered for Rs.39,900/- in which Rs.29,400/- is paid directly to IATA, Montreal, Canada as registration fees, Rs.8,000/- to KUONI Academy and Rs.2,500/- only to the college.

Package course in Air ticketing and CRS is charged Rs.10,000/- , where Rs.8,000/- is paid to KUONI Academy and Rs.2,000/- only to the college.

### 3. Number of Programmes offered under

a. annual system

1
---

b. semester system

24
----

c. trimester system

nil
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4.	Programmes with					
	a. Choice Based Credit System	Yes	✓	No		Number 22

	b. Inter/multidisciplinary approach	Yes	✓	No		Number 22
--	-------------------------------------	-----	---	----	--	-----------

	c. Any other, specify M.Phil. , Ph. D	Yes	✓	No		Number 3
--	---------------------------------------	-----	---	----	--	----------

5.	Are there Programmes where assessment of teachers by students is practiced?	Yes	✓	No		Number 40
----	---	-----	---	----	--	-----------

6.	Are there Programmes taught only by visiting faculty?	Yes		No	✓	Number
----	---	-----	--	----	---	--------

7.	New programmes introduced during the last five years	Yes	✓	No		Number 2
	UG	Yes	✓	No		Number 3
	PG	Yes	✓	No		Number 2
	M.Phil	Yes	✓	No		Number 1
	Ph.D	Yes	✓	No		Number 6
	Add on Courses	Yes	✓	No		Number

8.	How long does it take for the institution to introduce a new programme within the existing system?	1 – 2 Years				
----	--	-------------	--	--	--	--

Note : The College introduces new programmes only with the concurrence and approval of the University of Madras.

9.	Does the institution develop and deploy action plans for effective implementation of the curriculum?	Yes	✓	No	
----	--	-----	---	----	--

10.	Was there major syllabus revision during the last five years? If yes, indicate the number.	Yes	✓	No		Number	UG - 2
							PG - 2

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	✓	No		Number	10
-----	---	----	--	--------	----

12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes	✓	No	
-----	---	----	--

b. Alumni?

Yes	✓	No	
-----	---	----	--

c. Students?

Yes	✓	No	
-----	---	----	--

d. Employers?

Yes	✓	No	
-----	---	----	--

e. Any other?

Yes	✓	No	
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# **CRITERION - II**

## **Teaching – Learning and Evaluation**

## Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/Government
- c) Through interview
- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (specify)

*(If more than one method is followed, kindly specify the weightages)*

The admission process is through interview and merit at the previous qualifying examination. 50% of the seats follow Government of TamilNadu quota. For M.C.A 80% through the previous qualifying exam and 20% through the TANCET (Common Entrance for MCA).

2. **Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year.**

**2009 - 2010**

Programmes (UG and PG)	Open category		SC/ST category		Any other (BC/MBC)	
	Highest	Lowest	Highest	Lowest	Highest	Lowest
	(%)	(%)	(%)	(%)	(%)	(%)
B.A						
English	90	56	79	52	85	55.5
Business Economics	66	51	80	48	81	50
TTM	80	60	55	50	80	52
B.Sc						
Chemistry	83	46.8	82.3	42.8	72.3	41
Physics	94	68.1	64.8	48.5	93.4	45.4
Mathematics	84	67	75	50	91	53
Nutrition FSM & Dietetics	85.3	43.1	75	45.6	92.3	42.8
Computer Science (day)	90.3	60.8	63.8	60.5	96	52.3
Computer Science (Eve)	77	64	71	55.3	79	56.3
B.Com						
General (Day)	99	61	93	71	96	56
General (Evening)	89	64	78	44	89	45
Corp. Sec (Day)	98.1	61.6	89.5	60	96.5	61.8

Corp. Sec (Evening)	90	60	90	50	87	48
B.B.M	92.6	70.5	84.8	63	91.8	61.1
M.A						
TTM	80	60	65	55	80	52
Public Administration	70.4	51.9	56.8	53	76.9	47
M.Sc						
Mathematics	78	43	78	43	78	48
Computer Science	81.3	71.6	88	63.5	82.6	60.4
M.Com						
General	79	59	71	65	74	54
Corp. Sec	78	53.6	68	59.6	68	65
M.C.A	80.3	65.6	72	63	81.6	58.5
M.Phil Public Administration	68	55	68	50	75	55
Ph.D Public Administration	65	55	65	50	78	55

3.	Number of working days during the last academic year	185
4.	Number of teaching days during the last academic year	170

5. Number of positions sanctioned and filled Sanctioned/ Filled

Teaching	184	184
Non-teaching	22	22
Technical	1	1

6. a. Number of regular and permanent teachers (gender-wise)

Professors	M	-	F	-
S. Grade lecturers	M	-	F	46
S. S lecturers	M	-	F	15
Lecturers	M	-	F	89

b. Number of temporary teachers(gender-wise)

Lecturers – Full-time	M	-	F	20
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Lecturers – Part-time	M	-	F	14
-----------------------	---	---	---	----

Lecturers (Management appointees) - Full time	M	-	F	-
---	---	---	---	---

Lecturers (Management appointees) - Part time	M	-	F	-
---	---	---	---	---

Any other	M	-	F	-
Total	M	-	F	34

c. Number of teachers

From the same State	178
From other States	6

**\* M – Male F – Female**

	Number	%
7. a. Number of qualified/ permanent teachers and their percentage to the total number of faculty	164	89.13%
b. Teacher: student ratio	1:25	
c. Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength	35	19.02%
d. Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength	184	100%
e. Percentage of the teachers who have completed UGC, NET and SLET exams	5%	
f. Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years	32%	
g. Number of faculty development programmes availed by teachers (last five years) (2005-2010)		

	1 (09-10)	2 (08-09)	3 (07-08)	4 (06-07)	5 (05-06)
UGC/ FIP programme	-	-	-	-	-
Refresher:	3	3	2	1	2
Orientation:	2	1	1	3	2
Workshop / Seminar / Conference	321	181	134	103	122

- h Number of faculty development programmes organized by the college during the last five years (2005-2010)

	1 (09-10)	2 (08-09)	3 (07-08)	4 (06-07)	5 (05-06)
Seminars/ workshops/symposia on curricular development, teaching-learning, assessment, etc.	12	17	16	12	11
Research management	-	-	-	-	-
Invited/Endowment lectures	11	18	14	14	22
Paper Presentation	15	4	11	8	12

- Number %
8. Number and percentage of the courses where predominantly the lecture method is practiced 

22	88%
----	-----
9. Does the college have the tutor-ward system? Yes  No   
If yes, how many students are under the care of a teacher? 

25
----
10. Are remedial programmes offered? 

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	13
-----	-------------------------------------	----	--------------------------	--------	----
- Note: Subject teachers conduct remedial courses .
11. Are bridge courses offered? 

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
-----	-------------------------------------	----	--------------------------	--------	---
12. Are there Courses with ICT-enabled teaching-learning processes? 

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	24
-----	-------------------------------------	----	--------------------------	--------	----
13. Is there a mechanism for:
- a Self appraisal of faculty? Yes  No
- b Student assessment of faculty performance? Yes  No

c Expert /Peer assessment of faculty performance?

Yes  No

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

Yes  No

5 HOURS

Note: This is applicable to Heads of Departments and Committee members as and when required.

# **CRITERION - III**

## **Research, Consultancy and Extension**

### Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

Number	% of total
36	19.56%

2. Research collaborations

a) National Yes  No

If yes, how many?

b) International Yes  No

If yes, how many?

3. Is the faculty involved in consultancy work? Yes  No

If yes, consultancy earnings/ year  
(average of last two years may be given)

4. a. Do the teachers have ongoing/ completed research projects? Yes  No

If yes, how many?

On going	68
Completed	122

- b. Provide the following details about the ongoing research projects

Major projects	Yes		No	✓	Number		Agency		Amt.
Minor projects	Yes		No	✓	Number		Agency		Amt.
College Projects	Yes		No	✓	Number		Amount		
Industry sponsored	Yes		No	✓	Number		Industry		Amt.

Any other								
No. of faculty pursuing research project	Yes	✓	No		Number	28		
No. of research projects guided by faculty	Yes	✓	No		Number	22		
No. of student research projects	Yes	✓	No		Number	18	Amount sanctioned by the College	Rs.95,000/-

5. Research publications:

International journals	Yes	✓	No		Number	5
National journals – refereed papers	Yes	✓	No		Number	65
College journal	Yes	✓	No		Number	19
Books	Yes	✓	No		Number	36
Abstracts	Yes	✓	No		Number	164
Any other (specify)	Yes	✓	No		Number	
Course materials						33
News paper articles						2
Research Publications						46
Awards, recognition, patents etc. if any (specify)						
1. Dr. Jayashree Ghosh, Principal, Anna Adarsh College received the “ <i>Jewel of India</i> ” award for outstanding achievements in chosen field of activity instituted by Indian Solidarity Council, New Delhi.						
2. Dr. Jayashree Ghosh, Principal, Anna Adarsh College received the “ <i>Educational Women’s Achievement Award 2010</i> ” for Tamil Monthly Magazine instituted by Education Today Publication, Chennai.						

3. Dr. Jayashree Ghosh, Principal, Anna Adarsh College, received the “*Best Women’s College Principal Award*” for the year 2009 instituted by trust of Sri Krishna Sweets.
4. Dr. K. Usha, Head Department of Public Administration was awarded the second prize for the case study entitled “*Decision Making Study of National Rural Employment Guarantee Project in Kancheepuram District*” by the Indian Institute of Public Administration, New Delhi on 30<sup>th</sup> October 2009.
5. Ms. Lakshmi .C, Head Department of Corporate Sectaryship was the recipient of the Best Paper Award in Women’s Christian College, Chennai entitled “*Modern Technology Owes Ecology an Apology*”.
6. Ms. J.Shrilekha, Lecturer, Department of Bank Management was awarded Certificate of Excellence for the outstanding presentation of the paper entitled “*Financial Inclusion and Poverty Alleviation*” at an International Conference at University of Madras on 16<sup>th</sup> and 17<sup>th</sup> March 2010.

6. Has the faculty
- a) Participated in Conferences? Yes  No  Number
- b) Presented research papers in Conferences? Yes  No  Number
7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
16	-

9. Number of NCC Cadets/units

M	-	F	-	Units	-
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10. Number of NSS Volunteers/units

M	-	F	300	Units	3
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# **CRITERION - IV**

## **Infrastructure and Learning Resources**

### Criterion IV: Infrastructure and Learning Resources

1.	(a) Campus area in acres	4.683 acres	
	(b) Built up area in Sq. Meters (*1 sq.ft. = 0.093 sq.mt)	3770.26 sq.mt	
2.	Working hours of the Library		
	(a) On working days	8.00AM-5:00PM	
	(b) On holidays	10:00AM-4:00PM	
	(c) On Examination days	9:00AM-5:00PM	
3.	Average number of faculty visiting the library/day (average for the last two years)	56	
4.	Average number of students visiting the library/day (average for the last two years)	400	
5.	Number of journals subscribed to the institution	50	
6.	Does the library have the open access system?	Yes	✓
		No	
7.		Titles	Volumes
	Books		26,000
	Textbooks	13,500	20,000
	Reference books	6,000	
	Magazines	38	

Current journals

Indian journals	45
Foreign journals	8
Peer- reviewed journals	32
Back volumes of journals	1,605

E-resources

CDs/ DVDs	✓
Databases	
Online journals	✓
Audio- Visual resources	✓

Special collections (numbers)

Repository (World Bank, OECD, UNESCO etc.)

Interlibrary borrowing facility

Materials acquired under special schemes (UGC, DST etc.)

Materials for Competitive examinations including  
Employment news, Yojana etc.

Book Banks

Braille materials

Manuscripts

Govt. Publications, Minutes of University Meetings,  
Newsletters, etc.,

YES	NO	Number
	✓	
✓		4
	✓	
✓		350
✓		400
	✓	
	✓	
✓		309

- 8 Number of books/journals / periodicals added during the last two years and their total cost

	The year before last (2008 – 2009)		Last Year (2009 – 2010)	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	645	2,98,000	824	3,27,000
Reference Books	115	78,000	255	82,000
Other books	26	19,990	60	25,000
Journals/Periodicals	60	36,678	62	45,000
Encyclopedia	-	-	-	-
Any other(specify)	-	-	-	-

9. Mention the Total carpet area of the Central Library  
(in sq. ft)

Number of departmental libraries

Average carpet area of the departmental libraries

Seating capacity of the Central Library

Main Library – 69' x 33' Reading Room – 47' x 41'
14
135 Sq feet
150

10. Status of Automation of the Library

- not initiated
- fully automated
- partially automated

11. Percentage of library budget in relation to the total budget

10%
-----

12. Services/facilities available in the library (If yes, tick in the box)

Circulation	<input checked="" type="checkbox"/>
Clipping	<input checked="" type="checkbox"/>
Bibliographic compilation	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Reprography	<input checked="" type="checkbox"/>
Computer and Printing	<input checked="" type="checkbox"/>
Internet	<input checked="" type="checkbox"/>
Inter-library loan	<input checked="" type="checkbox"/>
Power back up	<input checked="" type="checkbox"/>
Information display and notification	<input checked="" type="checkbox"/>
User orientation /information literacy	<input checked="" type="checkbox"/>

Any other (specify) - Institutional Membership with the following Libraries

- American Library
- British Council Library
- Connemara Public Library
- Madras University Library

13. Average number of books issued/returned per day	160
14. Ratio of library books to the number of students enrolled	6 : 1
15. Computer Facilities	
Number of computers in the college	136
Number of Departments with computer facilities	15
Central computer facility ( Number of terminals )	136
Budget allocated for purchase of computers during the last academic year	Rs. 7,23,454

Amount spent on maintenance and upgrading of computer facilities during the last academic year

Rs 1,33,142

Internet Facility, Connectivity	Dialup	Broadband	Others (Specify)
		✓	

Number of nodes/ computers with Internet facility

40

16. Is there a Workshop/Instrumentation Centre?

Yes	✓	No		Available from the year	2000
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17. Is there a Health Centre?

Yes	✓	No		Available from the year	2009
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18. Is there Residential accommodation for

Faculty ?  
Non-teaching staff ?

Yes		No	✓
Yes		No	✓

19. Are there student Hostels?

If yes, number of students residing in hostels

Yes	✓	No	
70			

Male	Yes		No	✓	Number	-
Female	Yes	✓	No		Number	70

20. Is there a provision for

a) Sports fields  
b) Gymnasium  
c) Womens' rest rooms

Yes	✓	No	
Yes		No	✓
Yes	✓	No	

d) Transport

Yes		No	✓
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e) Canteen/Cafeteria

Yes	✓	No	
-----	---	----	--

f) Students centre

Yes	✓	No	
-----	---	----	--

g) Vehicle parking facility

Yes	✓	No	
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# **CRITERION - V**

## **Student Support and Progression**

## Criterion V: Student Support and Progression

### 1. a Student strength

(Provide information in the following format, for the past two years)

2009 - 2010

Student Enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	-	1054	1054	-	178	178	-	6	6	-	12	12	-	162	162	-	-	-
Number of students from other States	-	13	13	-	3	3	-	-	-	-	-	-	-	2	2	-	-	-
Number of NRI students	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of foreign students	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

2008 - 2009

Student Enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	-	1086	1086	-	194	194	-	6	6	-	5	5	-	178	178	-	-	-
Number of students from other States	-	12	12	-	2	2	-	-	-	-	-	-	-	2	2	-	-	-
Number of NRI students	-	-	-	-	2	2	-	-	-	-	-	-	-	1	1	-	-	-
Number of foreign students	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

M – Men, F- Female, T-Total

b. Dropout rate in UG and PG (average for the last two batches)

2009 -2010

	Number	%
UG	84	3.65
PG	13	2.53

2008-2009	Number	%
UG	77	3.5
PG	27	9

2. Financial support for students: (last Year)

Endowments:	Number	Amount
University of Madras	15	Rs. 37,500/-
Freeships:	9	Rs 3,64,105/-
Scholarship (Government)	131	Rs. 4,18,228/-
Scholarship (Institution)	32	Rs.80,000 /-
Number of loan facilities:	-	-
Any other financial support (Lion's Club, Univ. of Madras, Private)	-	-

3. Does the college obtain feedback from students on their campus experience? Yes  No

4. Major cultural events (2009 - 2010 )

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✓		34	✓		148
Inter-university	-	✓		✓		19
National		✓		✓		7
Any other: Sports	✓		10	✓		34

5. Examination Results (data of past five years)

Results	UG					PG					M. Phil				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
	(08-09)	(07-08)	(06-07)	(05-06)	(04-05)	(08-09)	(07-08)	(06-07)	(05-06)	(04-05)	(08-09)	(07-08)	(06-07)	(05-06)	(04-05)
Pass Percentage	88	87	89	90	91	93	74	71	79	73	100	100	-	-	-
Number of first classes	543	495	478	382	353	105	62	61	55	38	3	2	-	-	-
Number of distinctions	79	82	86	66	49	24	11	8	13	22	-	-	-	-	-
Ranks (if any)	77	66	56	53	51	26	28	18	15	14	-	-	-	-	-

Note: Ranks for the year 2009-2010 awaited.

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
-	-	-

7. Number of students who have passed the following examinations during the last five years

	(08-09)	(07-08)	(06-07)	(05-06)	(04-05)
NET	1	2	1	1	-
SLET	-	1	-	-	-
CAT	-	-	-	-	-
TOEFL	-	-	-	-	-
GRE	-	-	-	-	-
GMAT	-	-	-	-	-
Civil services (IAS / IPS/IFS)	-	-	2	1	-
Defence Entrance	-	-	-	-	-
Other services	-	-	-	-	-
Any other (specify) - ACS Inter	12	6	-	-	-
Diploma in Banking & Finance	6	4	-	-	-

8. Is there a Student Counselling Centre?

Yes	✓	No	
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9. Is there a Grievance Redressal Cell?

Yes	✓	No	
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10. Does the college have an Alumni Association?

Yes	✓	No		Formed in the year	2002
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11. Does the college have a Parent-Teachers Association?

Yes	✓	No		Formed in the year	2000
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# **CRITERION - VI**

## **Governance and Leadership**

## Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent Principal?

Yes	✓	No	
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If Yes, denote the qualifications

M.Sc., Ph.D
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If No, for how long has the position been vacant?

NA
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2. Number of professional development programmes held for the Non-teaching staff (last two years)

(09-10)	(08-09)
2	-

3. Financial resources of the college (approximate amount) – Last year's data

Grant-in-aid	NA
Fee from aided courses	NA
Donation	NA
Fee from Self-funded courses	3,85,00,000
Any other (specify)	-

4. Statement of Expenditure (for last two years)

Item	Before last (2008-09)	last year (2009-10)
% spent on the salaries of faculty	70	72
% spent on the salaries of non-teaching employees including contractual workers		
% spent on books and journals	7	8
% spent on Building development	8	8
% spent on hostels, and other student amenities	1	2

% spent on maintenance - electricity, water, telephones, infrastructure	5	5
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	5	2
.% spent on research, seminars, etc.	3	2
% spent on miscellaneous expenditure	1	1

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained.

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

	Last year (2009 – 2010)	Year before last (2008 – 2009)
Governing Body Meeting	11.2.2010	8.7.08,19.8.08,23.9.08,
Management & Council Meeting	6.7.09, 12.8.09,16.9.09, 12.10.09,10.11.09,7.1.10, 4.2.10,10.3.10	10.10.08,18.11.08,4.1.09, 2.2.09,16.3.09
Staff Council Meeting	15.6.09,18.6.09,5.8.09, 25.8.09,17.9.09,12.10.09, 16.11.09,11.12.09,8.1.10,30.3.10, 9.4.10	22.6.08,18.8.08, 12.9.08,4.11.08,5.1.09, 3.2.09,5.2.09, 23.2.09, 24.2.09
Student Council /Class Representatives Meeting	12.7.09,25.8.09,9.1.10,30.3.10	30.7.08, 30.1.09

6. Are there Welfare Schemes for the academic community?

Loans:

Medical allowance

Any other --- Insurance

Yes		No	✓
Yes	✓	No	
Yes	✓	No	

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office 

Yes	✓	No	
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b) Finance Unit 

Yes	✓	No	
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c) Student Admissions 

Yes	✓	No	
-----	---	----	--

d) Placements 

Yes	✓	No	
-----	---	----	--

e) Aptitude Testing 

Yes	✓	No	
-----	---	----	--

f) Examinations 

Yes	✓	No	
-----	---	----	--

g) Student Records 

Yes	✓	No	
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# CRITERION - VII

## Innovative Practices

### Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance Mechanisms ?

Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	✓	No	
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3. What is the percentage of the following student categories in the institution?

Yes	✓	No	
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- a. SC
- b. ST
- c. OBC
- d. Women
- e. Differently-abled
- f. Rural
- h. Tribal
- i. Any other (specify)

10.77
0.29
67.19
100
0.18
-
-
-

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	6	3.26%	5	22%
b	ST	-	-	-	-
c	OBC	117	63.5%	15	65%
d	Women	184	100%	15	65%
e	Physically-challenged	-	-	-	-
f	General Category	61	33.15%	3	13%
g	Any other (specify)	-	-	-	-

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
		2006	2005	2009	2008
a.	SC	8.63%	10.26%	8.25%	10.12%
b.	ST	0.53%	0.33%	0.28%	0.35%
c.	OBC	67.31%	64.74%	68.06%	65.04%
d.	Women	100%	100%	100%	100%
e.	Physically challenged	-	0.17%	-	0.18%
f.	General Category	23.52%	24.66%	23.41%	24.49%
g.	Any other (specify)		-	-	-

# **Profile of the Departments Objective part**

		Responses	
1.	Name of the Department	<b>ENGLISH</b>	
2.	Year of Establishment	1985	
3.	Number of Teachers sanctioned and present position	17	17
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	Nil	
6.	Number of Teachers and Students		
	Teachers	17	
	Students	139	
7.	Demand Ratio (No. of seats: No. of applications)	50:100	
8.	Ratio of Teachers to Students	1:9(Major only)	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	80%	
13.	University Distinction/ Ranks	Batch 2008	Batch 2009
		9 (Major)	4 (Major)
		7 (General English)	8 (General English)
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	2	17
17.	Number of National and International seminars organized (Last five years)	1	2

18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	298	
24.	Number of Journals/Periodicals	2	
25.	Number of Computers	1	
26.	Annual Budget	Rs.50,000/-	

		Responses
1.	Name of the Department	<b>BUSINESS ECONOMICS</b>
2.	Year of Establishment	1985

3.	Number of Teachers sanctioned and present position	6	6
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	Nil	
6.	Number of Teachers and Students Teachers Students	6 142	
7.	Demand Ratio (No. of seats: No. of applications)	50:115	
8.	Ratio of Teachers to Students	1:24	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students	88%	
13.	University Distinction/ Ranks	(2005-2008) 1	(2006-2009) 1 <sup>st</sup> rank
14.	Publications by faculty (last 5 years)	12	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	5	6
17.	Number of National and International seminars organized (Last five years)	1	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	150	
24.	Number of Journals/Periodicals	5	
25.	Number of Computers	1	

26.	Annual Budget	Rs.25,000/-
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		Responses
1.	Name of the Department	<b>TOURISM &amp; TRAVEL MANAGEMENT</b>
2.	Year of Establishment	2003
3.	Number of Teachers sanctioned and present position	9                      9
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>
5.	<i>Number of Technical Staff</i>	<i>Nil</i>
6.	Number of Teachers and Students	Teachers Students
		9 233
7.	Demand Ratio (No. of seats: No. of applications)	UG PG
		70:90 40:40
8.	Ratio of Teachers to Students	1:26
9.	Number of research scholars who had their master's degree from other institutions	Nil
10.	The year when the curriculum was revised last	2008
11.	Number of students passed NET/SLET etc. (last two years)	Nil
12.	Success Rate of students	UG – 99% PG – 100%
13.	University Distinction/ Ranks	(2006-2009)  UG – 9 Ranks  PG – 5 Ranks with 1 Distinction
14.	Publications by faculty (last 5 years)	15 Books
15.	Awards and recognition received by faculty (last five years)	Nil

16.	Faculty who have Attended National and International Seminars (last five years)	15	3
17.	Number of National and International seminars organized (Last five years)	6	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	245	
24.	Number of Journals/Periodicals	Journal-1 Periodicals-3	
25.	Number of Computers	1	
26.	Annual Budget	Rs.75,000/-	

		Responses			
1.	Name of the Department	<b>COMMERCE</b>			
2.	Year of Establishment	1985			
3.	Number of Teachers sanctioned and present position	13	13		
4.	<i>Number of Administrative Staff</i>	Nil			
5.	<i>Number of Technical Staff</i>	Nil			
6.	Number of Teachers and Students	Teachers	13		
		Students	501		
7.	Demand Ratio (No. of seats: No. of applications)	UG	140:700		
		PG	40:40		
8.	Ratio of Teachers to Students	UG	1:32		
		PG	1:6		
9.	Number of research scholars who had their master's degree from other institutions	NA			
10.	The year when the curriculum was revised last	PG – 2007			
		UG - 2008			
11.	Number of students passed NET/SLET etc. (last two years)	Nil			
12.	Success Rate of students	UG - 99.23%			
		PG - 100%			
13.	University Distinction/ Ranks	Batch 2009		Batch 2010	
		UG	PG	UG	PG

	Distinction	11	-		02
		3 Ranks in Tamil			
14.	Publications by faculty (last 5 years)	11			
15.	Awards and recognition received by faculty (last five years)	Nil			
16.	Faculty who have Attended National and International Seminars (last five years)	5			13
17.	Number of National and International seminars organized (Last five years)	Nil			1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil			Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>			<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil			Nil
21.	Number of inventions and patents	Nil			Nil
22.	Number of Ph. D theses guided during the last two years	Nil			
23.	Number of Books in the Departmental Library, if any	350			
24.	Number of Journals/Periodicals	1			
25.	Number of Computers	1			
26.	Annual Budget	Rs. 50,000/-			

		Responses	
1.	Name of the Department	<b>CORPORATE SECRETARYSHIP</b>	
2.	Year of Establishment	1985	
3.	Number of Teachers sanctioned and present position	12	12
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>	
5.	<i>Number of Technical Staff</i>	<i>Nil</i>	
6.	Number of Teachers and Students	Teachers Students	12 500
7.	Demand Ratio (No. of seats: No. of applications)	UG PG	140:400 40:60
8.	Ratio of Teachers to Students	UG PG	1:42 1:11
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	UG-96% PG-100%	
13.	University Distinction/ Ranks	(2005-08)	(2006-09)
		9 ranks	4 ranks
		7 ranks (English)	8 ranks (English)

14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	1	12
17.	Number of National and International seminars organized (Last five years)	3	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	530	
24.	Number of Journals/Periodicals	11	
25.	Number of Computers	1	
26.	Annual Budget	Rs. 50,000/-	

		Responses	
1.	Name of the Department	<b>BANK MANAGEMENT</b>	
2.	Year of Establishment	1997	
3.	Number of Teachers sanctioned and present position	5	5
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>	
5.	<i>Number of Technical Staff</i>	<i>Nil</i>	
6.	Number of Teachers and Students  Teachers  Students	5 210	
7.	Demand Ratio (No. of seats: No. of applications)	70: 200	
8.	Ratio of Teachers to Students	1: 42	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	96%	
13.	University Distinction/ Ranks	Ranks  2005-08 : 7  2006-09 : 5	
14.	Publications by faculty (last 5 years)	6	
15.	Awards and recognition received by faculty (last five years)	1	
16.	Faculty who have Attended National and International Seminars (last five years)	4	4
17.	Number of National and International seminars organized (Last five years)	3	1

18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	1140	
24.	Number of Journals/Periodicals	4	
25.	Number of Computers	1	
26.	Annual Budget	Rs. 35,000/-	

		Responses	
1.	Name of the Department	<b>MATHEMATICS</b>	
2.	Year of Establishment	1985	
3.	Number of Teachers sanctioned and present position	13	13
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	Nil	
6.	Number of Teachers and Students	Teachers Students	13 232
7.	Demand Ratio (No. of seats: No. of applications) UG  PG	70:140 40:40	
8.	Ratio of Teachers to Students	1: 18	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	UG-65%  PG-74%	
13.	University Distinction/ Ranks	UG          PG	2007– 2008  Distinction -16  Rank-1     Distinction -4  Rank -8

		2006-2009	
		UG	Distinction -10
		PG	Distinction-4
14.	Publications by faculty (last 5 years)	7	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	3	9
17.	Number of National and International seminars organized (Last five years)	Nil	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	521	
24.	Number of Journals/Periodicals	1	
25.	Number of Computers	1	
26.	Annual Budget	Rs.47,000/-	

		Responses					
1	Name of the department	PHYSICS					
2	Year of establishment	1985					
3	Number of teachers sanctioned and present position	6	6				
4	Number of administrative staff	1					
5	Number of technical staff	1					
6	Number of teachers and students	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>Teachers</td> <td>6</td> </tr> <tr> <td>Students</td> <td>138</td> </tr> </table>		Teachers	6	Students	138
Teachers	6						
Students	138						
7	Demand ratio (No. of seats : No. of applications)	50:150					
8	Ratio of teachers to students	1 : 24					
9	Number of research scholars who has their master's degree from other institutions	NA					
10	The year when the curriculum was received last	2008					
11	Number of students passed NET/SLET etc., (last two years)	Nil					
12	Success rate of students	80%					
13	University distinction/ranks	2004-07  5 ranks including  I Rank  Distinctions - 9   2005-08					

		<b>2 University ranks</b> <b>Distinctions - 5</b>  <b>2006-09</b> <b>4 University ranks including I Rank Distinctions - 5</b>	
14	Publications by faculty (last 5 years)	2	
15	Awards and recognition received by faculty(last 5 years)	Nil	
16	Faculty who have attended national and international seminars (last 5 years)	6	6
17	No of national and international seminars organized (last 5 years)	3	1
18	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19	Number of ongoing projects and its total outlay	Nil	Nil
20	Research projects completed during last two and its total outlay	Nil	Nil
21	Number of inventions and patents	Nil	Nil
22	Number of PhD theses guided during the last two years	Nil	
23	Number of books in the departmental library , if any	464	
24	Number of journals/periodicals	<b>Journals – 3</b> <b>Periodicals - 1</b>	

<b>25</b>	<b>Number of computers</b>	<b>1</b>
<b>26</b>	<b>Annual budget</b>	<b>Rs 65,000/-</b>

		Responses	
1.	Name of the Department	<b>CHEMISTRY</b>	
2.	Year of Establishment	1986	
3.	Number of Teachers sanctioned and present position	10	10
4.	<i>Number of Administrative Staff</i>	1	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students	Teachers	10
		Students	155
7.	Demand Ratio (No. of seats: No. of applications)	50:130	
8.	Ratio of Teachers to Students	1:17	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students	63%	
13.	University Distinction/ Ranks	2006-2007 7 Ranks (Including 1 <sup>st</sup> Rank ) Distinctions - 16 2007-2008 1Rank (University 1 <sup>st</sup> Rank ) Distinctions - 3 2008-2009 Distinctions - 5	
14.	Publications by faculty (last 5 years)	4	
15.	Awards and recognition received by faculty (last five years)	3	
16.	Faculty who have Attended National and International Seminars (last five years)	11	9

17.	Number of National and International seminars organized (Last five years)	4	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	400	
24.	Number of Journals/Periodicals	3	
25.	Number of Computers	1	
26.	Annual Budget	1,05,000/-	

		Responses	
1.	Name of the Department	<b>HUMAN SCIENCE</b>	
2.	Year of Establishment	1988	
3.	Number of Teachers sanctioned and present position	7	7
4.	<i>Number of Administrative Staff</i>	1	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students	Teachers	7
		Students	187
7.	Demand Ratio (No. of seats: No. of applications)	100:100	
8.	Ratio of Teachers to Students	1:26	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students	96%	
13.	University Distinction/ Ranks	2006-2009 16 ranks including university 1 <sup>st</sup> rank	
14.	Publications by faculty (last 5 years)	16	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	7	7
17.	Number of National and International seminars organized (Last five years)	4	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil

22.	Number of Ph. D theses guided during the last two years	Nil
23.	Number of Books in the Departmental Library, if any	173

24.	Number of Journals/Periodicals	17
25.	Number of Computers	1
26.	Annual Budget	Rs.80,000/-

		Responses	
1.	Name of the Department	<b>COMPUTER SCIENCE</b>	
2.	Year of Establishment	1989	
3.	Number of Teachers sanctioned and present position	15	15
4.	<i>Number of Administrative Staff</i>	1	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students	Teachers	15
		Students	342
7.	Demand Ratio (No. of seats: No. of applications)	UG	100:657
		PG	26:30
8.	Ratio of Teachers to Students	1:23	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	UG	93%
		PG	100%
13.	University Distinction/ Ranks	UG	(2006-09) Ranks -4
		PG	Distinctions – 21 Ranks - 10 Distinctions - 8

		UG	(2005-08)
		PG	Ranks -2
			Distinctions -27
			Ranks - 6
			Distinctions - 4
14.	Publications by faculty (last 5 years)		Nil
15.	Awards and recognition received by faculty (last five years)		Nil
16.	Faculty who have Attended National and International Seminars (last five years)	3	15
17.	Number of National and International seminars organized (Last five years)	Nil	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years		Nil
23.	Number of Books in the Departmental Library, if any		350
24.	Number of Journals/Periodicals		15
25.	Number of Computers		48
26.	Annual Budget		Rs 1,50,000/-

		Responses	
1.	Name of the Department	<b>PUBLIC ADMINISTRATION</b>	
2.	Year of Establishment	1989	
3.	Number of Teachers sanctioned and present position	6	6
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>	
5.	<i>Number of Technical Staff</i>	<i>Nil</i>	
6.	Number of Teachers and Students Teachers Students	6 40	
7.	Demand Ratio (No. of seats: No. of applications)	40:20	
8.	Ratio of Teachers to Students	1:5	
9.	Number of research scholars who had their master's degree from other institutions	11	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students	100%	
13.	University Distinction/ Ranks 2009-2010	5 ranks	

	2008-2009	4 ranks	
14.	Publications by faculty (last 5 years)	9	
15.	Awards and recognition received by faculty (last five years)	1	
16.	Faculty who have Attended National and International Seminars (last five years)	6	6
17.	Number of National and International seminars organized (Last five years)	4	1
18.	Number of teachers engaged in consultancy and the revenue generated	4	Honorary
19.	<i>Number of Ongoing projects and its total outlay</i>	<i>Nil</i>	<i>Nil</i>
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	12	

23.	Number of Books in the Departmental Library, if any	534
24.	Number of Journals/Periodicals	3
25.	Number of Computers	1
26.	Annual Budget	Rs.60,000/-

		Responses	
1.	Name of the Department	<b>M.C.A</b>	
2.	Year of Establishment	1993	
3.	Number of Teachers sanctioned and present position	6	6
4.	<i>Number of Administrative Staff</i>	1	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students	Teachers	6
		Students	90
7.	Demand Ratio (No. of seats: No. of applications)	30:60	
8.	Ratio of Teachers to Students	1:15	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	84%	
13.	University Distinction/ Ranks	2006-07	
		Rank	1
		Distinction	3
		2007-08	
		Distinction	1
		2008-09	
		Rank	2
		Distinction	3
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	4	5

17.	Number of National and International seminars organized (Last five years)	Nil	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	1454	
24.	Number of Journals/Periodicals	National - 7 International - 3	
25.	Number of Computers	60	
26.	Annual Budget	Rs.1,58,141/-	

		Responses	
1.	Name of the Department	<b>COMMERCE (EVENING)</b>	
2.	Year of Establishment	1993	
3.	Number of Teachers sanctioned and present position	8	8
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>	
5.	<i>Number of Technical Staff</i>	<i>Nil</i>	
6.	Number of Teachers and Students Teachers Students	8 414	
7.	Demand Ratio (No. of seats: No. of applications)	140:454	
8.	Ratio of Teachers to Students	1:40	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	92%	
13.	University Distinction/ Ranks 2006-2009 2005-2008	6 3	Distinctions
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	1	4
17.	Number of National and International seminars organized (Last five years)	Nil	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil

19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	150	

24.	Number of Journals/Periodicals	Nil
25.	Number of Computers	1
26.	Annual Budget	Rs. 18,000/-

		Responses	
1.	Name of the Department	<b>CORPORATE SECRETARYSHIP (EVENING)</b>	
2.	Year of Establishment	2000	
3.	Number of Teachers sanctioned and present position	4	4
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	Nil	
6.	Number of Teachers and Students Teachers Students	4 210	
7.	Demand Ratio (No. of seats: No. of applications)	70:200	
8.	Ratio of Teachers to Students	1:52	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	Nil	
12.	Success Rate of students	81.5%	
13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	4	4
17.	Number of National and International seminars organized (Last five years)	Nil	1
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil

21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	

23.	Number of Books in the Departmental Library, if any	530
24.	Number of Journals/Periodicals	11
25.	Number of Computers	1
26.	Annual Budget	Rs. 20,000/-

		Responses	
1.	Name of the Department	<b>ACCOUNTING &amp; FINANCE ( EVENING)</b>	
2.	Year of Establishment	2010	
3.	Number of Teachers sanctioned and present position	2	2
4.	<i>Number of Administrative Staff</i>	<i>Nil</i>	
5.	<i>Number of Technical Staff</i>	<i>Nil</i>	
6.	Number of Teachers and Students		
	Teachers	2	
	Students	70	
7.	Demand Ratio (No. of seats: No. of applications)	70:173	
8.	Ratio of Teachers to Students	1:35	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	NA	
12.	Success Rate of students	NA	
13.	University Distinction/ Ranks	NA	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	4	3
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil

21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	150	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	1	
26.	Annual Budget	Rs. 20,000/-	

		Responses	
1.	Name of the Department	<b>COMPUTER SCIENCE (EVENING)</b>	
2.	Year of Establishment	1999	
3.	Number of Teachers sanctioned and present position	5	5
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students  Teachers  Students	5 144	
7.	Demand Ratio (No. of seats: No. of applications)	50:159	
8.	Ratio of Teachers to Students	1:28	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	NA	
12.	Success Rate of students	83%	
13.	University Distinction/ Ranks	2006-2009  Ranks - 3	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	Nil	3
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil

19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	350	
24.	Number of Journals/Periodicals	15	
25.	Number of Computers	28	
26.	Annual Budget	Rs. 50,000/-	

		Responses	
1.	Name of the Department	<b>B.C.A</b>	
2.	Year of Establishment	2010	
3.	Number of Teachers sanctioned and present position	2	2
4.	<i>Number of Administrative Staff</i>	Nil	
5.	<i>Number of Technical Staff</i>	1	
6.	Number of Teachers and Students  Teachers  Students	2	50
7.	Demand Ratio (No. of seats: No. of applications)	50:81	
8.	Ratio of Teachers to Students	1:25	
9.	Number of research scholars who had their master's degree from other institutions	NA	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	NA	
12.	Success Rate of students	NA	
13.	University Distinction/ Ranks	NA	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	Nil	
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	<i>Number of Ongoing projects and its total outlay</i>	Nil	Nil

20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	1454	
24.	Number of Journals/Periodicals	National - 3 International - 7	
25.	Number of Computers	60	
26.	Annual Budget	Rs. 25,000/-	

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# **Part - II : The Evaluative Report**

# EXECUTIVE SUMMARY

## **A. Executive Summary**

Established in the year 1985 by the Punjab Association, “Anna Adarsh College for Women” is a premier educational institution committed to the cause of women’s education and empowerment. Ideally situated in Annanagar, one of the prominent hubs of Chennai, the capital city of TamilNadu, the college fulfils the educational aspirations of nearly 4000 women students every year. With more than two decades of excellence in the field of education, Anna Adarsh College for Women has distinguished itself by offering affordable higher education to women from all sections of society in a challenging and creative learning environment with a balanced academic system that yokes traditional wisdom and innovative practices. Learner centered atmosphere, a competent and dedicated team of faculty, continuous infrastructural up gradation, an unflagging determination to excel, a benevolent management and above all affordable education are some of the key factors that have sustained the growth of this institution.

The college has been successful in the onerous task of preparing young women for the challenges of life and career owing to its excellent academic, infrastructural and administrative support systems. The college is well connected with all the urban and suburban pockets of the city. Despite its location in one of the bustling centers of the city, the college has a fairly spacious campus with a double winged, three storied elegant building

surrounded by lush greenery. The college extends infrastructural support to its students by way of spacious, well-ventilated classrooms, state-of –the art laboratories, a well- stocked library, conference hall, an audio-visual room, a recently renovated auditorium, an air conditioned canteen and hostel. Infrastructural facilities and other amenities are constantly upgraded to meet the growing demands of students and faculty.

“Anna Adarsh College for Women” has an enviable record of academic excellence. The number of university ranks secured by its students every year and the profiles of its alumni bear ample testimony to its academic achievements. Last academic year (2009-2010) alone the college bagged 140 University Ranks. Such outstanding performance is made possible year after year through a rigorous system of assessments, seminars and assignments. The academic progress of the students is periodically monitored and corrective measures taken. The traditional system of classroom lectures is augmented with seminars, workshops and talk by guest faculty. The faculty offer extra support and guidance to students in need of special attention.

Mere academic excellence will not guarantee success in today’s competitive world where women are expected to be multi-taskers. The college endeavors to transform its students into balanced, holistic individuals who can combine academic expertise with their creative energies to forge their way forward. The college offers the students a plethora of curriculum enrichment programmes and value addition courses designed to give them an edge over their peers. Departmental and club activities are hosted all round the year to

nurture the talents of students. The college has 13 departmental clubs. Likewise a lot of effort and planning goes into the extra-curricular events organized to showcase the latent skill of the students.

The college draws considerable strength from its experienced and proactive team of faculty. The faculty are constantly motivated to enhance themselves by attending orientation and faculty enrichment programmes. They are encouraged to take part and present papers in seminars, workshops and conferences. Special allowances are granted to those pursuing doctoral programmes. The faculties are open to new methodologies in teaching. They combine traditional pedagogic systems with innovative teaching practices to transform the classroom into a creative, learner centric space.

The college takes concerted efforts to groom its students into socially responsible citizens with the value systems. The extension activities and the outreach programmes of the NSS and Rotaract club of the college instill discipline and a spirit of service in the students.

Economic independence through wise career choices is the key to women's upliftment. The Entrepreneurial Development Cell, the Indian Society for Training and Development Cell and the Placement Cell of the college offer valuable career counseling to students. Career Fairs and campus recruitments are conducted to orient students towards the right career choices.

The college has also distinguished itself in the field of sports. Numerous facilities are extended to the athletes and players. Special coaches are enrolled to train them for various tournaments.

The college has been awarded the Best College Award for outstanding performance in sports, academics, extracurricular activities for two consecutive years (2008-2009 and 2009-2010) by an Educational Trust sponsored by a renowned Industrialist. On 18<sup>th</sup> July 2010 College has been honored for its outstanding contribution towards Protection and Promotion of Dharma by Dharma Rakshana Samiti.

The college owes a large measure of its success to its transparent and democratic form of governance that fosters a spirit of collective responsibility. The academic and administrative processes of the college have been decentralized and a considerable degree of autonomy granted to the various co-ordinators to ensure efficiency and accountability at all levels. Mention must be made of the Management that has been a pillar of support in all the ventures of the college. The Management takes an active interest in the welfare of the students and staff and is ever ready to assist the developmental activities of the college.

**“Anna Adarsh College for Women” has carved a niche for itself in women’s education, thanks to its determination to surpass itself year after year. Not wishing to rest on past laurels, the college strives to identify new areas of improvement. The NAAC assessment has been truly an eye opener. It has not only been a valuable exercise in self-assessment but also would help the college to find new bearings. It has steered us forwards greater efficiency and improvement.**

# **CRITERION - I**

## **Curricular Aspects**

## **Criterion I: Curricular Aspects**

### **1.1 Curriculum Design and Development**

“Anna Adarsh College for Women” a 3700 strong institution of higher learning for women is centrally located in Annanagar a tranquil, affluent, commercial and prominent hub of Chennai, the capital of Tamil Nadu. The College comprises an imposing structure set in a spacious campus dotted with lush greenery which contributes to the serene ambience. Ideally located the institution is easily accessible and well connected to the heart of the city as well as the suburbs. The members of the Punjab Association felt the need to provide women with a place of learning so that they could enjoy the benefits as well as contribute to the world without any discrimination. By founding “Anna Adarsh College for Women” they hoped to foster an insatiable thirst for knowledge, instill basic universal human values, adopt innovative teaching techniques so that learners could keep pace with the fast changing world and strive for high standards of excellence.

The motto of the College is

PERFECTIO, OBDURARE, SANCTIMONIA

(Perfection, Perseverance, Purity)

To envision, to empower, to excel

**1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?**

**VISION STATEMENT**

To transform every woman student who leaves its portals into a humane, socially responsible and professionally successful individual who can envision her future and strive relentlessly towards perfection without compromising on moral and ethical values.

**MISSION STATEMENT**

To help young women grow into confident, creative, emotionally balanced and professionally competent individual by nurturing their all-round potential through an excellent educational system that is dynamic and innovative to women from all sections of society.

The Institution advocates

- i) Promotion of value based education that emphasizes the need for right ethics.
- ii) A learner friendly environment that will stimulate independent thinking and creativity.
- iii) Inter-disciplinary learning and to promote research.
- iv) The spirit of team work, mutual respect, love for perfection and commitment among students.

The vision and mission of the College is communicated to students and staff through various channels such as college prospectus, calendar, magazine, orientation lectures, seminars, class room interaction, display boards and motivational talks by faculty, weekly assembly addressed by the Principal.

**1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?**

The mission statement of college stresses the need to impart value education to young women and transform them into empowered and efficient leaders both at home and in society.

The institution's distinctive characteristics are

- Commitment towards achieving student excellence in different fields namely academic, extra-curricular and co-curricular activities.
- Continuous efforts in producing educated and enlightened citizens contributing to the development of self and society.

**1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)**

Yes, the academic programmes are in line with the institution's goals and objectives. The syllabus is prepared by the University but it is implemented in a manner consistent with the mission of the college. The curriculum comprises tests, Internal Assessment, student seminars, classroom discussions, project assignments, study tours and industry visits. Extension programmes by the NSS, Rotract and various clubs harmonize and act as a confluence of ideas. These programmes work towards the social sensitization of students. Thus the institution ensures that learning is a lifelong process.

**1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?**

Technology is not an add-on ,but an integral part of curriculum ,where teachers try out new techniques ,find the combination of technology and instruction best suited to the subject and the instructional goals and working arrangements that pursuit fluid transaction between approaches to teaching and learning.

The institution uses a combination of various digital media types to create a learning environment, where the communication of information can be done in a more effective manner. Some specific initiative in this regard are audio visual classes, encouraging students to create multimedia

applications as part of their projects, power point presentations and regular workshops to update knowledge on latest developments in the ICT field for faculty and students.

**1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)**

The institution follows the University prescribed curriculum for the various UG and PG courses and enhancing their relevance to the demands of career and industry, a host of value addition programmes, add on courses, soft skills programmes, certificate courses and training programmes are offered to the students. Prior to short listing these courses a need assessment is carried out through interactions with and feedback from students, Alumni and academic peers to identify the lacunae in the curriculum .Workshops and seminar are organized for the students from time to time in order to help them acquire new skills, keep abreast of the changes in their field of study and to provide for academic – industry interaction.

Teachers are actively involved in contributing to the University syllabus and a large number are members of Board of Studies of various institutions in the city. A regular feedback from students and faculty

ensure that academic standards are consistently maintained. Intercom and internet are tools used to convey information at all times.

## **1.2 Academic Flexibility**

### **1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?**

The institution offers Under graduate degrees in B.A, B.Sc, B.Com (Day and Evening) and Post Graduate degrees in M.A, M.Com, M,Sc and M.C.A., M.Phil in Tourism Management, M.Phil and Ph.D in Public Administration, Certificate programmes are also offered.

### **1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:**

**a) Core options b) Elective options c) Add on courses d) Interdisciplinary courses e) Flexibility to the students to move from one discipline to another ) flexibility to pursue the programme with reference to the time frame (flexible time for completion)**

The college offers various core and elective options mindful of the key role it plays in the development of productive citizens, future professional and of the contribution of our faculty to the students, to the generation of new knowledge and of our impact on multiple levels of community and society. The following are the core and elective options offered by the college

#### **a) Core option**

B.A, B.Com., B.Sc., M.A., M.Com., M.Sc. and M.C.A., M.Phil and Ph.D.

## **b) Elective options**

### 1. B.A English Literature

The course focuses attention on the growing frontiers of literature and language that enables students to exercise multiple career alternatives. It offers the luxury of choosing careers such as teaching, copywriting, editing, translation, medical transcription learning foreign languages, technical and creative writing.

### 2. B.A Business Economics

The course provides the students an understanding of key concepts and principles of individual economic agency and their interaction through markets, familiarizes students with international trade environment and provides them the flexibility to pursue specialization in various areas of business and economics.

### 3. B.A Tourism and Travel Management

The Tourism is a booming industry that provides employment opportunities as travel consultants and customer relation executive. Theoretical and practical training in the field of travel and tourism is provided to the students to help them understand the nuances of the tourism industry and upgrade their knowledge.

4. B.Com General Commerce (Day & Eve)

A graduation in Commerce provides scope in pursuing higher education in chartered accounting, cost accounting, company secretaryship and business administration. The course also offers employment opportunities in banking, finance and marketing fields.

5. B.Com Bank Management

The course offers practical training in managerial skills to enable the students to face the industry challenges. Diploma in banking finance – an add-on course conducted by the Indian Institute of Banking Finance provides an ideal opening for students in the financial sector.

6. B.Com Corporate Secretaryship(Day & Eve)

The graduate of Corporate Secretaryship gets equipped to face the job arena with knowledge of the various accounting methodologies, tax treatments, laws and guidelines relevant to the companies.

7. B.Com Finance & Accounting (Eve)

A graduation in commerce provides scope in chartered accounting, cost accounting, company secretaryship and business administration.

The course also offers employment opportunities in finance and marketing fields.

8. B.Sc. Mathematics

A Degree in Mathematics lays strong foundation in discrete and continues mathematics, fosters a mathematical attitude towards the problem formulation and solving.

9. B.Sc. Physics

Majoring in Physics provides excellent exposure in the field of engineering, molecular biology, genetics, nanotechnology, atmospheric and ocean science. It forms the basis for further research in the fields of embedded system, spintronics and material science.

10. B.Sc. Chemistry

A course in chemistry enables students to understand and appreciate scientific discoveries in the fields of pharmaceuticals; alternative energy sources and sustainable development enhance the quality of human life. Students can also pursue their post graduation and research in biochemistry, applied chemistry, leather chemistry and food chemistry.

11. B.Sc. Computer Science (Day & Eve)

A bachelor degree in Computer Science equips the student in the field of software development, software testing, software engineering, computer networking, web designing, databases and programming .The course offers good scope for employment in the IT industry.

12. B.Sc. Nutrition, Food Service Management & Dietetics

The course develops and trains students in nutrition, therapeutic diet, food preservation and interior decoration. It enables students to become successful entrepreneurs in the areas of day care, food and beverage, hand printing, dieticians in hospitals, Hostels and Hotels.

13. B.C.A. ( Eve)

B.C.A.degree equips the student in the field of programming and application oriented subjects. The course offers good scope for employment in the IT industry.

M.A Public Administration

The course in public administration provides detail knowledge on political, administrative, social, economic, cultural and technical scenario of the country. The course offers an opportunity for students

to prepare for competitive examinations specifically for the UPSC (IAS, IPS, IFS).

#### M.A

1. Tourism and Travel Management
2. English Literature

#### M.Com

1. General Commerce
2. Corporate Secretaryship.

#### M.Sc.

1. Mathematics
2. Computer Science.
3. Chemistry

#### M.C.A.

The programme focuses on providing a sound theoretical background as well as good practical exposure to students in information technology. It also prepares the students to take up positions such as system analyst, system designers, programmers and managers in the IT industry.

#### **c) Add on Courses**

1. IATA – UFTAA (International course) conducted by KUONI Academy, Chennai and the College.

2. Air ticketing and Computer reservation System (Galileo) conducted by KUONI Academy, Chennai and the College.
3. Certificate course in German Language, conducted by Maxmuller Bhavan and the College.
4. Diploma in Banking and Financing
5. A.C.S
6. News Reading Courses
7. Diploma in Computerized Accounting and Tally
8. Certificate course in E-Commerce
9. Fashion Designing Textile Garment
10. Personality Development

**d) Interdisciplinary courses**

Interdisciplinary research programmes are offered by the Department of Public Administration (M.Phil & Ph.D) and the Department of Tourism and Travel Management (M.Phil).

**e) Flexibility to the students to move from one discipline to another**

Students graduating from Business Economics can pursue Post graduate courses like M.Com and M.A. Students graduating from B.Sc. degree courses can take up M.C.A.

Flexibility to pursue the programme with reference to the time frame (flexible time for completion). University norms regarding time frame for completion of course is strictly adhered to.

**1.2.3 Give details of the programmes and other facilities available for international Students (if any).**

The college has International students pursuing under graduate courses like B.Com, B.A Tourism and Travel Management. Special attention is given to their requirements. Bridge courses are conducted to enable them to communicate in English.

**1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.**

All courses are self financing.

**1.3 Feedback on Curriculum**

**1.3.1. How does the college obtain feedback on curriculum from**

- a) Students?
- b) Alumni?
- c) Parents?
- d) Employers / industries?
- e) Academic peers?
- f) Community?

**a) Students**

Feedbacks from students are obtained through questionnaires, interaction in class rooms, tests and assignments. This helps in identifying lacunae in curriculum, identifying areas for improvement in teaching methodology, short listing value addition programmes and certificate courses. Interaction in the class room helps in building the healthy teacher – student relationship and also gives students a sense of involvement.

**b) Alumni**

Qualitative inputs and suggestions on the need for curriculum enrichment are collected through questionnaires distributed during alumni meetings. These inputs are incorporated while introducing add-on courses.

**c) Parents**

The Parent-Teacher Meetings are conducted by the departments and the College to discuss student's performance in academics. These meetings generate ideas from parents for further improvement. Parent's signature on Report sheets is mandatory after every model examination.

**d) Employers/industries**

Frequent seminars are organized by various departments inviting speakers from the industries to ensure that the students are aware of the latest trends. These inputs are incorporated into the curriculum to enable the students to meet the expectations of industries.

**e) Academic peers**

Workshops and seminar provide a platform for exchanging expertise.

Constant interactions with university departments ensure awareness of emerging trends in education. Staff exchange programmes also help in identifying resource persons.

**f) Community**

Introduction of extension and awareness programmes promotes a sense of social responsibility among students. The institution provides opportunities for student involvement in community development through programmes organized by NSS, Rotract and clubs. Interaction with the local Welfare Associations, NGOs and Women Organizations help in understanding the increased role of students in community development. Members of local welfare association, ladies clubs are invited to college during important college functions.

**1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?**

The suggestions put forth are discussed in detail at Department meetings, Council meetings, Board of Studies and Academic council meetings. These suggestions are taken to the Board of Studies by the staff representatives from the college.

The following are the details of the staff who are the members of

Board of Studies:

S.No.	Name of the Staff	Department	College in which the staff is a board of studies member	Period
1.	Dr.K.Usha	Public Administration	University of Madras University of Madras Government Arts College, Coimbatore Madras Christian College, Chennai Mother Teresa Women's University, Kodaikanal	2002-2005 2009-2012 2004 2007-2009 2009-2012
2.	Dr. S. Marcellin Pushpa	Public Administration	Chairman, University of Madras	Since 2010
3.	Dr.Jeyavathana Samuel	Chemistry	Quaid-E-Millath Govt.College For women, Chennai	Since 2009
4.	Dr.Vimala.D	B.Com Bank Management	Ethiraj College for Women, Chennai Vivekananda College, Chennai New College, Chennai	Since 2006
5.	Ms. S.Karpagam	MCA	University of Madras	Since 2009
6.	Ms. A.Lakshmi	Computer Science	University of Madras	Since 2009
7.	Ms. V.Suganthi	Nutrition& Dietetics	Quaid – E - Millath Govt. College For women, Chennai	Since 2006
8.	Dr.K.Sudha Rani	Nutrition& Dietetics	Women's Christian College, Chennai Justice Basheer Ahmed Sayeed College for Women, Chennai University of Madras	2007-2010
9.	Ms.Devi Manohar	Nutrition& Dietetics	Quaid-E-Millath Govt. College For women, Chennai	Since 2009
10.	Dr. G. Revathy Girish	Tourism &Travel Management	University of Madras	Since 2008
11.	Ms. A. Lalitha	Business Economics	Tamilnadu Open University	Since 2007

S.No.	Name of the Staff	Department	College in which the staff is a board of studies member	Period
12.	Dr.Shobha Menon (Doctorial Committee Member)	Business Economics	DG Vaishnav College, Chennai	2007-2010
13.	Dr.V.Vijaya	Hindi	University of Madras	Since 2007
14.	Ms.Kavitha Rajan	B.Com Corporate Secretaryship	Vivekananda College, Chennai	Since 2007

## 1.4 Curriculum update

### 1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

The syllabus is updated generally once every 3 years by the affiliating University. The major revision made during the last two years is the introduction of CBCS in all the subjects. CBCS was introduced by the University of Madras help to narrow down the gap between education and employment. This system facilitates students to move from one discipline to another. A student can choose from a variety of courses as electives, get due credits and qualify for graduation. The core courses are part of the main discipline, the electives come from many other disciplines. A post graduate student can move across disciplines and even cross campuses to study electives.

<b>Name of the department</b>	<b>Non-major elective subject offered</b>
English	English for Competitive Exam.
Tourism and Travel Management	History of Labour Movement in India, Tourism in Tamilnadu
Business Economics	Economics for Managers, Indian Economy for Competitive Exams.
Commerce	Basics of Retail Marketing, Basics of Insurance
Corporate Secretaryship	Introduction to financial markets, Fundamentals of Insurance
Bank Management	Basics of retail marketing, Basics of Insurance
Chemistry	Food Chemistry, Chemistry in everyday life
Physics	Astro Physics, Non-Conventional Energy Sources
Mathematics	Functional Maths.
Home Science	Creche Organization, Food preservation
Computer Science	Business & Office Applications

The choice of non-major electives by the departments reflect adherence to the core values of NAAC. The electives offered help to narrow down the gap between education and employment.

#### **1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?**

The college believes that student community contributes to National development. Academic excellence together with an awareness of the environment and a desire to reach out to the marginalized, are essential to make students responsible citizens. With

state of the art infrastructure and the latest technological innovations learning is a creative and enjoyable experience.

The academic excellence is maintained by a team of dedicated and qualified faculty using innovative teaching methods like lecture method, demonstration, field visit, project based education, internship and industrial training and ICT.

The learning process is focused on inculcating a sense of nationalism, social commitment and to keep pace with the fast changing global trends. Seminars, workshops and national/international conferences are integral part of the curriculum.

Keeping our valuable traditions in mind value based education is promoted through twelve clubs such as NSS, Rotract, Enviro club, Soft skill, ISTD, YRC, ED cell, Business line club, Road safety club, Career guidance, Music and drama club. Extensive activities like rallies, community development projects; awareness programmes etc mould them into socially responsible citizens.

**1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curriculum?**

Yes, the institution follows all the guidelines of the following statutory bodies:

- University of Madras
- Office of Joint Director Collegiate Education

- Tamil Nadu Consumer Cell
- Office of the District of Adi Dravidhar and Tribal Welfare
- Consortium for Educational Communication
- Employees Provident Fund Organization
- Directorate of Collegiate Education
- Association of Management of Private Colleges
- University Grants Commission
- AICTE
- Ministry of Women and Child Development, Food and Nutrition Board
- Tamil Nadu Women Welfare Association

**1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?**

The college has limited powers in modifying course. Changes whenever possible are incorporated as and when the University revises its courses. The institution always makes representation to the university through faculty who are members of the Academic Council and Board of Studies for various subjects. Certificate/Diploma courses are introduced by the institution keeping in mind the emerging/changing global trends and the modern requirements of students. To provide a holistic Development specialized subject like Personality Development are taught beyond class hours.

## **1.5 Best Practices in Curricular Aspects**

### **1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?**

Deliberate steps are taken to improve the quality of learning opportunities and to provide a greater focus on student-centric learning. The following are some key measures adopted.

- innovative teaching methods like quiz, spot tests, group discussions, projects, field visits and adoption of ICT to form an integral part of the teaching methodology (in accordance with curriculum prescribed)
- Industry-academic interactions provide a unique platform connecting academia with industries. Internship for students, workshops conducted by senior managers provide the students to gain a broader view of the industrial scenario.
- Class tests and terminal examinations on a regular basis
- Study tours, industrial visits are arranged every year by the various departments to take learning beyond the class room.
- Monitoring shortage of attendance, late coming and instilling discipline among students.
- Mentorship of students

**1.5.2 What best practices in ‘Curricular Aspects’ have been planned/ implemented by the institution?**

- Lesson plans
- Record of the completion of the syllabus monitored by HOD/Principal.
- Interdisciplinary seminars, assignments and group discussions
- Educational Tours
- Certificate Courses
- Personality Development courses.
- Add-on Courses

# **CRITERION - II**

## **Teaching – Learning and Evaluation**

## **Criterion II: Teaching – Learning and Evaluation**

### **2.1 Admission Process and Student Profile.**

#### **2.1.1 How does the institution ensure wide publicity to the admission process?**

##### **a. Prospectus**

An informative prospectus provides a brief history of the college detailing the UG and PG programs offered along with the various co-curricular and extra-curricular activities. It contains information about the various student activities, amenities and support services that are available in the college. The prospectus also explains the eligibility norms, admission requirements and the process for applying for admission to the college.

##### **b. Institutional Website - [www.annaadarsh.edu.in](http://www.annaadarsh.edu.in)**

The institutional website is a comprehensive, all encompassing document throwing light on the activities of the institution. The website is updated periodically.

##### **c. Advertisement in Regional/ National Newspapers**

At the beginning of every academic year the college gives prominent advertisements in leading Regional and National Newspapers both in English and Tamil inviting applications. The advertisements highlight the achievements and advantages which the learning process at Anna Adarsh offers.

##### **d. Strips are run in the local visual media.**

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e. **Any other** (specify)

The superlative academic performance and the notable achievements of students in co curricular and extracurricular activities speak for itself.

**2.1.2 How are the students selected for admission to the following courses?**

**Give the cut off percentage for admission at the entry level**

**a) General**

Any student who has successfully completed the Tamil Nadu Higher Secondary course or any other equivalent course recognized by the University of Madras is eligible for admission into the Bachelor's Degree programs. For PG courses a qualifying UG degree of the particular course recognized by the University of Madras or any other recognized University is accepted. The college has a core committee for admission comprising of the Principal and six senior Faculty members. Staff representatives from various departments are also involved in the admission process. Of the sanctioned strength of students for the various courses, 50% are admitted as per Government norms of reservation. An interview is conducted for students selected on the basis of fulfilling the eligibility norms as well as meritorious academic performance in the HSC examinations. After taking into account their performance in the interview, a final list of candidates selected for admission is published.

The following are the categories of the students selected for the admission

1. Students from Adarsh Institutions
2. Students from neighboring areas
3. Differently abled students
4. Government Quota (Sports and Community)

**b) Professional**

For professional courses such as MCA, admission is on the basis of the percentage of marks obtained at the Under Graduate level along with the ranking of the TANCET. Based on these criteria a list of suitable candidates is published. These eligible candidates on the basis of their performance in the interview are selected for admission and the list is published.

**c) Vocational**

Not applicable to Anna Adarsh College for Women.

**2.1.3 How does the Institution ensure transparency in the Admission process?**

The eligibility norms for the candidates and the admission procedures are mentioned clearly in the prospectus as well as in the college website to ensure that the general public is aware of the admission process. Government guidelines on admission are strictly followed. Admission to 50% of the seats in every course is based on reservation policy of Government of TamilNadu. The remaining 50% are seats

under Management Quota which are filled on Merit basis. The list of admitted candidates is sent to the University of Madras for its perusal and also scrutinized by the Regional Director of Collegiate Education of Government of Tamil Nadu. Thus, Anna Adarsh College ensures that there is absolute integrity and transparency in the admission process.

**2.1.4 How do you promote access to ensure equity?**

- a) Students from disadvantaged community**
- b) Women**
- c) Differently-abled**
- d) Economically-weaker sections**
- e) Sports personnel**
- f) Any other (specify)**

Equity in the admission procedure is ensured by providing opportunities for students from various categories mentioned below.

**a) Students from disadvantaged community**

Preference for socially and economically disadvantaged sections of the society is given top priority. Numerous scholarships have been instituted by the Government, the Management and various philanthropists. The College provides books for needy students through the book bank. Fees are waived for needy students with meritorious academic performance.

**b) Women**

The Institution offers the kind of Teaching-Learning process for promoting quality education by understanding individual needs, promoting trust through team work, sensitivity and respect,

recognizing change as a means for continual improvement, instilling responsibility for health and safety and advocating interdisciplinary learning. The institution thus ensures that it will create dynamic and emboldened young women who are prepared to serve the world successfully.

“Anna Adarsh College for Women” is committed to the pursuit, and application of education at the highest levels of excellence for women. A flexible and supportive work environment together with competent faculty encourages an inquiring spirit. Optimum use of technological advances enables learners to successfully encounter global challenges. Opportunities for participation in sports , and cultural activities , along with innovative partnerships with charitable foundations and a concern for sustainability of the environment act as a stimulus and make value based learning endure a lifetime.

**c) Differently-abled**

The following measures are taken to help differently-abled students

- Ramps are provided to provide easy access to the auditorium.
- Extra time is provided during examinations
- Special care and attention is given during their period of study in this college.

- Classes are held in the ground floor
- Faculty volunteers to be scribes and help them to write University examinations.
- Wheel chairs are provided to physically disabled students.

d) **Economically-weaker sections**

The Maharani Vidyavati scholarship, and SC, ST scholarships to name a few are provided to students from economically weaker sections of the society. Every department has a book bank which provides textbooks. The Management waives the fees for deserving students and also extends the time for payment of fees for needy students.

e) **Sports personnel**

The following are the benefits provided for the sports students

- During admission there is a separate reservation for sports.
- Scholarships are provided to students representing the college at University, State and National level tournaments.
- Funds are provided for conveyance and refreshments during matches / sports meet.
- Attendance is given to students during practice sessions and when participating in inter-collegiate matches and later compensated.
- Sports kits, shoes, track suits and breakfast are provided for students participating in tournaments.

**f) Any other (specify)**

Children of teaching and non-teaching staff are provided admission to various courses they apply for. Fee concessions are also offered to them. Students from orphanages are given free education.

**2.2 Catering to Diverse Needs**

**2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.**

Yes. The students have to undergo an orientation programme. Slow learners are given special attention to ensure success. Students from Tamil medium are identified and a short Bridge Course and special coaching are provided to them.

**2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners**

Slow and advanced learners are identified based on their performance in examinations, tests, home assignments, classroom interactions and co-curricular activities. Slow learners are given counseling through the “mentoring” programme. Awards are given for meritorious academic performance and advanced learners are encouraged and guided both by specific subject teachers as well as their mentors.

**2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.**

Tutor-Ward System is followed. However tutorial classes are not set as a regular and daily routine activity. Very slow learners are given extra guidance and help periodically.

**2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.**

Orientation Programme is followed. In the orientation programme for admitted students the Principal of the College briefly introduces the students to the system of learning at Anna Adarsh. Later they are briefed in detail by their respective Heads of Departments and Class teachers. Each department divides its students, faculty for mentoring, so that every teacher deals with a small group of students on one-to-one basis. The mentors meet their wards often to discuss their problems, offer assistance and counseling.

**2.2.5 How does the institution cater to the needs of differently abled students?**

The following measures are taken to help differently abled students

- Extra time is provided during examinations. Classes are held in the ground floor
- Faculty of the College voluntarily offers their services as scribes to help students with disability to write University examinations.

## **2.3 Teaching -Learning Process**

### **2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)**

The institution plans and organizes the teaching- learning and evaluation schedules in the following manner

- The academic calendar of the College which is provided to every faculty and student contains all information regarding working days, teaching days, holidays, dates of important college functions, and dates of college examinations.
- A copy of the teaching lesson plan prepared by every faculty and a copy of the syllabus are available in the college library.
- Evaluation criteria for internal tests and model examinations are prepared by each department as per the directions of the University of Madras. A record of the students' academic performance is maintained by the Department which is reviewed by the Principal regularly.
- Discussions are held with parents of the students when they do not perform well in the exams and steps are taken to ensure improvement in performance.

### **2.3.2 What are the various teaching- learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.**

**Lecture Method:** This method is commonly followed by all departments upto 60 percent.

**Practical classes:** They are conducted for subjects that require students to work in laboratory.

**Seminars or Presentations:** A regular feature in class room teaching to ensure student participation in the learning process.

**Project based learning method:** All Post Graduate courses are required to submit a project work as part of their curriculum. Guidance is provided by the faculty and these projects are evaluated by an external examiner. Marks are awarded by the examiner and credits are determined by the University of Madras.

**Interactive methods:** Group discussions, debates, role play and management games are held to ensure students involvement.

**Internship:** Final year students of the department of Corporate Secretaryship and post graduate students from

the department of Computer Science are sent on internship to industries to gain work experience.

### **2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?**

The college believes in making learning student centric by encouraging students to be active learners. The college emphasizes on deep learning and understanding. This results in increased responsibility and accountability on part of the student and the teacher becomes a facilitator in the learning process.

The college makes the learning experience student centric by adopting the following activities

- Independent projects are assigned to student-groups in the undergraduate courses.
- Buzz groups are formed to encourage group discussions.
- Peer mentoring among students
- Role play, debates, poster presentation and Computer Assisted Learning also ensures active participation of the students in the learning process.

### **2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL , Internet and other information /materials)**

Learning at “Anna Adarsh College for Women” keeps pace with the latest trends in education all around the globe. Discussions, Anecdotes, Power Point Presentations, Guest Lectures enliven the learning process. Students are expected to create multimedia applications as a part of their project requirement. This makes them active in developing their own learning process, instead of just being passive learners of educational content. The college provides ICT tools like computers, audio-visuals multi-media, internet and access to software packages like SPSS.

**2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?**

The college provides facilities like internet, a well equipped library to help staff and students keep in touch with the latest developments in various fields and enable them to have access to a wide range of information. Through seminars, assignments, projects and industrial visits faculty ensures excellence in the learning experiences.

**2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?**

Each department has a well stocked library maintained by the Department. Books are issued to staff/students and records on issue/return are maintained in a systematic manner. Post graduate students have two library hours per week in the time table.

The details of the number of books and journals in each department are tabulated below.

<b>Name of the Department</b>	<b>No. of Books in the Department</b>	<b>Journals</b>	<b>Source of purchase of Books</b>
English	298	2	1)General Library 2)Publishers 3) Staff Contribution
Hindi	173	1	1)Central Hindi Directorate 2)Publishers
Commerce	450	1	1)Publishers 2)Staff Contribution
Corporate Secretary ship	530	11	1)College General Library 2)Specimen copies from publisher
Bank Management	1140	4	1)College General Library 2)Book Bank
Tourism & Travel Management	245	2	College General Library
Business Economics	150	5	1)Through Students , Staff 2)Specimen copies from publishers
Public Administration	534	3	College General Library.
Mathematics	521	1	1)Specimen copies from Publishers
<b>Name of the Department</b>	<b>No. of Books in the Department</b>	<b>Journals</b>	<b>Source of purchase of Books</b>

Physics	464	3	1)College General Library. 2)Specimen copies from publishers
Chemistry	400	3	1)College General Library 2)Specimen copies from publisher
HomeScience (Nutrition,Food Service Management &Dietics)	173	17	1)College General Library 2)Specimen copies from publisher
Computer Science	350	15	1)College General Library 2)Specimen copies from publisher
M.C.A	1410	10	1)Distributors 2)Exhibitions 3)College General Library. 4) Specimen copies from publishers
French	150	NIL	Publishers
Tamil	65	NIL	Specimen copies from publishers

**2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?**

Questionnaires are distributed to students who are provided with the opportunity to give an honest appraisal of the teachers' performance.

Teachers are evaluated on the following criteria namely, communication, subject knowledge, accessibility and time given to students outside class hours. The evaluation results are scrutinized by the Head of Departments and steps are taken to implement the suggestions and make the teaching process more effective.

## **2.4 Teacher Quality**

### **2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?**

Advertisements regarding faculty vacancies are published in leading regional news papers. Candidates are shortlisted on the basis of various parameters like qualification and experience. The applicant is required to take a demo class and after which an interview by a panel comprising the Principal, Management members, Head of the Department and University Representatives is held and the final selection is made.

### **2.4.2 How does the college appoint additional faculty to teach new programmes/ modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?**

- Part time Lecturers are appointed on a consolidated pay to teach Certificate courses.
- Guest lectures are held on subjects of special interest, as well as on the innovative trends in various fields to the students.

**2.4.2 What efforts are made by the management for professional development of the faculty? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculty have availed these facilities during the last three years?**

Faculty Improvement Programmes are frequently held in the Institution . Adjustments are made in the Departmental timetable to accommodate their academic needs. Leave is sanctioned to staff members engaged in doctoral programmes as and when required. The faculty is permitted to participate in conferences, seminars and workshops. Financial support is provided to departments organizing International, National and State level Seminars.

The following is the record of Faculty having undergone professional development programmes during the last three years.

Research Grants	-	Nil
Study Leave	-	yes, thirty staff members who pursue their P.hD programme
International Conference / Seminar	-	226
National Conference / Seminar	-	410
Refresher Courses	-	8
Orientation Programme	-	4
Training Programme	-	15

**2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?**

- i. Dr. Jayashree Ghosh, Principal “Anna Adarsh College for Women” received the “*Jewel Of India*” award for outstanding achievements in chosen field of activity instituted by Indian Solidarity Council, New Delhi.
- ii. Dr. Jayashree Ghosh, Principal “Anna Adarsh College for Women” received the “*Educational Women’s Achievement Award 2010*” for Tamil Monthly Magazine instituted by Education Today Publication, Chennai.
- iii. Dr. Jayashree Ghosh, Principal “Anna Adarsh College for Women” received the “*Best Women’s College*

*Principal Award*” for the year 2009 instituted by trust of Sri Krishna Sweets.

- iv. Dr. K. Usha, Head Department of Public Administration was awarded the second prize for the case study entitled “*Decision Making Study Of National Rural Employment Guarantee Project In Kancheepuram District*” by the Indian Institute of Public Administration, New Delhi on 30<sup>th</sup> October 2009.
- v. Dr. K. Usha, Head Department of Public Administration has been selected as the Expert in the Board of the Union Public Selection from 2009.
- vi. Dr. Anitha Raman, Department of Commerce was recognized for her services as “*SIFE Faculty Advisor*” by SIFE India and was also given the “*Best Coordinator*” award in the year 2009.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

- a) Computers
  - b) Internet
  - c) Audio Visual Aids
  - d) Computer-Aided Packages
  - e) Material development for CAL, multi-media etc.
- The Faculty of the Department of Computer Science provides necessary training in the above areas as and when required.

- Faculty members attend Workshops arranged by the University and other city colleges to acquire knowledge in the usage of ICT tools.

## **2.5 Evaluation Process and Reforms**

### **2.5.1 How are the evaluation methods communicated to the students and other institutional members?**

Apart from continuous evaluation of students in the class room, class tests are conducted and assignments and paper presentations are organized. Internal assessment is held as per University requirements. Details of Internal Assessment dates are intimated to the students through college calendar, department notification and announcements by class-in-charge.

### **2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?**

The Students are continuously evaluated in the class room through class tests, assignments, seminars, quiz, etc. Parents of academically weak students are called regularly to meet the class-in-charge as and when the occasion demands. Problems are discussed and measures are adopted to improve the student's academic performance.

### **2.5.3 What is the mechanism for redressal of grievances regarding evaluation?**

Any grievance in the method of evaluation for students is first brought to the notice of the class-in-charge. The class in-charge verifies the performance of the student in the tests and examinations conducted by

the department from mark registers maintained in the department. Recommendation for revaluation is provided to students with a good academic record. This recommendation letter is scrutinized by the Head of the Department. The Head of the Department will discuss the matter with the Principal and deserving students are helped through letters recommending revaluation to the Controller of Examinations, University of Madras.

**2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?**

The CBCS has introduced Internal Assessment for all subjects.

UG : Internal 25 Marks External 75 Marks

PG : Internal 25 Marks External 75 Marks

The Internal marks are given on the basis of Internal Tests and Assignments by the respective departments.

The Staff Council monitors and reviews the process of evaluation periodically and suitable changes, whenever required, are introduced. The Principal holds meetings with the class-in-charge and student representatives to ensure effective implementation of the evaluation system.

## **2.6 Best Practices in Teaching -Learning Process**

### **2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?**

a) Teaching :

- i. Interactive methods of teaching like Debates, Group Discussion, Management games etc.
- ii. Powerpoint Presentation, Audio visual Aids.

b) Evaluation:

- i. Internal Assessment as a part of CBCS
- ii. Continuous Evaluation
- iii. Mentor – Ward System

# **CRITERION - III**

## **Research, Consultancy and Extension**

### **Criterion III: Research, Consultancy and Extension**

#### **3.1 Promotion of Research**

##### **3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.**

The college encourages and promotes research and development activities. Faculties pursuing their doctoral and post-doctoral programmes are granted incentives and allowances. The college extends a lot of aids-financial, infrastructural and ICT resource- to research scholars. The faculty can avail the internet, lab and library resources available in the college. Inter library loan facility and Institutional membership is offered to them. The college provides financial assistance to those presenting papers at National and International conferences, seminars. Adjustments are made in the work load and time table to ensure that faculty doing research have ample time to pursue their programmes. Leave is granted to Doctoral/ Post Doctoral candidates preparing for the submission of their projects. Special increments and incentives are given to staff who have completed their doctoral/ post doctoral programmes in order to motivate others. A committee comprising three senior Heads of Departments Dr.Jayashree Prabhakar, Dr. Radhika Madhavan and Dr. K.Usha has been constituted to promote research activities. This committee helps the researcher in the observance of formalities and provides guidance for research projects and grants.

### 3.1.2 How does the institution promote faculty participation in research?

(providing seed money, research grants, leave , other facilities)

The college encourages faculty participation in research. The college provides grants by way of seed money for research projects. A research committee comprising three senior heads of departments is constituted to look into the needs of the research scholars. Infrastructural, financial and resource aids are offered. Special allowances are made in the work load and time table and leave is granted for research scholars for submission of their Thesis.

S.NO	NAME OF THE FACULTY DEPARTMENT	NAME OF THE DEPARTMENT	TITLE OF THE RESEARCH TOPICS	DURATION
1	Mrs.Anila Mathews	Commerce	Mutual Funds	5 years
2	Mrs.S.Shanthi		Foreign Institutional Investments in India	1 Year Completed (3 years)
3	Mrs.P.Krishnaveni		Marketing	3 years
4	Ms.Luminia Vinodhini.C		Ethnic & Migrant Entrepreneurs	3 years
5	Mrs.Padma Priya		Customer based brand equity	2 years
6	Ms.Vijaya Shanthi.J		Stress Management	3 years
7	Mrs.Anitha.G		Foreign Direct Investment	3 years

S.NO	NAME OF THE FACULTY DEPARTMENT	NAME OF THE DEPARTMENT	TITLE OF THE RESEARCH TOPICS	DURATION
8	Mrs.Shankari.J	Commerce	Microfinance	3 years
9	Mrs.N.Chitra		Consumer Purchasing Preference	3 years
10	Mrs. C.Lakshmi	Corporate Secretary ship	Factors affecting organisation development in Banks	2 years
11	Mrs. P.Radhika		Customer Relationship Management in Hotel Industry	2 years
12	Mrs. Leji George		Influence of celebrity advertisement on fast moving consumer goods	2 years
13	Mrs. L. Uma Mageswari		A study on HRD in Public Sector Insurance Companies	2 years
14	Mrs. S. Sumathi		Managerial effectiveness of Corporate Executives	2 years
15	Mrs.Suganya.R	Physical Education	Competitive analysis of selected Psychological variables among inter university women Football players at different positional play and topography	1 year completed (2 years)
16	Mrs.J.Shrilekha	Bank Management	Banking	3 years
17	Ms.ArulMozhi.K	English	Indian Writing in English	2 years

S.NO	NAME OF THE FACULTY DEPARTMENT	NAME OF THE DEPARTMENT	TITLE OF THE RESEARCH TOPICS	DURATION
18	Ms.Soupraja.R.V	English	Childrens' Literature	3 years
19	Ms.Richema Krishna		Women in the Novels of Toni Moerison	3 years
20	Ms.T.Sujatha	Physics	Charaterisation - Crystal Growth	1 year
21	Ms.A.Suvitha		Crystal Growth	1 year
22	Ms.Mary Jemima Samuel	Maths	Theoretical Computer Science	6 years
23	Ms.Suganthi.V	Nutrition & Dietetics	Physical Activity	Submitted
24	Ms.Devi Manohar		Yoga	2 years
25	Ms.Anitha.V		Obesity	2 years
26	Ms.Sherlin	Travel & Tourism Mangement	Colonial Policy towards native women in Tamil Nadu- 1829-1947	1 1/2 completed (5 years)
27	Ms.D.A.Sirisha	Tamil	Sundararamaswami's Novel Kalai	1 year & 10 months completed
28	Ms.L.Baby		Feminist study on Tamil Novels	6 years
29	Ms.S.Usha		Cultural changes in print media	1 year & 6 months completed
30	Ms.R.Kalaiarasi		Pathinenkezhkannakkil Vazhviyal Nerigal	1 year & 6 months completed

S.NO	NAME OF THE FACULTY DEPARTMENT	NAME OF THE DEPARTMENT	TITLE OF THE RESEARCH TOPICS	DURATION
31	Ms.R.Meena	Tamil	Sitrilakiyangalil Maippadugal	3 years completed
32	Ms.A.Umamaheswari	Corporate Secretaryship	Human Resource Management	3 years
33	Ms.G.Varalakshmi	Corporate Secretaryship	Human Resource Management	3 years
34	Ms.Chitra Leslie	Business Economics	National Rural Employment Guarantee Scheme	3 years

\* The ongoing Ph.D projects are not funded by any agency

**3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.**

The institutional budget has provisions which encourage research and development. The Management has sanctioned Rs. 50,000/- per annum to promote research activities.

**3.1.4 Does the institution promote participation of students in research activities? If yes, give details.**

The institution supports basic research among students through provision of infrastructural facilities like laboratories to conduct experiments, well equipped library, and ICT aids to train students.

Students at the undergraduate level are encouraged to undertake group projects that involve primary data collection and statistical analysis, which gives the students an understanding of the basics of research. Projects undertaken relate to Environmental Studies,

Entrepreneurship and Marketing. The department of corporate secretaryship releases a magazine called “FOCUS” which contains a compilation of articles by students. These articles are written on the basis of an empirical study. Some of the topics covered are on service industry, six sigma, challenges of knowledge management, emerging trends in investment management and challenges of women entrepreneurs.

Research Methodology is taught to post graduate students of the Department of Commerce and Corporate Secretaryship as part of their curriculum. These students do empirical studies on various topics in management, marketing, finance as part of their project work. Marks are awarded after viva-voce conducted by an external examiner.

Students are also provided with facilities like computers, internet, and software packages for statistical analysis, journals and other publication to help them pursue research. Students are encouraged to present their findings in the seminars and conferences organized within and outside the college.

Post graduate students are counseled to pursue research by joining M.Phil and Ph.D courses offered by the college.

### Details of students pursuing Research.

Sl. No	Name of the Supervisor	Name of the Candidate	Topic	Year of Registration
1	Dr. T. Somasundari	Ms. Varalakshmi Ms. Krishnaveni Ms. Umamaheswari Ms. S.Anitha Ms. Nafeesa Ms. Chitrlekha	Human Resource Management Marketing Human Resource Management Human Resource Management Human Resource Management Marketing	2009-10 2009-10 2009-10 2010-11 2010-11 App. for Reg.
2	Dr. K.Usha	Ms. S.Shanthi  Ms. Dilshead  Ms. Olivia Ms. Rajendran Jayashree Ms. Kishwar Ms. Vetri selvi Ms. Radhika	Role of ELCOT in E-Governance  Administration of Airport authority of India  Development Administration Stress Management  Public Sector Undertaking Public Sector Undertaking Maritime – A Study	2009-10  2009-10  2009-10 2009-10  2009-10 2010-11 2010-11
3	Dr. Marcellin Pushpa	Ms. Chitra Leslie  Ms. Hima. P  Ms. Wahitha  Ms. Manimozhi  Ms. Kamarunisha	Administration of National, Rural Employment Guarantee Program – A study  Comparative administration of public and private sector – A study  TQM practice and BHEL – A study  Competency mapping in TNEB – A study  Welfare measures in Tamilnadu – A study	2010-11  2010-11  2010-11  2010-11  2010-11

#### 3.1.5 What are the major research facilities developed on the campus?

Research facilities include a well equipped library with recognized journals, reference, prescribed books and book reviews. A computer center with internet browsing and LAN facility is available to all research scholars. A contribution of books on regular basis is made by organizations like IIPA and TNOU.

**3.1.6 Give details of the initiatives taken by the institution for collaborative research ( with national/ foreign Universities/ Research/Scientific organisations / Industries / NGOs)**

The department of Nutrition and Dietetics in collaboration with Ekan Research Foundation, Chennai conducted a nutrition assessment of preschool children in Chennai. The department of Public Administration is planning to collaborate with the Indian Institute of Public Administration for pursuing research activities.

**3.2 Research and Publication Output**

**3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)**

The following faculty members of the institution are recognized research guides:

Sl. No	Name	University	Year	M.Phil		Ph.D	
				Registered	Awarded	Registered	Awarded
1.	Dr. Jayashree Ghosh (Chemistry)	Bharathidasan University	2007-08	1	1		
2.	Dr. Jayashree Prabhakar (English)	Madurai Kamaraj Univ.	2008-09	2	2		
3.	Dr. T.Somasundari (Commerce)	University of Madras	2009-10 2010-11			3 3	- -
4.	Dr. Vimala (B.B.M)	Annamalai University	2006-07 2007-08	1 2	1 2		
5.	Dr. K.Usha (Pub. Admn)	University of Madras	2007-08 2008-09 2009-10 2010-11	1 2 2	1 2 -	5 2	1
6.	Dr. Revathy Girish (T.T.M)	Madurai Kamaraj Univ.	2007-08	1	1		
7.	Dr. S.Marcelin Puspha (Pub. Admn)	Madurai Kamaraj Univ.	2006-07	5	5		
		Annamalai University	2006-07	1	1		
		University of Madras	2007-08 2008-09 2009-10	1 2 2	1 2 -	5	-

Sl. No	Name	University	Year	M.Phil		Ph.D	
				Registered	Awarded	Registered	Awarded
8.	Dr. C.Esther Bhuvana (Pub. Admn)	Madurai Kamaraj University	2006-07	4	4		
		University of Madras	2008-09 2009-10	2 2	2 -		
		TamilNadu Open University	2007-08	3	3		

### 3.2.2 Give details of the following:

#### a) Departments recognized as Research Centre

The Department of Public Administration and Tourism and Travel Management are recognized as research centres.

#### b) Faculty recognized as research guides

The following are the faculty recognized as Ph.D/ M.Phil guides

1. Dr. Jayashree Ghosh (Chemistry)
2. Dr. Jayashree Prabhakar (English)
3. Dr.Somasundari (Commerce)
4. Dr. Vimala (BBM)
5. Dr.K.Usha (Public Administration)
6. Dr. Revathy Girish (TTM)
7. Dr.S.Marcelin Puspha (Public Administration)
8. Dr.C.Esther Bhuvana (Public Administration)

**c) Priority areas for research**

Commerce - Human Resource Management, Marketing

Public Administration – Development Administration, E-Governance, Rural Development, Human Resource Management, Tribal Development Administration, Public Sector Undertaking.

Chemistry - Physical Chemistry

**d) Ongoing Faculty Research Projects (minor and major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)**

Not Applicable

**e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).**

Name of the Department	Project Titles
Department of Public Administration (PG)	<ol style="list-style-type: none"><li>1. Role of National Informatics Center in E-Governance – A Study</li><li>2. Effectiveness of Training and Development in BYD Electronics India Private Limited-A Study</li><li>3. Role of Ramakrishna Mission in Social Welfare Administration-A Study</li><li>4. Role of Training and Development in Comstar Automotive Technologies Private Limited-A Study</li><li>5. Welfare Measures and its impact in Apollo First Med Hospitals-A Study</li><li>6. Performance Appraisal in F.L.Smith Private Limited</li></ol>

Name of the Department	Project Titles
M.Phil. - Public Administration	<ol style="list-style-type: none"> <li>1. Recruitment Process in Regma Ceramics Limited,Karaikal-A Study</li> <li>2. Training and Development in ONGC,Neravy,Karaikal-A Study</li> <li>3. Hospital Administration in Apollo Hospitals,Tondiarpet-A Study</li> <li>4. Personnel Administration in Local Government Institution with special reference to Tambaram Municipality-A Study</li> <li>5. National Insurance Company Limited in Chennai City-A Study</li> <li>6. Motivation in Power Soaps Limited,Puduchery-A Study</li> <li>7. Performance Appraisal for Tube Products of India- A study</li> </ol>
Ph.D. - Public Administration	<p>Role of Information and Communication Technology in the Management of Higher Education, Chennai District – A study</p>
Department of Commerce (PG)	<ol style="list-style-type: none"> <li>1. “Flexi time” –A Study on the Employees of HCL ltd.</li> <li>2. Evaluation of Job Satisfaction among the Employees of ICICI Ltd.</li> <li>3. Stress Management adapted by the Call Centers in the Chennai city.</li> <li>4. Brand preference among consumers for various products.</li> <li>5. Information Technology in Banking.</li> <li>6. Effectiveness of Training in Lucas TVS</li> <li>7. Successful Women Entrepreneurs.</li> <li>8. Employee motivation in BPO’s/ICF /Civil Supplies.</li> <li>9. Consumer Behaviour-Health Drink, Masala Products, Two Wheelers and Mobiles</li> <li>10. Impact of Advertisement on Youth</li> </ol>

Name of the Department	Project Titles
Department of Commerce (PG)	11. Service failure and Complaining Behaviour of Consumers 12. Trends in Marketing of Consumer Durables 13. Empowering Women in India 14. Role of HR in Crisis Management 15. A study on internet banking 16. Determinants of Relationship Marketing 17. A study on Entrepreneurial Motivation in India 18. Mobile Advertising 19. Rural B.P.O – An Entrepreneurial Opportunity <p style="text-align: center;">A study on Indian Retail Sector</p>
Ph.D – Commerce	1. Human Resources Management 2. Marketing 3. Organizational Behavior
Department of Corporate Secretaryship	1. Job Satisfaction at Torrent Pharmaceuticals Ltd 2. CPCL, Malladi Drugs & Pharmaceuticals Ltd, 3. Motivation factor at MTC, Carborandum Universal Ltd. 4. Time Management at MTC 5. Leadership at Malladi Drugs and Pharmaceuticals Ltd. 6. Conflict Management at Malladi Drugs and Pharmaceuticals Ltd. 7. Packaging and its impact on sales at ITC Ltd. 8. Job Evaluation at Torrent Pharmaceuticals Ltd. 9. Quality of Work life at Carborandum Universal Ltd, Chennai Petroleum Corporation Ltd. 10. Conflict Management 11. Effectiveness of Leadership Skill at Chennai Petroleum Corporation Ltd. 12. Attitude towards employment at TNPL. 13. Organizational Stress at TNPL. 14. Emerging Marketing Trends in Paints at Shalimar Paints Ltd.

Name of the Department	Project Titles
Department of Corporate Secretaryship	15. Welfare of Employees at MTC 16. Effectiveness of Training at Torrent Pharmaceuticals Ltd. 17. Organizational Culture at MTC. 18. Career Development for Executives at TNPL. 19. Services Preferred by Customers in Paints at Shalimar Paints Ltd. Knowledge Management at ITC Limited.
Department of MCA	1. Automatic Tooth Segmentation using Active Contour without Edge. 2. Inward 500 series swift Messages and Stock Reconciliation. 3. Web Recruitment Portal. 4. Secured Voice Chat 5. Offline Signature Verification using the Enhancement modified direction feature and neural based classification. 6. Image Processing. 7. System Monitoring tools for online and close of Business. 8. Global Error Logging System 9. Web Service Log Analyser. 10. Telemonitoring and Remoting Doctor Consultation System

Name of the Department	Project Titles
Department of MCA	<ul style="list-style-type: none"> <li>11. Load Dispatcher in Mobile Adhoc Network</li> <li>12. Network Component for XML migration.</li> <li>13. Temporal partitioning of communication resources in an Integrated Architecture.</li> <li>14. Digital Water Marking for Video Piracy Detection.</li> </ul>
Department of Computer Science	<ul style="list-style-type: none"> <li>1. Networking Security Issues</li> <li>2. Web Applications</li> <li>3. Human Resource Management</li> <li>4. Time Management</li> <li>5. Low level System Programs</li> <li>6. Multimedia Applications</li> <li>7. Real time Applications</li> <li>8. Cryptography.</li> <li>9. Mobile Adhoc Network</li> <li>10. Image processin</li> </ul>

**3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the industry needs, community development, patents etc)**

<b>Faculty Name</b>	<b>Ph.D Title</b>	<b>Year Awarded</b>	<b>Relevance</b>
Dr.Jayashree Prabhakar	From expatriation to Immigration – A study of selected fictional works of Bharati Mukherjee .	2003	Subject Knowledge
Dr.V.Meena Kumari	Selected Works of Henry David Thoreau – An Interpretation.	2004	
Dr.Archana Marwaha	Social and Political perspective in the works of Lorraine Hansberry.	2005	
Dr.R.Subbulakshmy	Sanga illakiyangalyil Manidaneyam	1997	Subject Knowledge
Dr.V.Vijaya	A Technical Analysis of the Novels of Himanshu Joshi	1996	Subject Knowledge
Dr.K.Lalitha	Morphological Structure of Hindi and the Problems of translating technical language.	1990	
Dr.Radhika Madhavan	Le conflit entre l'individu et la société dans le roman canadien français et le roman indien d'expression anglaise .	2003	Subject Knowledge
Dr.T.Somasundari	Employee Empowerment towards Organizational Excellence.	2002	Industry Needs
Dr.R.Shanthi	Performance of Credit Rating Agencies and Investor's Perceptions on Credit rating Services.	2005	
Dr.V.Shanthi	Cosmetics and women protective measures and Exploitative practices(India)	2008	

<b>Faculty Name</b>	<b>Ph.D Title</b>	<b>Year Awarded</b>	<b>Relevance</b>
Dr.Anitha Raman	Analysis of Training facilities in the rural development department of Government of Tamilnadu.	2005	Industry Needs
Dr.Susan Shankar	Business Social responsibility in enhancing the productivity of Women professionals in the Information Technology Industry(with special reference to Chennai)	2007	
Dr.B.Sudha	Banking Sector Reforms and their impact (A study with reference to selected commercial Banks and Customers)	2004	
Dr.Shirline David	Social Responsibility of Commercial Banks in Alleviating Poverty with special reference to Kancheepuram district.	2005	
Dr.M.Anitha	Impact of E-Governance in District Administration –with special reference to Thiruvarur District.	2006	
Dr.R.Uma	Determinants of Customer retention –A Study relating to Bank Customers.	2005	
Dr.D.Vimala	Customer Services in Bank	1994	Industry Needs
Dr.Revathy Girish	Socio Cultural and Political History of the Palayams	1990	Socio Cultural History

<b>Faculty Name</b>	<b>Ph.D Title</b>	<b>Year Awarded</b>	<b>Relevance</b>
Dr.Shoba Menon	The Economic aspect of School Education with special reference to school drop-outs in Thiruvalluvar District.	2006	Indian Economy
Dr.S.R.Suman Kumari	A Study of India's External Borrowings in the post Liberalization years.	2007	
Dr.Roselin K.Philips	India's Foreign Trade and Economic Development in the context of Trade Liberalisation.	2005	
Dr.K.Usha	Tourism Development and Promotion in Tamilnadu	1997	Community Development
Dr.S.Marcelin Pushpa	Pollution Control Administration in Tamilnadu-A Study	2005	
Dr.C.Esther Buvana	Tribal Administration in India – A Study	1997	
Dr.R.Asha	Child Labour in Informal Sector of Chennai city-Problems and Prospectus	2000	
Dr.S.Kavitha	Women Empowerment through Self help groups –A study of NGO's Intervention Strategy for Urban poverty alleviation in Chennai city.	2007	

<b>Faculty Name</b>	<b>Ph.D Title</b>	<b>Year Awarded</b>	<b>Relevance</b>
Dr.Jayashree Ghosh	Structural Elucidation of some medicinally important plant products	1982	Subject Knowledge
Dr.Jayavathana Samuel	Studies on the Biodynamic Properties of few Marine Organisms	2001	
Dr.V.Sai Sathyavathi	Photo polymerization kinetics of Multifunctional Methacrylates-Dental composite Resins	2005	
Dr.S.Shanthy	Kinetics and Mechanism of Oxidation of cyclic and acyclic secondary alcohols by Chromium(vi) solution.	2006	
Dr.Amitha Bishnoi	Structural Elucidation of some naturally occurring heterocyclic systems.	1984	
Dr.K.Sudha Rani	Time Management Practices of Professional and Non-professional , Married working women-Effect of the Intervention Programme.	2006	Subject Knowledge
Dr.Shahana. Mubeen	Food Formulations containing Probiotic cultures-It's beneficial role in high risk individuals prone to cardiovascular diseases(40-60 years)	2006	

**3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.**

<b>Sl. No.</b>	<b>TITLE OF PUBLICATIONS</b>	<b>JOURNAL NAME</b>	<b>AUTHOR</b>	<b>DEPARTMENT</b>
1	Communication – An Occuring Art	State Bank Of India Monthly Review	Dr. T. Soma Sundari	Commerce
	Threats To Group Effectiveness – Managers Beware	State Bank Of India Monthly Review		
	Beat Stress Thro' State Management PR.	Communication Age		
2	Infinite words obtained by cooperating distributed grammar systems	Proceedings of the 3 <sup>rd</sup> National Conference on Mathematical and Computational Models(NCMCM 2005)	Mary Jemmia Samuel V.R.Dare D.G. Thomas	Mathematics
	Infinite words obtained by cooperating distributed grammar systems and cooperating distributed finite state automation	Proceedings of the Inter National Conference on Mathematical and Computer Science (ICMCS 2007)		
3	Distributed Online tessellation automation	Proceedings of one day seminar (2008)	Mary Jemmia Samuel V.R.Dare T. Kalyani	Mathematics and Computer Science
	Lattice structure on local languages	Proceeding of the International Conference on Mathematics and Computer Science (ICMCS 2009)		

<b>S.NO</b>	<b>TITLE OF PUBLICATIONS</b>	<b>JOURNAL NAME</b>	<b>AUTHOR</b>	<b>DEPARTMENT</b>
4	Word local languages and w-word local languages	Proceedings containing abstracts of National Conference on Recent Advancement in Pure and Applied Mathematics	Mary Jemmia Samuel V.R.Dare D.G. Thomas	Mathematics
	A subclass of local languages	Proceedings of the National Conference on Cryptography, automata and Learning Theory (CALT 2009) To appear		
5	Timed Watson-Crickw-automation	Proceedings of the National Conference on computational Mathematics and Soft computing(2009)	Mary Jemmia Samuel V.R.Dare K.G. Subramanian	Mathematics and Computer Science
6	Environmental Concern- A Far-Sighted Approach”,	HRD TIMES, Vol.10, NO.3, March 2008, PG.6-7	Dr. Uma	Commerce
	Building Customer Information	READERS SHELF, Vol.4, Issue NO.10, July 2008, PG.23		
	The Magic Of Word Of Mouth Communication	READERS SHELF, Vol.5, Issue NO.5, FEB 2009,PG.1-2		
	Building Customer Care Strategy	HRD TIMES, Vol.11, NO.5, MAY, 2009,PG.22-23.		

### 3.2.5 Give list of publications of the faculty.

#### a. Books

Dr. Jayashree Ghosh, Principal, Anna Adarsh College for Women

- Fundamental concepts of Applied Chemistry, S.Chand, 2006  
ISBN No.: 81-219-2624-6
- A textbook of Pharmaceutical Chemistry, S.Chand, 1997  
ISBN No.: 81-219-1508-2

Dr. Jeyavathana Samuel, Head, Department of Cheminsty

- Chemistry Practical Book - 1994
- B.Sc Allied Chemistry Practical Book, 1994

Dr.Amita Bishnoi, Sr.Lecturer, Department of Chemistry

- Agricultural Dictionary of Scientific and Technical Abbreviations, Kalyani Publishers, 2005.

Dr.G.Revathy, Head, PG & Research Department of Tourism and Travel Management

- History of the Palayams, Dominant Publishers, Delhi 2005
- Tourism Product – I, Dominant Publishers, Delhi,2006
- Tourism Product – II, Dominant Publishers, Delhi,2006
- Bio Diversity of the Indian Subcontinent, Dominant Publishers, Delhi,2006

- Encyclopedic Test Book of Tourism volume 5, Dominant Publishers Delhi 2009
- Architectural Tourism, Wisdom Publishers, Delhi, 2009
- Bio Diversity of the India Tourism Prespective, Wisdom Publishers, Delhi, 2009
- Global Tourism, Wisdom Publishers, Delhi, 2009
- Cultural Heritage of India, Wisdom Publishers, Delhi, 2009
- Indian Tourist Panorama, Wisdom Publishers, Delhi, 2009
- Tourism Resources – Distance Education-University of Madras, June 2006.
- Research on Shri.V.L.Ethiraj on behalf of Ethiraj College Trusts, 1989.
- Handbook on Tourism – Dominant Publishers, Delhi, 2010

Ms. Kalaiarasi, Lecturer, Department of Tamil

- Basic Tamil Book for Under Graduate students University of Madras, SBA Publications, April 2010.

## **b. Articles**

1. Dr. Anitha Raman, Lecturer , PG Department of Commerce

- Sustainable Agricultural Growth in India through Organic Farming in the Journal Indian Institute of Public Administration , June 2010

2. Dr.K.Usha, Lecturer, PG & Research Department of Public Administration

- “Challenges of Bureaucracy in India since Liberalization”.  
This paper was presented at XVII All India Public Administration Conference held in the Lucknow University during 10-11 November,2000 published in the volume “Public Administration in India ( Current Perspectives) “. Editors : C.P.Barthwal & Kumkum Krishore. ISBN 81-7648-413-X
- “Atrocities on women – Role of Police in Tamil Nadu” in the UGC Seminar (Under Departmental Special Assistance Programme on “Welfare State in South Indian States” ) held on 5<sup>th</sup> and 6<sup>th</sup> April 2004, organized by the Department of Political and Public Administration, University of Madras, Chennai.

3. Dr.Marcelin Pushpa, Lecturer SG, PG & Research Department of Public Administration

- Consumer Rights in Health Sector in the book Consumer Rights in Service Sector by Dr.V.N.Vishvanathan, ISBN No. 81-8069-531-X, March 2007
- Good Governance and Right to Information in the book Good Governance and Development An Indian Respective

by Dr.Kanak Kanti Bagchi, ISBN No. 978-93-80031-15-6 ,  
August 2008.

4. Dr.R.Asha, Lecturer, PG & Research Department of Public  
Administration

- Published an article on Management methods in T-MAG  
( MCC magazine) in 2003
- Published an article on Financial Management by poor  
women in a National Journal on Co-operative Management  
in 2004. Vol.39.No.3,October – December 2004
- Published an article on Microfinance a Tool in Poverty  
Alleviation in a book titled Co-operatives and Microfinance  
Serial Publications, New Delhi, 2009

**c Conference/Seminar Proceedings**

Mary Jemima Samuel, V.R. Dare, Watson-Crick online  
Tessellation Automation and Timed Watson-Crick W-  
Automation, To present at the 5<sup>th</sup> International Conference  
on Bio-Inspired computing : Theories and Applications  
(BICTA 2010) on September 8<sup>th</sup> – 10<sup>th</sup>, 2010 at Liverpool  
Hope University, Liverpool, UK.

**c Course materials (for Distance Education)**

Sl. No	Name of the Faculty	University	Degree	Subject
1	Dr. T. Soma Sundari	TNOU	M.Phil	Contemporary Business Block I & III
2	Dr. K. Usha	University of Madras	B.A (Public Admn.)	Human Rights & Human Relation Education
			M.A (Public Admn.)	Police Administration Principles of Management
		Annamalai University	M.A (Public Admn.)	HRM
3	Dr. Marcelin Pushpa	TNOU	M.A (Public Admn.)	Comparative Public Administration
				Administrative Law
				Public Personnel Administration
				Social Problems in India
				NGO Management
		University of Madras	M.A (Public Admn.)	Principles of Management
		Annamalai University	M.A (Public Admn.)	Public Policy Analysis
4	Dr. Anitha Raman	TNOU	M.A (Economics)	Statistical Methods
			B.B.M	Treasury Management

### 3.3 Consultancy

**3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?**

Department	Name of the Institution	Revenue Generated	Year
Home Science	Manna Health Foods	-	2006, 2007
	Eastern Masala	-	2006
	Aachi Masala	-	2009
B.B.M	Indian Institute of Banking and finance	-	2008 onwards
Chemistry	Chennai Aromatic Private Ltd.	-	
Public Administration	Tamil Nadu Open University	-	
	Periyar University	-	
	Annamalai University	-	
	Mother Teresa University	-	
	Hindustan Placement services	-	
Languages	JBAS College for Women, Chennai. (Academic Audit)	Honorarium basis	2010
	Dept. of Technical Education, Govt. of Taminadu – Canada – India Institutional Co-operational Project		2005
	Institute of Advanced study in Education		2009

**3.3.2 How does the institution publicize the expertise available for consultancy services?**

The college publicizes the expertise available for consultancy services through collaborations with reputed agencies, through website and personal contact.

**3.3.3 How does the institution reward the staff for the consultation provided by them?**

The consultancy services provided by the faculty are voluntary. The faculty members are given letters of appreciation, provided with on duty facilities and are permitted to use the library , labs and other infrastructural facility. These measures enable the faculty to render their services in a congenial working atmosphere and also provide them with encouragement to continue their services.

**3.3.4 How does the institution utilize the revenue generated through consultancy services?**

The college does not generate any revenue out of the consultancy services offered. The teachers preparing study material for distance education are provided remuneration by the respective universities.

**3.4 Extension Activities**

**3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)**

The **NSS unit** of the college functions with the objective of generating social awareness among the students to strengthen the spirit of service

and sacrifice in the younger generation. It functions with three units of 300 enthusiastic volunteers under the able guidance of dedicated faculty members. The NSS unit of Anna Adarsh College for Women has adopted a village in Azhunjivakkam Puzhal union , Red Hills.

The volunteers organize various activities and attend special camps for ten days in a year. The regular activities focus on rural upliftment, health awareness, first- aid, leadership training, non formal education, blood donation, child labour and environment conservation. They work with the Corporation of Chennai , Health Department , Labour Department and the Police Commissioner's Office. Some of the regular activities include - Special Camp at the adopted village, Blood Donation Camps, Awareness Programmes and visits.

The Special Camp is conducted at the adopted village. . Every year the volunteers with the faculty in charge stay for ten days in the adopted village. In the special camps NSS students actively involve themselves in cleaning the streets of the adopted village, visiting the school and teaching the students, providing vocational training for the women. They work from 5 a.m to 6 p.m and in the evenings after 6.30 pm as part of socio awareness campaign they conduct plays on cleanliness, evil effects of alcohol, literacy, dowry, human rights etc. These social awareness programmes have created a good impact in the

minds of the people. It was a rich experience for the students to spend their holidays with a service motive.

Blood donation camps are organized in association with the Madras Voluntary Association, Children's Hospital, Egmore and the Lions Club. More than 200 students participate and donate blood with the consent of their parents. Along with the AIDS Research Foundation of India the NSS students organized an AIDS awareness programme. The volunteers with the RTO, Anna Nagar conducted a Road Safety Demonstration to the people living beside the college.

The volunteers visit and donate clothes to 'Udavum Karangal' and celebrate Women's Day at Jeevan Jothi Illam , the Home for the Aged at Grand Line Village ,Red Hills.

**YRC unit** of the college has been rendering yeomen service to the needy . The unit has a total membership of 150 students under the able guidance of dedicated faculty. The services rendered by the YRC students include promotion and protection of health and life, selfless services to the sick, disaster relief to the victims during natural calamities and donation of blood for the underprivileged and needy. The regular activities include blood donation camps, community and hospital service .Nearly 150 units of blood have been donated during the past six months. The students actively take part for this noble

cause. Volunteers have constantly rendered their invaluable services during weekends at Stanley Hospital. Constant support has been given to the under-privileged children by providing them with notebooks and other learning aids. Old clothes are collected from students to help the victims of natural calamities. The students visit the slums near by the college and provided relief measures to the downtrodden who live near the banks of the Coovuum river.

The members of **Rotaract Club** collected old News Paper from the students and the money raised from the sale of newspapers were used to buy medicines for Mithra, an organization for the mentally challenged children. It sold friendship bands in the college as a fund raising project to get provisions for “Bala Vihar”. Rotaractors distributed 500 flags at the Chennai Airport in connection with Independence Day celebrations. The Rotaract Club along with NSS organised an Aids Awareness campaign in association with the Tamil Nadu State Aids Control Society (TANSAC).

With the environment gaining its importance, the **Enviro Club** of the college has more than 300 students enrolling themselves with the club to contribute in their own way to raise voice for everything that surrounds them. The students took part in the 99999 Lights Off Campaign to spread the message of global warming. Smokeless Bhogi

a campaign to prevent further pollution due to burning of plastics ,tyres etc On Bhogi , the Club decided to educate on the ill effects of burning plastic, tyres and other polluting substances to the neighbourhood slum. The students enacted street plays and carried slogans depicting the scenario. The Enviro club members took part in the annual coastal clean up day jointly organized by the Indian Coast Guard of India, and organizations like UNEP, SACEP, Tree foundation and Loyola College. It was an interesting venture to promote awareness among the students about the conservation of marine bio diversity and the importance of keeping the beach clean. It organised an Environment Awareness Programme in association with the Department of Environment, Government of Tamil Nadu and the Indian Coast Guard..

The **Road Safety club** functions with the mission of emphasizing the students to comply with traffic rules and regulations and to reduce road accidents by insisting and making it mandatory for the staff and students to wear helmets to college. It conducted an outreach programme to create awareness among auto drivers about the safety rules, speed limits and overloading of passengers.

### **3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?**

Members of **Rotaract Club** visit *Bala Vihar*, a home for mentally challenged Children, Vishranthi ,Old Age Home and SV Old Age Home to spend time with the inmates and distribute clothes, bedsheets and pillow covers for the inmates. They also visit Udavi an NGO for the deprived children during Raksha Bandan . They conduct games for the Visually Challenged and Hearing Impaired Children of Little Flower Convent. Periodially they visit Our Home an orphanage and CANSTOP an organization for the children affected by cancer. The club celebrated Christmas 2009 with the Mentally challenged children at “*BALA VIHAR*”. Rotaractors visit Goodwill foundation (School for the Blind) often to help the inmates in their studies.

The **Road safety Club** in association with the Chennai City Traffic Police participated in the campaign ‘Accident Illa Chennai’ on 29<sup>th</sup> January 2010. They actively took part in the road rally to create awareness on safe driving and wearing of helmets. Actor Vijay Adiraj administered a pledge to the students to refrain from using cell phones while driving and flagged off the rally. The students carried placards and distributed hand out materials on road safety .They performed skits to bring out the importance of following traffic rules and wearing helmets.

Outreach programmes are organized by the department of Home Science in collaboration with institutions such as The Indian Academy of Pediatrics and Ekam Research Foundation to bring out the importance of breast feeding . They are integrated with academic curricula as nutritional assessment and imparting of nutrition education is part of the subject ‘Community Nutrition’.

**ASAP { Adarsh Social Assistance programme }** is an outreach activity initiated in 2009 in connection with the Silver Jubilee Year. Every year the volunteers will be taken for Outreach activity to slums and rural areas. The main objective of taking the students is to sensitise them towards social problems, poverty and to strengthen the positive forces present in the area for social and cultural transformation. The students will interact with the community and understand the dynamics of the community.

Its aim is to reach out to the poor and the marginalized, to expose the students to reality situations and create concern for the poor , to plan, implement, monitor and evaluate all the outreach programs initiated by the college, to co-ordinate all the service oriented cells like NSS, Rotaract, Enviro club , YRC etc. for better impact of the outreach, to ensure maximum participation of students to constantly strive to make the presence of the college felt in the neighbourhood, to enable

students to develop people oriented attitudes and to initiate team spirit among the students.

**3.4.3 How does the institution promote college-neighborhood network in which students acquire attitude for service and training, contributive to community development?**

The **Outreach cell** has adopted the slum Naduvankarai behind the college. It focuses on improvement of health and sanitation, creation of awareness among the community on social issues, identify the need of the community, consolation and support to the poor and the needy especially women, children and the youth.

It undertakes supplementary education for the school going children , motivate children to go to school , take tuition for the children, conduct sports and games for the children and undertake nutrition programs for the children . Education through games, involving the youth in community programs, creating awareness on teen-age problems ,training them on group dynamics, creating cultural awareness and educating them on the evils of liquor, drugs ,AIDS etc. Training the women in sustainable livelihood , enabling them to understand and improve their entrepreneurial skills ,forming self help groups, training them to generate income and conduct awareness programmes on Health and Hygiene.

The students conducted awareness programmes on child labour and the importance of schooling to the slum nearby the college at Keelnaduvankarai. They spoke to the Childs parents and motivated them to send their wards to school and highlighted on the benefits the school children get from the schools.

The members of **drama club** perform for Mithra , a NGO for the physically challenged at Anna Nagar. They entertain them and bring joy in their lives. They also visit the Little Flower School for the visually and physically challenged and help in them in their extra curricular activities.

Visits organized by the Human Science Department to various institution such as ‘Maithree’ – special school’, Noon Meal Centres and ‘Old Age Homes’ help the students to develop service minded attitude, and also to be aware of the problems of the weaker sections of the society.

The Department of Human Science organizes a rally in the neighbourhood every year to emphasize the importance of Breast Feeding. It conducts Diabetes Awareness Camp, Osteoporosis Awareness Camp and Dental Camp. It organized a Nutrition Awareness Camp’ in Puzhal village for the rural women.

**3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?**

A team of students from the **Entrepreneur Development (ED) cell** visit 'The Banyan' a NGO every week to develop latent skills of the mentally challenged ( women and children ) inmates. They also visit 'Kalaiselvi Karunalaya' a NGO to encourage and motivate the destitute women and orphan children and teach them yoga, cooking ,embroidery etc. The SIFE team of ED Cell has undertaken a project on Upliftment of Women Self Help Groups in Villupuram district . They were given a grant of 500 \$ by HSBC Bank for the project. Financial assistance was initiated to the SHGs to undertake coir making as an income generating scheme.

The final year students of the Economics Department go on field trips to the Aavin Dairy unit at Korattur to know about quality control. They create awareness among the public on the importance of purchasing quality products especially the perishable foods and the consequences of food adulteration.

The Department of Human Science arranges regular internship programmes with Institution such as Sri Ramachandra Medical College and Hospital, Porur, Frontier Life Line Hospital, Chennai, Sri

Venkateswara Hospital, Nandanam, Voluntary Health Service, Adyar and AMC Cookware, T. Nagar.

The students of MCA visit Udavum Karangal to train the inmates in MS Office Tools.

**3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)**

The local community is aware of the social issues like importance of education , preservation of environment and consumer rights etc. and social problems like AIDS, child labour , drugs , school drop outs etc. This partnership with the local community emphasizes on the need of self help as a means of eradicating social problems. It has lighted many lives by the social service rendered by the students. The inmates of the NGOs have gained confidence, experienced love and care. Some income generating techniques have helped them to earn a livelihood.

**3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)**

The local community leaders come forward to help the students to organize the extension activities. The members of the community are the participants and beneficiaries of the extension activities. Hence getting their support is of prime importance in involving them in community development.

**3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?**

1.Sukhpreet Kaur of III B.A TTM was awarded the Golden Award for Young People by the Vice President of India on 24<sup>th</sup> June, 2010 at New Delhi for social service .

2.Jenitha John of N&D 2008 won a cash prize of Rs.1500 / for speaking on rehabilitation of Leprosy people.

3.The Enviro Club in 2009 won a consolation prize of Rs.1000 / for collecting garbages from the Marina Beach on the coastal clean up day.

4.The SIFE team of ED cell in 2008 won the Best Participation team Award for the project on Upliftment of Women Self Help Groups.

5.The SIFE team in 2009 won the Trophy at the SIFE competition at the regional level.

6.Dr.Anita Raman, ED cell coordinator, won the best Coordinator Award from SIFE in 2008 and 2009.

### **3.5 Collaborations**

#### **3.5.1 Give details of the collaborative activities of the institution with the following organizations:**

- **local bodies/ community**
- **State**
- **National**
- **International**
- **Industry**
- **Service sector**
- **Agriculture sector**
- **Administrative agencies**
- **Any other (specify)**

#### **Local bodies**

The NSS unit works with the Puzhal Municipality during the Special Camps.

#### **State**

The Department of Chemistry organizes workshop in association with the Tamil Nadu Science and Technology Centre. The Department of Tourism in collaboration with the Department of Tourism Govt. of Tamil Nadu organizes the World Tourism Day. The Department of BBM collaborates with IIBF and conducts seminar. The Department of Public Administration has tie up with the National Informatics Centre ( NIC ) ,Chennai for learning the e-Governance practices and the use of ICT , in collaboration with TamilNadu Regional Branch of Indian Institute of Public Administration , (IIPA ) New Delhi organizes seminars and meetings. The Enviro Club in association with the Department of

Environment and Indian Coast Guard organizes seminars, awareness programmes and competitions.

### **National**

The N&D Department with the Food and Nutrition Board, Ministry of Women and Child Development, Government of India Conducted a State level workshop .The ISTD cell is a member of The Indian Society for training and Development a premier National Institute devoted to Human Resource Development. The Department of Tourism in collaboration with ITDC conducts seminars. The Department of English in collaboration with ELTAI organized a conference with the support of British Council and Regional Language Office of the U.S.Embassy,New Delhi.

### **Industry**

The Career Guidance Cell invites leading organizations like Cognizant Technologies solutions , TCS , Office Tiger, All-Sec Technologies , HCL , Accenture , Wipro , Scope International to conduct campus interviews.

The Department of Tourism in association with Indian Airlines , Air India and Hi Tours organize the World Tourism Day.

The Enviro Club collaborates with Airtel ,Univercell Telecommunications to conduct awareness programmes.

The Department of Mathematics have internship tie ups with industries like SSLTS Educational Academy,Hema Printers,Aruna Hardware, Shreya Engineering, Kerala Transport Agents,Unitex exports, Powerguard Electronics and System, Nexwin Information Technology and Aska Equipment Ltd.

The Human Science Department conducts State Level Seminar on ‘Functional Foods’ in Collaboration with Nestle India Limited..

One day Workshops on ‘Fundamentals of Clinical Research’ in Collaboration with ‘Nourish and Cherish’, a nutraceutical Company, with UCB India Limited a pharmaceutical Company an awareness campaign on ‘Migraine’.

Rotaract members in association with NIIT attend career guidance programme.

### **3.5.2 How has the institution benefited from the collaboration?**

- (a) Curriculum development**
- (b) Internship**
- (c) On-the-job training**
- (d) Faculty exchange and development**
- (e) Research**
- (f) Consultancy**
- (g) Extension**
- (h) Publication**
- (i) Student Placement**
- (j) Personality Development**

**(a) Curriculum Development**

The workshops promote interest among the students on various issues relevant to their curricula. The students visit the NIC centre and learn about e-Governance and the administration of ICT tools. IIPA donates journals and books. Collaborative efforts with ELTAI helped the faculty and students by providing a platform for sharing of learning and teaching methodologies and for identifying a talent pool of faculty and students who can be actively involved in the developmental activities of the Department.

**(b) Internship**

The PG students of the Department of Mathematics, Computer Science, M.C.A. undergo internship as Trainees, Sales Executive, In-house management trainees, and recruitment assistants.

**(c) On-the –job training**

The students of Bank Management go for a period of one month to any nationalized bank and are trained on banking principles.

The students of TTM go for on-the – job training in travel agencies and airlines. The students of Corporate Secretaryship go for one month institutional training and submit a project report.

**(g) Extension**

The local bodies help the NSS unit to organize camps.

The Department of Environment provides financial assistance for organizing awareness programmes and Industries sponsor for conducting awareness programmes.

**(h) Publication**

The IIPA encourages the faculty and students to publish research articles in its journals.

**(i) Student Placement**

The Career Guidance Cell helps the students to be placed in various organizations.

The Students of TTM are well placed in airlines and travel agencies.

**(j) Personality Development**

The workshops and seminars like Effective Communication and Presentation Skills , Group Dynamics enhances the personality of the students.

**3.5.3 Does the institution have any MoU/MoC / mutually beneficial agreements signed with**

- **Other academic institutions**
- **Industry**
- **Other agencies**

The details of MoU signed by the departments with other institutions are tabulated below.

<b>Name of the Department</b>	<b>Name of the Institute with which collaborated</b>	<b>Collaboration Date</b>
Public Administration	Indian Institute of Public Administration, Tamil Nadu, Regional Branch, Chennai	30 <sup>th</sup> January 2005 onwards
B.B.M	Indian Institute of Banking and Finance	2005
Corporate Secretary ship	Institute of Company Secretaries of India(ICSI)	2006
Tourism and Travel Management	1) School of Airlines & Travel Management (SATM) 2) KUONI 3) AF School of News Reading	April 2006-Sep 2009 2009 Nov 2009

- The Institution is the oral coaching centre for ACS foundation course. It enables the students to complete their executive and professional programme of ICSI.
- SATM's objective is to impart both managerial and technical skills in the field of Airlines, Travel and cargo management. KUONI provides an international certificate course which help our students to get placement worldwide.
- AF is a leading and pioneer training institution in the field of broad casting with the vision of providing news casting medium. Many

students have become newsreaders and comparers' in various Television channels in Chennai.

### **3.6 Best Practices in Research, Consultancy and Extension**

#### **3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?**

The institution is taking sincere and concrete measures to promote research, consultancy and extension activities. It constantly upgrades the library facilities. The collection of book reviews and journals are increased by providing extra grants. The institution has obtained membership and borrowing facilities of important libraries in the city and the university.

The institution has become the member of the university of Madras online services to use journals and other latest publications .The college extends a lot of aids-financial, infrastructural and ICT resource- to research scholars. The college provides financial assistance to those presenting papers at national and international conferences and seminars. Adjustments are made in the work load and time table to ensure that faculty doing research have ample time to pursue their programmes without stress. Leave is granted to Doctoral/ Post Doctoral candidates preparing for the submission of their projects. Special increments and incentives are given to staff who have completed their doctoral/ post doctoral programmes in order to

motivate the others. A committee comprising three senior Heads of Departments Dr.Jayashree Prabhakar , Dr. Radhika Madhavan and Dr. K.Usha has been constituted to promote research activities.

# **CRITERION - IV**

## **Infrastructure and Learning Resources**

#### **4. Criterion IV: Infrastructure and Learning Resources**

##### **4.1 Physical Facilities**

##### **4.1.1 What are the infrastructure facilities available for**

- (a) Academic activities?**
- (b) Co-curricular activities?**
- (c) Extra –curricular activities and sports?**

##### **(a) Academic activities -**

Anna Adarsh College is a double winged, three storeyed elegant building with 94 class rooms and well equipped laboratories for all the science subjects. A well equipped cookery lab and textile room with tailoring units is available for the Department of Nutrition and Dietetics. The Library has a spacious reading room which can accommodate 150 students at a time. The Library also has the following facilities

- Reference service
- Reprographic service
- Internet browsing

##### **(b) Co-curricular activities -**

The Paramadevi Goyal Air-Conditioned Auditorium with a seating capacity of approximately 1200 people and the well equipped Conference Hall with a seating facility for 300 persons serves as an avenue for academic, theoretical and cultural presentations of the college. There is a NSS office, IQAC room and Student Council room/Student counseling room.

**(c) Extra –curricular activities and sports-**

The College has an athletic track and provides facilities for numerous outdoor and indoor games.

The College has a fully air conditioned canteen that provides nourishing food items as well as tasty refreshments at reasonable rates.

**4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.**

A Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions is enclosed as appendix. The management is planning to construct an additional floor to accommodate new job oriented courses like MBA which are in demand.

**4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.**

Yes, the Institution has augmented the infrastructure to keep pace with its academic growth.

- A new block for the MCA Department has been constructed which provides spacious well ventilated class rooms, two computer laboratories and a conference hall.
- An enclosed parking facility for two-wheelers has been provided

- ATM facility is available in the campus
- The auditorium has been renovated and the seating capacity increased.
- The Canteen has been renovated and air conditioned

**4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?**

The Institution provides the following facilities:

Staff - Each department is provided with a staff room. A sick room, common room and adequate rest rooms are provided for the staff.

Students - A sick room, common room and adequate number of rest rooms are provided for the students.

**4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?**

In the past ten years the Institution has grown tremendously in terms of student enrollment and hence the demand for resources has increased. The college ensures that the available infrastructure is optimally utilized. The library remains open on weekdays from 8 am to 5 pm. The playground and sports equipments are utilized for sports activities and during weekends special coaching in various sports is given to the students. Computer labs are used after college hours to impart computing skills to the students. The auditorium serves as a

venue for organizing educational programmes, college functions, programmes by other educational institutions, nongovernmental organizations in collaboration with Anna Adarsh College. During weekends the infrastructure is utilized for conducting various contact classes, entrance examination, etc. The college serves as a venue for university valuation, the conduct of NET/SLET examinations and the auditorium is utilized by the special schools to conduct their programs at free of cost.

**4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?**

Class rooms for differently abled students are provided on the ground floor. Ramps have been constructed at the entrance of the auditorium. A lift in the main building helps differently-abled students to reach their class rooms.

**4.2 Maintenance of Infrastructure**

**4.2.1 What is the budget allocation for the maintenance of (last year's data)**

- a. Land?**
- b. Building?**
- c. Furniture?**
- d. Equipment?**
- e. Computers?**
- f. Vehicles?**

Copy of the financial statements for the last two academic years is enclosed as appendix.

**4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?**

Copy of the budget for the last two years is enclosed as appendix.

**4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

The Management appoints staff for maintenance and repair. They are

Plumber	–	1
Electrician	-	2
Carpenter	-	2
Gardner	-	1

Cleanliness and Upkeep of the campus – Outsourced to Clean line services which provides two supervisors and 20 workers for maintenance work

**4.3 Library as a Learning Resource**

**4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?**

Yes. The library has an Advisory Committee comprising representatives of the faculty and student representatives of each class.

The committee meets from time to time to review matters pertaining to the smooth functioning and improvement of the library. It strives to safeguard the interests of all the users and to accord better facilities.

The major responsibilities of the committee are : to discuss, frame, revise and implement policies pertaining to library services; to review and finalize allocation and utilization of funds for purchase of books and to frame, review and approve library rules; to involve the faculty and students in the selection and procurement of books, journals and

other library material; to discuss ways and means of upgrading library facilities and infrastructure; to improve library networking services; to identify and cater to the special needs of research scholars and post graduate students; to make the library more accessible to the disabled; to analyze and solve difficulties faced by the library clientele; to ensure maintenance and updating of library records and archives; to ensure safety of books and other material; to ensure systematic annual stock checking.

#### **4.3.2 How does the library ensure access, use and security of materials?**

Library membership cards with photographs are issued to the students. Students are encouraged to borrow books during the working days and weekends using their membership cards. The Library catalogue has been computerized to facilitate quick and easy access to books. Latest additions to the library are displayed on display racks. The titles of these new books and material are also displayed on notice boards for the benefit of the students. Students can reserve these books in advance. Students and faculty can also avail the Xerox facility in the library to take copies of reference material for a minimum fee. Students can also use the internet facilities. To ensure quick access and maintain arrangement of books in the prescribed order, shelf rectification is done every day. A log book of users is maintained.

#### **Security of Material**

Library membership cards with photographs are issued to the students. These cards are not interchangeable. Students and the faculty are not permitted to carry bags into the library. Reference material is kept under lock and key and can be used with the permission of the librarian. Audio and Video cd's can be borrowed only through the faculty for Audio-Visual session. To ensure timely return of books, a fine is levied for returning books after the due date. Entry and exit points to the library are manned. Video cameras have been installed to prevent pilferage and misuse of library materials. To prolong book life, books that need binding are sorted out and sent for binding from time to time. Important journals and Periodicals are also bound. Book shelves are dusted, cleaned and pest control methods implemented periodically.

#### **4.3.3 What are the various support facilities available in the library?**

**(Computers, internet, band width, reprographic facilities etc.)**

The library has a browsing centre to facilitate access to information available through the net. Bandwidth is 512 KB. There are 6 terminals and 1 server for this purpose. A fee of Rs. 50 is charged for 5 hours of net browsing. A log book of browsers is also maintained. Students and faculty can also avail the reprographic facility in the library for photocopying important documents and research material. The library also has a Book Bank for students. The library catalogue has been computerized to facilitate quick and easy access to books.

**4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.**

The library committee discusses the annual budgetary provisions for the library. Allocation and utilization of funds for procurement of latest books and journals is carried out after consultation with faculty and student representatives. Suggestions are invited from faculty and students regarding latest publications. Specific needs of post graduate students and research scholars are looked into. Catalogues from leading publishers and book sellers are circulated among the faculty to shortlist titles required for the year. The Post Graduate and Research Department of Public Administration is having collaboration with the Indian Institute of Public Administration, Tamil Nadu Regional Branch conduct seminars periodically and it also donates journals and book reviews to the library.

<b>Sl.No</b>	<b>Year</b>	<b>Budget Amount</b>
1	2006-2007	Rs.2,35,765
2	2007-2008	Rs.2,60,000
3	2008-2009	Rs.3,22,000
4	2009-2010	Rs.3,30,000
5	2010-2011	Rs.5,00,000

**4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use , subscriptions, licensed software etc.,).**

Internet Prepaid usage card is given to the faculty and students who wish to browse the net. The library has a well-equipped Browsing Centre. There are 6 terminals and 1 server. A nominal fee of Rs.50/- is collected for 5 hours of browsing for student and 6 hours of browsing for staff. Online Journals are subscribed for the benefit of the staff and students. The online journals can be viewed from anywhere using the username and password.

**4.3.6 Are the library services computerized? If yes, to what extent?**

Yes. AutoLib – Integrated Library Automation Management Software-Multi-user LAN version 5.0 on Windows with WEB OPAC module for providing library services on the campus Intranet ( SQL version ) – with 12 modules is installed. Data entry is maintained and updated from using this software. The library catalogue and inventory have also been computerized.

**4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities?**

**If yes, give details.**

Nil

**4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?**

The library undertakes a lot of efforts to acquaint the students and faculty with its latest acquisitions. New arrivals are displayed prominently on display racks. The faculty and students can reserve new books in advance. Titles of new books and journals are also displayed on notice boards on each floor. A monthly library newsletter is published and circulated among staff and students. Book Review programmes are held periodically during which members are informed about the latest additions to the library.

**4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility**

Yes. The college has institutional membership with the following city libraries:

- American Information Resource Center
- British Council Library
- Connemara Public Library
- Madras University Library

Linking and networking with libraries of other city colleges is undertaken. Inter-library borrowing facilities are provided to faculty and students.

**4.3.10 What are the special facilities offered by the library to the visually- and physically- challenged persons?**

The library strives to make facilities and services user friendly, especially for the differently abled and visually challenged students. A copy of the catalogue is sent to them and books selected by them are delivered to them in the classroom. The library also procures audio books for the visually impaired. Reading sessions for the visually impaired are held in the library.

**4.3.11 List the infrastructural development of the library over the last two years**

The Library Advisory Committee makes provisions in the annual library budget for Periodic upgrading of the infrastructure. A lot of effort has gone into making the library more user-friendly with the right ambience for reading, learning and other scholarly pursuits.

The library has been made more aesthetically and functionally appealing with improved wood work, new furniture, and vertical blinds for the window. More display racks and dictionary holders have been added. Separate enclosures have been provided for the librarian and the circulation section to ensure smooth check-in and check-out. The library also has a well-equipped audio-visual room with seating capacity of 50 with a LCD projector and a browsing centre.

**4.3.12 What other information services are provided by the library to its users?**

Other than reading materials library provides the following services for the benefit of the users

- A well equipped reference section for the Research Scholars
- Syllabi for various degrees
- Clippings from News papers
- Question paper banks for all subjects
- Employment News to keep the students informed about the latest employment opportunities
- Newsletters from various organizations
- Minutes of the Academic Council & Calendar, University of Madras.
- Internet facility for staff and students

## 4.4 ICT as Learning Resources

**4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)**

**Hardware:**

LAB SYSTEM DETAILS WITH HARDWARE CONFIGURATIONS						
Sl. NO	SYSTEM TYPE	SYSTEM MODEL	NO OF MACHINES	H/W DETAILS	NETWORKING TECHNICS	TOTAL SYSTEMS
1	SERVERS	1.P4 Intel board Server  2.Acer AL TOS G330 Server  3.Hp Proliant ML 110 GH Server	3	1. a.Processor Speed P4 3.00 GHZ b.Memory Capacity 1 GB c.Storage Capacity 160 GB d.Optical device DVD R/W  2. aProcessor Speed Zeon 2.33 GHZ b.Memory Capacity 2 GB DDR2 c.Storage Capacity 320 X 2 GB(SATA) d.Optical device DVD R  3. a. Processor Speed Xeon Dual 1.86 GHZ b. Memory Capacity 1 GB DDR2 c. Storage Capacity 160 GB(SATA) d.Optical device DVD R	1.Wirless connection  2.LAN connection  3.LAN Connection	3
2	CLIENTS	1.P4 Intel board Client  2.P4 intel board Cilent  3.Acer Power Client  4.Hp Compaq Client	32  17  39  20	1. a. Processor Speed P4 3.00 GHZ b. Memory Capacity 1 GB c. Storage Capacity 80GB  2. a. Processor Speed P4 1.80GHZ, P4 2.66GHZ,P4 3.00GHZ,P4 2.40 GHZ b. Memory Capacity 512 MB c. Storage Capacity 40 GB  3.a.Processor Speed PD 2.66 GHZ b.Memory Capacity 512 MB DDR2 c.Storage Capacity 160 GB (SATA)  4. a.Processor Speed Intel coreD 2.6 GHZ b.Memory Capacity 1 GB DDR2 c.Storage Capacity 160GB SATA	1.wirless connection  2.LAN connection  3.LAN Connection  4.LAN connection	108
3	PRINTERS	Epson LQ-300 -II	11	80 columns	Network Shared printers	11

LIBRARY SYSTEM DETAILS WITH H/W & S/W CONFIGURATIONS						
Sl. NO	SYSTEM TYPE	SYSTEM MODEL	NO OF MACHINES	H/W DETAILS	NETWORKING TECHNICS	TOTAL SYSTEMS
1	SERVERS		1	Optical device DVD R	LAN Connection	1
2	CLIENTS	Acer Power Series	6	1. Processor Speed Intel core 2 D 2.50 GHZ 2.Memory Capacity 1 GB DDR2 3.Storage Capacity 160GB SATA 4.Ms Office 2007, SPSS 9.0	LAN Connection	6
3	PRINTERS	Epson LQ-300 -II	2	80 columns	Network Shared printers	2

OFFICE ADMINISTARTIVE SYSTEM DETAILS WITH H/W & S/W CONFIGURATIONS						
Sl. NO	SYSTEM TYPE	SYSTEM MODEL	NO OF MACHINES	H/W DETAILS	NETWORKING TECHNICS	TOTAL SYSTEMS
1	CLIENTS	Acer Power Series	22	1. Processor Speed Intel core 2 D 2.50 GHZ 2. Memory Capacity 1 GB DDR2 3. Storage Capacity 160GB SATA 4. Optical device DVD R/W 5. Ms Office 2007	standalone	22
2	PRINTERS	1. Epson LQ-300 -II 2. Epson LQ-1150 II	17 1	80 columns 136 columns	standalone	18

### Software Details:

Sl. No.	Software
1	C,C++,VB 6.0,Oracle 9i,Java,Tally,SPSS 9.0,NetBeans,
2	Bea Server,Ms Office 2007,Multimedia.
3	Anivra Antivirus software
4	Oracle 10 g Server & Client
5	Multimedia(Dreamweaver,Flash MX,Photoshop), MASAM,Jbulider Server & Client, VB.net 2003.

Sl. No.	Software
6	Oracle Database 10 g
7	RedHat Enterprise Linux ES 4
8	Microsoft Window XP Professional
9	Microsoft Window Server 2003
10	SQL Server 2000
11	Microsoft Office 2003
12	SPSS 14.0 and AMOS 6.0
13	Visual Studio.Net 2003
14	Microsoft Window 98
15	Microsoft Office XP Professional
16	Jbuilder 2008 Server & Client
17	C++ Builder 2009 Academic
18	Microsoft Visual Studio Academic 2003
19	SCO Vision 97 V1.1
20	RedHat Enterprise Linux 5 Server

**4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?**

The Central Computing Facility is an important component of the institution's infrastructure providing a wide spectrum of services to the students and faculty for their academic activities. The College has four well equipped computer labs with Local Area Network used by the students of the Computer Science and MCA Departments for their practical classes. The students from other departments make use of these labs for their computing skills paper. There is a Management Information System (MIS) in operation at the College. Each

Department has a computer system in their staffroom to enable maintenance of their academic data. The computers in the departments are connected by an intranet facility and the student's data are updated periodically through this system. The College establishes communication to staff members through their departments mail IDs.

**4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?**

The institution recognizes the key role that IT plays in teaching as well as in research. The faculty is able to make use of computers in their respective departments for both administrative and academic purposes. Computer-based learning which refers to the use of computers as a key component of the educational environment is encouraged in the campus. Power point presentations, browsing the internet for additional information are encouraged to improve teaching and learning with the help of modern information and communication technology. A conference hall with LCD facility is used for this purpose.

**4.4.4 Does the Institution have a website? How frequently is it updated? Give details.**

Yes. The college web site [www.annaadarsh.edu.in](http://www.annaadarsh.edu.in) is an interactive, informative and dynamic website maintained and updated periodically by the Department of Computer Science. It provides details about the

History of the College, Admission Criteria and Procedure, Maintains t  
Alumni feedback, displays the major Curricular, Co curricular and  
Cultural Activities of the academic year through the dynamic calendar.

**4.4.5 How often does the institution plan and upgrade its computer systems?  
What is the provision made in the annual budget for update,  
deployment and maintenance of the computers in the institution?**

Computers are upgraded depending upon their usage and syllabus revision. If need arises, the existing software program is replaced with a more recently released and enhanced version. Similarly, the hardware device is also replaced for better and fast performance. In addition, the installation routines for upgrades are performed periodically. Provision is made in the annual budget for maintenance of the computers in the institution. This is approximately 3% to 5% of the total expenditure depending upon the need.

**4.4.6 How are the computers and their accessories maintained? (AMC etc.)**

Maintenance of the computers and printers are done by the technical staff in the college. The computers of the departments, library and office come under warranty period. The electrical equipments namely air-conditioners, unlimited power supply and batteries used in the computer labs come under the Annual Maintenance Contract.

## **4.5 Other Facilities**

### **4.5.1 Give details of the following facilities:**

- a) Capacity of the hostels (to be given separately for boys and Girls) -**
- b) Occupancy**
- c) Rooms in the hostel (to be given separately for boys and Girls)**
- d) Recreational facilities**
- e) Sports and Games (Indoor and Outdoor) facilities**
  - **Volley ball ground**
  - **Basket ball court**
  - **Table tennis board**
  - **Badminton court**
- f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)**

#### **(a) Capacity of the hostels -**

Anna Adarsh Working Women's hostel located adjacent to the campus provides accommodation to college students seeking hostel facilities. The hostel is meant for women only, and 341 inmates are accommodated in this hostel.

#### **(b) Occupancy –**

Fifty percent of the rooms allotted for the college students are occupied throughout the year.

#### **(c) Rooms in the hostel -**

There are 89 airy and spacious rooms in the hostel and first year under graduate students are given dormitories that can provide accommodation to fourteen members. The second and final year and PG students are given rooms, each room accommodates four students.

**(d) Recreational facilities –**

The hostel has a recreational hall with audio-visual facilities and a conference hall.

**(e) Sports and Games (Indoor and Outdoor) facilities**

Provision for indoor games like carom, chess, table tennis etc., is made for the hostel students. Yoga classes are also held.

**(f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)**

There is a part time doctor visiting the hostel on a regular basis. First Aid Box is provided and medicines are available in the hostel which is provided to the inmates on doctor's advice.

**4.5.2 How does the institution ensure participation of women in intra-and inter- institutional sports competitions and cultural activities?**

The institution encourages all students to participate actively in intra-and inter-institutional sports competitions and cultural activities.

Sports: Student competent in various games is selected and teams are formed to represent the College in various intra-and-inter-institutional sports competitions. Coaches are appointed to enable the students to compete successfully at Zonal, University, District and State level matches.

Culturals: College forms a cultural committee comprising faculty members and elected student representatives. The team promotes and organizes various competitions for the College students. They select talented students to represent the college in inter collegiate cultural events. The College has also been invited on different occasions to stage cultural events by Government of Tamil Nadu and University of Madras.

**4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)**

The college offers the following facilities:

- a. Common room for students
- b. Common room for teachers
- c. Rest rooms for Staff and Students
- d. Medical facility – Medical Insurance, First aid kit in every department, tie up with SMF for emergencies
- e. Vehicle parking space
- f. Intercom facility in all Departments
- g. Public address system in class rooms and labs
- h. Telephone booth
- i. Drinking water facilities
- j. An air conditioned canteen with separate enclosures for staff and students.

- k. ATM – Karur Vysya Bank
- l. Photo studio
- m. Reprographic , Internet facilities in the Library
- n. Copier

#### **4.6 Best Practices in Infrastructure and Learning Resources**

##### **4.6.1 What innovations/best practices in ‘Infrastructure and Learning Resources’ are in vogue or adopted/adapted by the institution?**

The college ensures optimal utilization of its infrastructural and learning resources. The following are some of the concrete measures taken by the Institution in this regard

- Copy of syllabus, lesson plan and university question papers are kept in the library for students reference.
- Xerox facility is available to the students and staff in the campus
- Browsing centre is made available in the library
- Teachers are encouraged to make use of ICT tools
- Important announcements are made through the public address system
- Intercom facility is provided in the staff room

- Improvement/up gradation/modernization of infrastructural facilities are undertaken on a regular basis
- Regular upkeep and maintenance of infrastructure is ensured
- Classics and related text are screened at intervals for better understanding
- LCD with screen is available for Power Point Presentations by Staff and Students

# **CRITERION - V**

## **Student Support and Progression**

## Criterion V: Student Support and Progression

### 5.1 Student Progression

#### 5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.) of the students of the last two batches.

YEAR	General	SC/ST	OBC	
			BC	MBC
2009-2010	277	170	679	188
2008 – 2009	271	143	644	200
2007 – 2008	253	105	635	168

#### 5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

Through the Mentorship Programme and the Career Guidance Cell, personal care is given by every lecturer, to students who want to discontinue their studies. The Institution tries to probe in to the reasons for discontinuity and extends support accordingly. The College also keeps track of their attendance by strictly monitoring the required monthly 75% of attendance and notifies the defaulters. Habitual defaulters are counseled by their respective mentors and parents/guardians are also informed accordingly. Students having financial problems are provided with some financial aid through scholarships. Some of the economically weak students, students recommended from orphanage are given free education.

**Details of the Fee Concession Sanctioned to the students**

<b>Sl. No</b>	<b>Name of the Student</b>	<b>Year</b>	<b>Class</b>	<b>Nature of concession sanctioned</b>
1	Ms. Usha	2010-2011	I B.Sc Comp.Sc	Full fee concession
2	Ms.Manju	2010-2011	I B.A T.T.M	Full fee concession
3	Ms.Aman Deep Kaur	2010-2011	I B.Sc N&D	Full fee concession
4	Ms. S.Saranya	2009-2010	III B.Sc Mathematics	Full fee concession
5	Ms.N.Banupriya	2009-2010	II B.Com	Full fee concession
6	Ms.N.Muthulakshmi	2009-2010	II B.Sc Computer Science	Full fee concession
7	Ms. S.Meenaprabha	2009-2010	I B.Com(CS)	Full fee concession
8	Ms. G.Prema	2009-2010	I B.Com	Full fee concession
9	Ms. R.Amandeep Kaur	2009-2010	I B.B.M	Full fee concession
10	Ms. P.Sathya	2009-2010	I M.A Pub.Admn.	Full fee concession

**5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)**

The college motivates students to pursue higher studies and also provides placement opportunities to students who wish to take up an employment. The college has full fledged post graduate and research departments in various disciplines. Around 33% (2008-2009) and 36%(2009-2010) are pursuing higher education. The college has an

active placement cell that offers career guidance and placement support to outgoing students. Approximately 25% of the students are placed every year. The placement cell maintains a database of students eligible for placement.

DEPARTMENT	2008 -2009			2009-2010		
	TOTAL NUMBER OF STUDENTS	PURSUING HIGHER STUDIES	EMPLOYED	TOTAL NUMBER OF STUDENTS	PURSUING HIGHER STUDIES	EMPLOYED
Business Economics	48	31	14	44	35	6
English Literature	45	20	15	43	30	10
Tourism & Travel Mgt.	54	5	12	75	15	17
Commerce	165	67	80	154	14	78
Corporate Secretaryship	162	80	40	160	100	15
Bank Management	67	29	27	67	32	22
Physics	37	11	8	39	12	10
Chemistry	38	15	6	29	13	10
Human Science	78	15	18	47	10	10
Computer Science	118	45	30	123	43	41
Mathematics	85	23	12	80	18	10
M.A Public Admn.	10	2	2	13	5	1
M.C.A	19	-	5	25	-	7
Evening College	248	40	20	246	30	5

**5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (average of last five years)**

<b>% OF STUDENTS</b>	<b>2008 -2009</b>	<b>2009 -2010</b>
<b>PURSUING HIGHER EDUCATION</b>	32.62%	35.54%
<b>EMPLOYED</b>	24.61%	21.13%

The college has an active placement cell that offers career guidance and placement support to outgoing students. The placement cell maintains a database of students eligible for placement. As a first step students are offered a host of training programmes and personality development courses that gives them an edge over others in interviews and competitive exams. The personality development programme offered by professional group helps students shed inhibitions and face interviews and group discussions with confidence. Mock aptitude test are conducted by training institutes to familiarize students with the testing pattern. The placement cell coordinates with companies and institutions to conduct regular campus interviews. Companies are invited to present pre-placement presentations followed by written tests, group discussions and personal interviews. The cell also supports off campus recruitments. Career fairs are organized to expose students to various career options and to help them upgrade themselves. The placement coordinators invite feedback from HR managers of companies that have visited the college to identify key improvement

areas. Details of campus visits and selection procedures are documented for future reference. The cell also maintains a placement record.

The proportion of graduating students who have been employed (average of last five years through college placement cell) – 112

On/Off campus placement details:

<b>Year</b>	<b>Department</b>	<b>No. Selected</b>	<b>Companies Visited</b>
2007-2008	Business Economics Tourism & Travel Management English Commerce Corporate Secretaryship Bank Management Mathematics Physics Chemistry Home Science Computer Science	113	R.R.Donnley, Wipro, Accenture, Sutherland, Fitness one, Perot System, Ford Business Services, Standard Chartered, Frost & Sullivan, Allsec Technologies, Hp Ltd., Elitists, Ajuba, ICICI, Bajai Alliance, Element K, ITC Hotel & Park Shereton, TCS, Patni Computers, iGate, Infosys, Temenos India Pvt Ltd
2008-2009	Business Economics Tourism & Travel Management English Commerce Corporate Secretaryship Bank Management Mathematics Physics Chemistry Home Science Computer Science	24	R.R.Donnley, I Gate, Verizon, Computer Science Corporation, CTS

Year	Department	No. Selected	Companies Visited
2009-2010	Business Economics Tourism & Travel Management English Commerce Corporate Secretaryship Bank Management Mathematics Physics Chemistry Home Science Computer Science	42	TCS, Infosys, SAP Bangalore, Fitness one, Premium (Insurance Magazine), Hp Ltd., Ford Business Services, Golden opportunities for Chettinadu foundation

**5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services-IAS,IPS,IFS, Central/State services etc. )**

The College extends training programmes and special classes on personality development by professionals for all students to help them face competitive exams, interviews and challenges they may encounter in career. The University syllabus is supplemented with career advancement programmes on soft skills conducted by the faculty. The library help students by providing them course materials for various competitive and qualifying exams. Special coaching is organized in collaboration with training academies. IAS Training Institute, Annanagar trains post graduate students to take up civil service examinations. Training is provided to faculty and post graduate students to appear for SLET/NET.

**5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. ( Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)**

Institutional academic performance for the past five years(2005-2010) has been tabulated below.

**UG & PG Results -**

<b>Year</b>	<b>Pass Percentage</b>
2005 – 2006	75.73%
2006 – 2007	80.98%
2007 – 2008	85.45%
2008 - 2009	88.28%
2009 - 2010	91%

**UG & PG Ranks(upto 10 ranks) -**

<b>Year</b>	<b>Ranks</b>
2005 – 2006	55
2006 – 2007	68
2007 – 2008	74
2008 – 2009	94
2009 - 2010	140

**5.2 Student Support**

**5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?**

The college publishes a well-designed prospectus that is updated every year. The prospectus carries a photograph of the college along with details of its location. It highlights the vision and mission statement of the institution in order to familiarize prospective students with the goals and aspirations that drive the college towards achieving the perfect learning atmosphere. The prospectus presents a

comprehensive picture of campus life besides acquainting prospective students with the admission procedures. It outlines the courses offered, the length and duration of each course, the infrastructural facilities and other special amenities offered to the students. It furnishes details of additional programmes and career oriented courses that students can opt for. It contains information regarding the fee structure, working hours and general rules and regulations that the students are expected to observe.

The college brings out a handbook every year. The handbook which is distributed to all the students is a handy guide to the various facets of campus life at Anna Adarsh. It provides vital information on the courses offered, faculty profile, the duration of study, the working hours, the fee structure, infrastructural facilities, and the rules and regulations governing the college. It presents a calendar of events besides the number of working days and details of semester vacations. It offers the students a bird's eye view of the various co-curricular and extra-curricular events, club activities and other programmes they can be a part of. The handbook also lists the different endowment prizes that students can work towards apart from giving details of the various scholarship programmes that they can avail of.

**5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).**

The institution provides financial aid to deserving students from economically weaker section of the society. The funding is provided by the Management, Government and Charitable trusts details of which are furnished below. Apart from financial support the college has a book bank which caters to the need of students. The Management gives a lot of importance to student welfare. The Management waives the fee for deserving students and makes allowances in the time given for fee payment.

Sl.No	Name of the Scholarship	Funding Agencies	No. of Students getting scholarship	Total Amount received (In Rs.)
1	SC/ST Scholarship	Adi-dravidar and tribal welfare	131	4,18,228/-
2	MVD Scholarship	Maharani Vidhyavati Trust	12	60,000/-
3	Jaigopal Garodia Scholarship	Jaigopal Garodia Trust	15	15,000/-
4	Rajasthani Educational Trust	Rajasthani Trust	5	5,000/-

**5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)**

The college has a number of student welfare schemes with the view to promoting a stress free, healthy learning atmosphere. All students are covered under a group insurance scheme offered by Cholamandalam. The college collaborates with medical consultants and organizes free medical camps and health checkups for students every year. The college has a spacious and air conditioned canteen which provides food at subsidized rates. To ensure the emotional welfare of students, counseling is offered by senior faculty members who are well equipped in this field. Mentor-Ward system is also in place. Economically backward students are provided job opportunities in the library and college administrative office after college hours and during the vacations under the “Earn while you learn” scheme. Inter-library loan facilities are made available to students. The library also has a browsing center which allows students to surf the net for a nominal fee. A substantial fund is allocated by the management every year for various proficiency prizes. The college encourages budding entrepreneurs by helping them organize ‘The Adarsh Angadi’, the annual college bazaar. The college has a book bank cater to the needs of economically backward students. Hostel facilities are extended to students.

#### **5.2.4 What type of support services are available to overseas students?**

Anna Adarsh Hostel situated adjacent to the college provides accommodation facilities at nominal rates to overseas students. The college provides necessary documentation support to enable overseas students to obtain travel concessions from air lines. Students with basic education in languages other than English are provided bridge courses to help them cope up with the demands of the curriculum.

The following is the details of the overseas students of 2008-2010 batch.

Name: Manassiri Sirilert  
Course: M.A. Public Administration  
Nationality: Thai

Name: Chayanee Yodhasmutr  
Course: M.A. Tourism and Travel  
Management  
Nationality: Thai

#### **5.2.5 Give details of the placement and counseling services for the students?**

The placement cell of our college has been functioning from the academic year 2001-02. Programmes and workshops on goal setting, personality development are organized to prepare the students for a smooth transition from institution to industry. The following are some of the programmes offered to the final year students.

<b>Institution</b>	<b>Programmes</b>
Smart Training Resources	3 days smart power placement training programme for final year students
International School of Management Studies	Career Counseling Programmes
T.I.M.E Institute	Seminar on career options & higher education options for final year students
Scope International	Inter collegiate Debate to exhibit and improve communication and confidence. Arranged a field visit to their premises for all winners.
Leadership circle was formed	Conducted mock Group Discussions to improve communication skills

Students in the final year classes desirous of placements enroll themselves for campus placements. Enrollments begin early in June/July each academic year.

Poster materials of the leading companies about the job requirements with date of interview, process are displayed in prominent places. Written test, GD and personal interview are conducted by the companies. Offer letters are disbursed on the same day or at a later date. The students who are successful are encouraged to motivate others and Alumni of the college are also encouraged to speak about their experiences on important occasions. The cell also organizes career fairs to throw open employment opportunities to passed out students and members of the local community.

Students were successfully placed in the following companies.

Year	Companies Visited
2007-2008	R.R.Donnley, Wipro, Accenture, Sutherland, Fitness one, Perot System, Ford Business Services, Standard Chartered, Frost & Sullivan, Allsec Technologies, Hp Ltd., Elitists, Ajuba, ICICI, Bajai Alliance, Element K, ITC Hotel & Park Shereton,TCS, Patni Computers, iGate, Infosys, Temenos India Pvt Ltd
2008-2009	R.R.Donnley, I Gate, Verizon, Computer Science Corporation, CTS
2009-2010	TCS, Infosys, SAP Bangalore, Fitness one, Premium (Insurance Magazine), Hp Ltd., Ford Business Services, Golden opportunities for Chettinadu foundation

### 5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

In an attempt to promote the Institutional vision of empowering women the students are provided opportunities to be self sufficient and innovative. An Entrepreneurial Development Cell has been created by the institution to provide a forum for students to hone entrepreneurial skills.

Projects are also created to enable students to reach out and benefit the community around them .Anna Adarsh has formed a collaboration with a NGO, SIFE(Students in Free Enterprise) to conduct various projects .In 2006-07Anna Adarsh College received the Best Participation Award for organizing numerous beneficial programmes for the underprivileged.The students taught self sufficient skills to the inmates of ‘The Banyan’ a home for the mentally challenged and destitute women. Adarsh Angadi an annual fête where students are encouraged to sell innovative products by investing little and obtaining

large profits, guest lectures by leading women entrepreneurs to inspire students are some of the steps taken to develop entrepreneurial skills among students. In 2007- 08 the College SIFE team was selected in a competition with 585 colleges all over the world, to receive a grant of 500\$ from HSBC for their project Upliftment of Women Self Help Group in Villipuram District. The project provided vocational training in coir manufacture, provided technological assistance with aid from the Government of Tamil Nadu , and thereby abolished child labour by enrolling the children of the Self Help Group in District Panchayat Union Schools. The team won the Runners Up Trophy 2008 by competing against 63 colleges in the Southern Region. In 2008 – 09 the SIFE team was the recipient of the Winners Trophy 2009 for their project Organic Farming where they secured for a NGO a sanction of Rs 12 lakhs from the Government of Tamil Nadu towards the training of the Women Self Help Group in organic farming.

This project has led to the adoption of cultivation by organic farming in the entire village of Eranji , in Ulundurpet, Villipuram District, Tamil Nadu.

In 2007 – 08 and 2008 – 09 , the Faculty Coordinator Dr Anita Raman was awarded the Best Coordinator Trophy by SIFE-Syntel Ltd.

**5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?**

Yes, each member of the faculty is a mentor, a counselor and a confidant of the students in each mentor-ward group. Mentors provide counseling to their wards on issues relating to academic problems, personal problems and they also play an important role in the personality development of their wards.

**5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre**

The college has a separate guidance and counseling centre for the students. Staff counselors of the college are Dr. Jayashree Prabhakar, Dr. Marcelin Pushpa, Mrs. Devi Manohar. Students are encouraged to approach these counselors when they face any academic or personal problems.

**5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)**

The following activities are undertaken by the cell.

- Guest lectures by lawyers, social activists are arranged to enlighten the faculty and students on issues concerning 'Right to Information Act', Honour Killing, Domestic violence, Divorce. These lectures make students aware of

their rightful place in their family and society and sensitize them to women's problem.

- Open door policy for registering complaints on sexual harassment.

If the students need counseling on sexual harassment, the counselors of the college help them out of their problems.

**5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.**

The college has a grievance redressal mechanism. Complaints and suggestions from students are received by the student council and these are discussed with the Principal and resolved at the earliest. Complaints from the staff are received by the Head of the Department and discussed with the Principal to arrive at an early solution. To facilitate those who do not want to be identified a Suggestion box is kept and issues are considered.

**5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.**

Classes in computing skills are conducted for all UG and PG non-Computer science students by the faculty of the Department of Computer Science. The areas covered are Ms-word, Ms-Excel, Ms-Powerpoint, Ms-Access and basics of networking.

**5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?**

In order to strengthen the teaching-learning ambience, and to prepare the students to meet the challenges of the global work environment, Anna Adarsh College has taken up several initiatives like offering value-added courses and interfacing with the industry to bridge the gap between the curriculum and the requirements of the industry.

Keeping in mind the managerial needs of the Tourism sector add-on courses like IATA(International Air Transport Association),Package course in Air Ticketing and Fare Construction, Computer Reservation System(CRS, Galileo) and International certificate course in German Language (DEUTCH) are offered by the college. The Department of Tourism and Travel Management in association with KUONI Academy conducted the IATA-UFTAA International Certificate Course (2006-08). 15 Students have received their International Degree from Montreal Canada. 9 Students of 2007-08 batch have received their International Degree in Deutsh from Munich, Germany. Certificate course in German Language is conducted by Maxmuller Bhavan.

The college has taken initiatives to conduct ACS foundation classes by the Dept of Corporate Secretaryship in collaboration with the Institute of Company Secretary of India (ICSI) which helps in bringing up

aspiring company secretaries for the future corporate world. Certificate course in E-Commerce and Tally is conducted by the Dept of Computer Science. All the UG and PG students undergo a course in computing skills which is conducted by the Dept of Computer Science.

All final year B.com General, Corporate and Bank Management students receive Diploma in Banking Finance certified by the Indian Institute of Banking and Finance. Certificate course in News Reading and Textile and fashion designing is also offered by the college.

The college places special emphasis on experiential learning in the training process. Practical skills in the chosen discipline apart, overall personality development assumes an essential aspect of every course of study. That is precisely why the College has chosen to invest significant resources towards that end, Personality Development Course is conducted by Lyham Management Solutions. This comprehensive training program for all the students include modules related to leadership skills, improvement of behavior, communication skills, interpersonal relationships, positive outlook towards work and life

A perfect combination of Aptitude and Soft Skills Training is provided by the Career Guidance Cell and the Indian Society for Training and

Development Cell to equip the students to meet the corporate expectation and to make the students employment ready.

**5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?**

The security arrangements for the college has been out sourced to Scotland Security Services. 24 hours security is provided by two security personnel.

The college also takes various measures to ensure the safety and security of the students. Some of these measures are

- Students and faculty are expected to wear their ID-cards when they are in the campus.
- Students are permitted to leave the campus during college hours only after producing an out-pass duly signed by the Head of the Department, Administrative Officer and Principal.
- A register is kept at the gate to record the entry and exit of visitors to the campus.
- Regular vigil around the college campus is maintained by police women attached to the K4 police station situated at Anna Nagar.
- The campus has a well secured infrastructure.

### **5.3 Student Activities**

#### **5.3.1 Does the institution have an Alumni Association? If yes,**

- i. List its current Office bearers**
- ii. List its activities during the last two years.**
- iii. Give details of the top ten alumni occupying prominent positions.**
- iv. Give details of the contribution of alumni to the growth and development of the institution.**

The Anna Adarsh College Alumni Association was formed in the year 2002 with the motto to foster and perpetuate friendship and cooperation among the alumni through gatherings of the association. The Alumni association works for the constructive contributions of Alumni for the development of the institution and the welfare of the students of the college.

#### **i. The office bearers of the Alumni Association are :**

President : K. Indumathi ( Alumni of Anna Adarsh, 1987-1990 batch )

Secretary : J. Shrilekha (Alumni of Anna Adarsh, 1989-1994 batch )

Treasurer : A. P. Tharani (Alumni of Anna Adarsh, 1990-1993 batch )

**ii. Activities during the last two years are :**

**2008-2009**

The day saw a colourful and vibrant range of cultural activities performed by the students exhibiting their special talents. The day also provided students an opportunity to exchange their views .The event ended with a slide show exhibiting the values of hard work and dedication.

**2009-2010**

The Association had offered a short-term course on a limited scale in basic computer use, database systems, spread sheets and word processing. Recreational games and music competition were held in the evening at the college auditorium. The Alumni also donated numerous valuable books to the college library.

**iii. Top ten alumni**

Sl.no	Name of the student	Dept	Position
1	Kavitha Ramu	Economics & Public Administration	Joint Commissioner, Rehabilitation Centre
2	Vanitha Karthikeyan	Computer Science	Executive Proprietor, International Karate School & First Women World Chief Refree, World Union Karate Organisation
3	Gayathri	Commerce	Vice-Principal G.S.S Jain College

Sl.no	Name of the student	Dept	Position
4	Dr.Beulah Rachel Rajarathinamani	English Literature	Asst. Professor, University of Madras
5	Swarnalatha R	English Literature	IIT, Chennai
6	Pushpa Narayan	English Literature	Noted Journalist, Times of India
7	Sujatha	English Literature	BITS PILANI
8	Nandita Suresh	Commerce	Journalist, The Indian Express
9	Lavanya S.P	Computer Science	DSP, Tamil Nadu
10	Mahalakshmi. M	Commerce	Women Entrepreneur, SSI

iv. **Contribution of alumni to the growth and development of the institution**

- The Alumni have donated numerous valuable books to Adarsh Book Bank for the benefit of the needy and those who crave for knowledge.
- The Alumni have instituted endowment prizes and medals for the deserving students.

**5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)**

Extra-curricular activities including sports and games are an integral part of student life at Anna Adarsh. Opportunities are provided to students to participate in competitions held at Institutional, inter-

collegiate and Inter-University level. Students are trained to excel in their field of interest. The institution helps them in this regard by hiring the services of professional trainers and coaches. The following table outlines the achievements of the students in extra-curricular activities and sports.

2008 -2009 ( Inter – Collegiate Prize winners )

<b>Names</b>	<b>Place</b>	<b>Event</b>	<b>Prize</b>
V. VijeyaPriya	GSS Jain College, Chennai	Paper presentation	I
V. VijeyaPriya	Loyola College, Chennai	Debate	I
Sandhya	MOP Vaishnav, Chennai	Mock-out	I
Neelam Jain Prathibha.GS	Ethiraj College, Chennai	Foodonomics	I
Purnima R Vandhana Sridhar Reshmi Menon	Ethiraj College, Chennai	Model Making	I
Harisha D Gracy G	C.T.T.E College, Chennai	Bridal make up	I
Asha Lakshmi	M.C.C., Chennai	Pot Pouri Quiz Competition	I
Logeshini Jeba R	Scope International, Chennai	Oratorical Competition	I
Priyadharshini R	C.T.T.E College, Chennai	Dance Competition	I
Priyadharshini R Sonia B	GSS Jain College, Chennai & Malargal Association, Chennai	Fusion Dance	I
Malavika	Ethiraj College, Chennai & IIT, Chennai	Classical Solo Musoc Competition	I
Radhika P	J.B.A.S College, Chennai	Paper presentation	I

<b>Names</b>	<b>Place</b>	<b>Event</b>	<b>Prize</b>
Fathima I Sharmila K Sangeetha J Karthika D Kavitha K	J.B.A.S College, Chennai	Adzap	I
Saranya D	Ethiraj College, Chennai	Debate	I
Yagna Priya Steffi J Jerlin Farah Kushboo Gupta	Ethiraj College, Chennai	Food on Ramp	I
Madhumitha V Lakshmi R Priya	GSS Jain College, Chennai	Dance Divas	I
Saranya S	Stanley Hospital	Slogan Writing	I
Anitha A Prabhu	GSS Jain College, Chennai	Web designing	I
Ramya R Anusha R.M Lavanya Raman Gayathri Anandan Shobia Dass Kalaiselvi M	Ethiraj College, Chennai	Creative Singing	I
Ramya R Anusha R.M Sandhya Lakshmi K V Gayathri Anandan Shobia Dass Kalaiselvi M	W.C.C., Chennai	Creative Singing	I
Subbulakshmi A Uma G	C.T.T.E College, Chennai	Web designing	I
Ruby M Raju Remya S Sheeba Bercys	M.C.C., Chennai	Dumb charades	I

### Sports

Place	Event	Prize
Ethiraj College, Chennai	Chess	XVIII (National Level)
D.G. Vaishnav College, Chennai	Chess	III ( State Level)
J.B.A.S College, Chennai	Throwball	III ( State Level)
YMI Club	Table Tennis	II ( State Level)
D.G. Vaishnav College, Chennai	Table Tennis	III ( State Level)
Thiruvalluvar Meet District Level	Shot put, Javelin	I

### 2009 -2010 ( Inter – Collegiate Prize winners )

Names	Place	Event	Prize
R.Kalpalathika	All India Culturals, Nasik, Maharashtra	Carnatic Music Light Music Hindustani Music	I II III
R.Kalpalathika	Music Academy, Chennai	Vocal Singing	Best Female Vocalist
R.Kalpalathika	Stella Maris, Chennai	Singing	I
R. Anupama	C.T.T.E College, Chennai	Cross word puzzle	I
N.Lalithambigai N. Bhuvanewari	Avvai Kzhagam, Chennai	Group Singing	I
N.Lalithambigai Jaiswapnah Rajagopal N. Bhuvanewari	JBAS College, Chennai	Karoke	I
Benazir Fathima	JBAS College, Chennai	Quiz	I
Sridevi G	SDNB Vaishnav College, Chennai	Solo Dance	I
Reshma Krishnan V. Shalini Aishwarya Preethi.M Ranjani	D.G.Vaishnav College, Chennai	Group Dance	I

<b>Names</b>	<b>Place</b>	<b>Event</b>	<b>Prize</b>
S. Mahalakshmi V.S. Shalini S. Aishwarya L. Aruna	W.C.C, Chennai	Miming	I
Reshma Krishnan V. Shalini Aishwarya Preethi.M Ranjani	W.C.C, Chennai	Group Dance	I
P. Vaishnavi	Inter Railway Competition, Gujarat	Classical Dance	I
P. Vaishnavi	National Youth Festival, Orissa	Kuchipudi Dance	I
P. Nimisha	Kanyaka parameswari College, Chennai	Dual Dance	I
D. Bhavani	Loyola College, Chennai  M.O.P Vaishnav College, Chennai	Bhavatgeetha Recitation	I
Akshaya	Ethiraj College, Chennai	Sketch Drawing	I
Niveditha Niranjan Rahima K	Ethiraj College, Chennai	Collage	II
Prarthana. R Harini P V Koteeswari	M.O.P Vaishnav College, Chennai	Quiz	I
Varsha C D Sowmya N Elakiya Sushmitha Keerthiga Durgadevi	Jain College, Chennai	Group Dance	I
Varsha C D Sowmya N Elakiya Tamilarsi Priyanka Karthiga	Kanyaka parameswari College, Chennai	Group Dance	I

<b>Names</b>	<b>Place</b>	<b>Event</b>	<b>Prize</b>
C Yuvarani S Helen Jansi S. Kamatchi	M.O.P Vaishnav Colelge, Chennai	Quiz	II
M Saranya A. Gayathri	SDNB Vaishnav College, Chennai	Collage	I
M Saranya A. Gayathri	Ethiraj College, Chennai	Maths Sketching	I
C Yuvarani S Helen Jansi S. Kamatchi	Stella Maris College, Chennai	Math Hunt	I
C Yuvarani S Helen Jansi S. Kamatchi	Ethiraj College, Chennai	Fun Math	II
M Sarnya D. Nithya A. Gayathri	Stella Maris College, Chennai	Math Art	I
S. Mythili G. Dhanalakshmi A. Gayathri P. Saranya Prema subha	JBAS College, Chennai	Adzap	I
C. Yuvarani S. Bhavani	Kumara Rani Meena Muthaiyah College, Chennai	Paper Presentation	I
P. Priyadarshini	Times of India, Chennai	Solo Singing	I
S.S. Suvitha	SSN Jain College, Chennai	Cross word	I
S.S.Suvitha A.Sangeetha P. Priyadarshini	SSN Jain College, Chennai	Group discussion	I
S.S. Suvitha K. Nithalakshmi P. Priyadarshini	SSN Jain College, Chennai	Quiz	I
S.S. Suvitha P. Priyadarshini	National Level	Quiz	I
S.S. Suvitha P. Priyadarshini	D.G.Vaishnav College, Chennai	Quiz	I

<b>Names</b>	<b>Place</b>	<b>Event</b>	<b>Prize</b>
C. Nivetha	Loyola College, Chennai	Quiz	I
S. Pavithra G.Reena	M.C.C, Chennai	Collage	I

### **Sports:**

<b>Place</b>	<b>Event</b>	<b>Prize</b>
Ethiraj College, Chennai	Chess	I
SRM College	Chess	I
Ethiraj College, Chennai	Ball badminton	II
SDNB Chennai	Ball badminton	III
QMGC	Volley ball	111

### **5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.**

The college is committed towards a holistic development of the students. With the view to nurturing and honing their writing and journalistic skills, and showcasing their literary talents, the college encourages the students to write for various in-house newsletters, magazines and online papers. Students publish articles in ‘Adarsh Sandesh’, a newsletter brought out by the Adarsh group of institutions. ADNEL, an in-house newsletter and Adarsh NOUVELLE, a bi-monthly online paper are two other important publications that offer the students healthy platform for exchange of news, views and ideas.

The Department of Corporate Secretaryship brings out an annual publication titled 'FOCUS'. The college magazine 'Adarsh Vani' not only has a student editorial team but also carries essays, poems and other literary endeavors of the students. Besides these, students are also motivated to publish articles in leading newspapers like 'The Hindu', 'Indian Express' and other popular magazines.

**5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.**

The institution has a Student Council which consists of President, Vice-President, Cultural Secretary, Assistant Cultural Secretary, Treasurer, Sports Secretary and Assistant Sports Secretary. The Election process of the student council members is conducted in a very systematic and organized manner. The nominees are selected by the Principal and staff coordinators through interview based on their merit. The selected candidates contest the election and all the students of the college are eligible to vote. The full process of voting is computerized.

Student council helps and actively involve themselves in the growth and progress of the college.

**Major Activities of the Student Council:**

- Ice-Breaking Session: A formal session to welcome the freshers. The new entrants showcase their talents and in the process shed their inhibitions and learn to quickly fall in line with the tradition and value of the institution.
- Manjari: An inter departmental competition conducted for all first year students at the beginning of the academic year. Events include

- Off-Stage : Rangoli, Mehandi, Floral arrangement, Invitation Making, Magazine cover page designing, Debate, Shipwreck , etc.,
- On-Stage : Group Singing, Group Dance, Solo Dance, Variety entertainment, etc.,
- Megh-Malhar : Inter-departmental Culturals.
- Off-Stage : Mehandi, Glass Painting, Grain Carpeting, Bridal Make-up, Word play, Pencil Shading, etc.,
- On-Stage : Group Singing, Group Dance, Solo Dance, Comedy skit, Variety, Fashion show, etc.,
  
- Neherika : An Inter-collegiate event which has wide publicity and a record of overwhelming participation from around 100 city colleges with more than 600 participants.
- Off-Stage : Spray Painting, Fashion Jewellery, Painting, Hair Styling, Face Painting, Cover Art, T-Shirt Painting, Vegetable Carving, etc.,
- On-Stage : Variety Entertainment, Adaptune, Block & Tackle, Adzap, Group Dance, Group Singing, etc.,

**Funds :**

The budget prepared by staff coordinators of the student council is sanctioned by the Management. Funds are also raised through sponsorship.

**5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.**

Committe	Members
Student council	They are an elected body of the students guided by staff coordinators. It has a President, Vice-President, Cultural Secretary, Assistant Cultural Secretary, Sports Secretary, Assistant Sports Secretary and Treasurer
Sports	Physical Directress, Asst. Physical Directress, Two Senior Faculty members, Sports Secretary & Asst. Sports Secretary

Library	The Librarian, one faculty member from each Department and student representatives from under graduate and post graduate courses
Class Representatives	Class representatives and Asst. Class representatives from under graduate and post graduate classes

**5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?**

Yes, the institution gets a lot of valid data and feedback obtained from the alumni who visit our college and attend alumni meetings. We also get abundant information and feedback from the most valuable parents who attend college functions such as college day, convocation day and the Parent Teacher Association. The Placement cell gets the feedback from the various recruiters which is given utmost attention.

**5.6 Best Practices in Student Support and Progression**

**5.1.7 Give details of institutional best practices towards Student Support and Progression?**

The college strives towards fostering a friendly learning atmosphere that will promote academic excellence and holistic development of students. Keeping this in mind, the institution adopts and follows some of the time-tested as well as current practices aiding student support and progress. The college has a mentor-ward system wherein students

can meet their mentor- a staff advisor from their respective departments- for guidance, support and counseling. The mentor-ward system ensures the emotional welfare of the students besides strengthening faculty-student ties. The college has a student counseling cell that offers timely assistance to students struggling to cope with the various difficulties, challenges and emotional problems so that they may forge their way forward as balanced and competent individuals. The career guidance cell of the college provides a host of services to the students. Guiding students in making the right career choices, providing information on the various career options, alerting students about the different qualifying and public service examinations, arranging for campus interviews, organizing lectures by career counselors are some of its major efforts in this direction. In order to boost academic performance a rigorous system of internal assessment is in place. Students are given periodic tests, assignments, projects and seminars. The college frequently organizes inter-collegiate seminars and conferences both for students and the faculty. Such forums provide the much needed space for peer interaction besides promoting knowledge of current trends in teaching and learning. The college has a placement cell that organizes campus interviews annually.

# **CRITERION - VI**

## **Governance and Leadership**

## **Criterion VI: Governance and Leadership**

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 State the Vision and Mission statement of the institution and give details on how the institution**

**a) ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?**

**b) translates its vision statement into its activities?**

(a) Anna Adarsh College with a strength of 3700 students is an institution of higher learning for women, is centrally located in Annanagar a tranquil, affluent, commercial and prominent hub of Chennai, the capital of Tamil Nadu. The College comprises an imposing structure set in a spacious campus dotted with lush greenery which contributes to the serene ambience. Ideally located the institution is easily accessible and well connected to the heart of the city as well as the suburbs.

The members of the Punjab Association felt the need to provide women with a place of learning so that they could enjoy the benefits as well as contribute to the world without any discrimination. By founding Anna Adarsh College they hoped to foster an insatiable thirst for knowledge, instill basic universal human values, adopt innovative teaching techniques so that learners could keep pace with the fast changing world and strive for high standards of excellence.

The motto of the College is

**PERFECTIO, OBDURARE, SANCTIMONIA**

(Perfection, Perseverance, Purity)

To envision, to empower, to excel

### **VISION STATEMENT**

To transform every woman student who leaves its portals into a humane, socially responsible and professionally successful individual who can envision her future and strive relentlessly towards perfection without compromising on moral and ethical values.

### **MISSION STATEMENT**

To help young women grow into confident, creative, emotionally balanced and professionally competent individual by nurturing their all-round potential through an excellent educational system that is dynamic and innovative to women from all sections of society.

The Institution advocates

- v) Promotion of value based education that emphasizes the need for right ethics.
- vi) A learner friendly environment that will stimulate independent thinking and creativity.
- vii) Inter-disciplinary learning and to promote research.

viii) The spirit of team work, mutual respect, love for perfection and commitment among students.

The vision and mission of the College is communicated to students and staff through various channels such as college prospectus, calendar, magazine, orientation lectures, seminars, class room interaction, motivational talks by faculty, weekly assembly addressed by the Principal.

(b) To envision ,to empower, to excel is the motto we at Anna Adarsh live by .The Faculty is constantly aware that this Institution has been founded to create independent young women who are equipped with the ability to take their place in the world with courage and confidence. Education is the principal tool to empower an individual to be self sufficient. In this regard great emphasis has been laid on academics. The Faculty is encouraged to keep abreast with the latest innovations in their area of expertise and they utilize all technological advances to ensure that quality learning takes place at Anna Adarsh. Regular assessment programmes and close monitoring have resulted in a large number of students securing Ranks in the University Examinations. Learning knows no horizons and international conferences and seminars and debates provide a forum for exchange of ideas and experiences. Co-curricular activities, guest lectures and intercollegiate competitions enable students to test their skills with their peers and raise the bar on their ability to perform. Value education and physical education integral to the curriculum serve to

enhance the holistic development of the students. Communication skills through certificate courses aimed at developing the personality are organized. Supplementary courses are introduced to ensure that learners are technologically savvy. The students graduating from the institution are thus equipped with not just a degree but also with the expertise and determination to face challenges they encounter and make a positive impact on the world around them.

**6.1.2 Enumerate the Management’s commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.**

Anna Adarsh College is a non-profitable social organization managed by the Punjab Association. It is administered by a Governing Body of 10 members [The President, Vice President, General Secretary, Trust Board Chairman, Joint-Secretaries and Members], the Correspondent, an Advisor, the Principal and the Staff Council.

The Principal heads the College Staff Council. The Departmental Heads, Physical Director, Librarian and the Staff Secretary are the other members of this Council.

Periodic meetings are held by the Staff Council under the guidance of the Principal to discuss and review matters pertaining to academics, students welfare, disciplinary rules, exam schedules, new courses to be introduced and important events such as College Day, Convocation, Culturals and Sports Day. The Principal acts as a liaison

between the Management, staff and students. General Council meetings are held twice a year. The members of the Management make it a point to interact with the staff and students whenever they are in the college premises to attend an important event. The Correspondent meets the faculty twice a month besides being present during the recruitment of staff. The members of the Management are consulted during admissions and introduction of new courses. They are also consulted during review of major policy decisions.

The Management takes an active interest in the welfare of the staff and students. It constantly endeavours to upgrade the institution in all spheres and transform it into a centre of excellence.

Generous funds are allocated every year for various curriculum enrichment programmes, seminars, conferences, value addition courses, club activities and extra-curricular activities.

Financial aid is extended by the Management to students who are economically weak in the form of scholarships and full fee concession. The Management also funds a Book Bank to cater to the needs of these students. All the students of the college are covered under a group medical insurance scheme.

The Management strives to improve the infrastructural facilities and other amenities offered to the staff and students. Placement of water coolers at strategic points and the installation of fire extinguishers at various places are some of facilities offered.

The Management is keen on encouraging innovations in teaching and learning methodologies. To keep in tune with the rapid advancements in teaching techniques, the Management has promoted technology based teaching by providing LCD facilities and an audio-visual room.

The Management evinces an ardent interest in Faculty welfare. Provisions are made in the annual budget for Faculty enrichment programmes. Provident fund and Gratuity benefits are offered to the staff. Mention must be made of the special allowance given to senior staff in appreciation of their commitment to the Institution and to foster a sense of belonging in them. Staff can also avail of discounts in purchase of medicines besides concessions in health tests done in specific health centre.

**6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

All the staff members (teaching and non-teaching) in the college are involved in the effective functioning and administration of the college. Various committees are constituted in the beginning of the academic year to ensure sharing of responsibilities. The Admission Committees and Examination Committees take care of the academic needs of the students. Besides these, the college has a sports committee, magazine committee, cultural committee and library committee.

Co-curricular events and programmes are effectively managed by clubs such as the NSS, Rotaract, Drama Club, Music Club, Road Safety Club, Entrepreneurial Development, Enviro Club, YRC, Soft Skill Club, ISTD and Business Line Club. The clubs are headed by a faculty in-charge.

Regular Staff Council meetings are held with the correspondent to review matters of immediate concern and other policy decisions pertaining to the functioning of the college. General Staff meetings are held at regular intervals to keep the faculty informed and updated regarding the policy decisions. To ensure that the information reaches every one minutes are circulated. Besides this, Department meetings are held periodically to chalk out schedules for curricular and co-curricular activities. The Principal also holds regular meetings with the Non-teaching staff.

**6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?**

The Management is updated regularly about the progress of the college. The General Council meeting is held twice a year. The head of the institution acts as the liaison between the Management, the staff and the students. Policy decisions pertaining to the functioning of the college and various other academic, administrative and student related issues are reviewed during Staff Council meetings and Heads of Departments meetings. During these meetings the department heads apprise the Principal of the activities of their respective departments. These meetings are carefully minuted and a report sent to the Management. Likewise, minutes of department meetings, general staff meetings and student council meetings serve to bring pertinent issues to the attention of the Principal, and the Management through the Principal. Another effective feedback mechanism employed by the college is self-appraisal. Self-appraisal forms are given to staff and feedback forms are distributed among students. The information gathered from these is compiled and a report sent to the Management. This report not only presents the students and faculty's perception of issues but also helps the management assess key performance areas. Similarly, feedback collected from parents are also compiled and sent to the Management for review. Newsletters, college magazine and

other important publications of the college are sent to the members of the Management. Members of the Management are invited to all curricular and extra-curricular events hosted by the various departments. The principal sends a comprehensive annual report to the members of the Management towards the end of every academic year. The report presents a summary of important events held during the academic year and also highlights the academic and co-curricular achievements of the students and staff. (Records of Meetings and Reports available)

**6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

The Management acknowledges the vital role played by the faculty in the progress of the institution. It encourages them to attend faculty enrichment programmes such as seminars, conferences, orientation programmes and paper presentations in various academic forums. Funds are allocated in the budget for conferences and seminars aimed at faculty improvement. Travel allowances are extended to faculty presenting papers in conferences held outside the city. The Management encourages the staff to pursue doctoral programmes. Special allowances are given to faculty who have completed their doctorates. Leave is granted to doctoral candidates waiting to submit their thesis.

The Management recognizes the special achievements of staff and honours them with citations and cash awards. Fee concessions are given to children of faculty members studying in the college

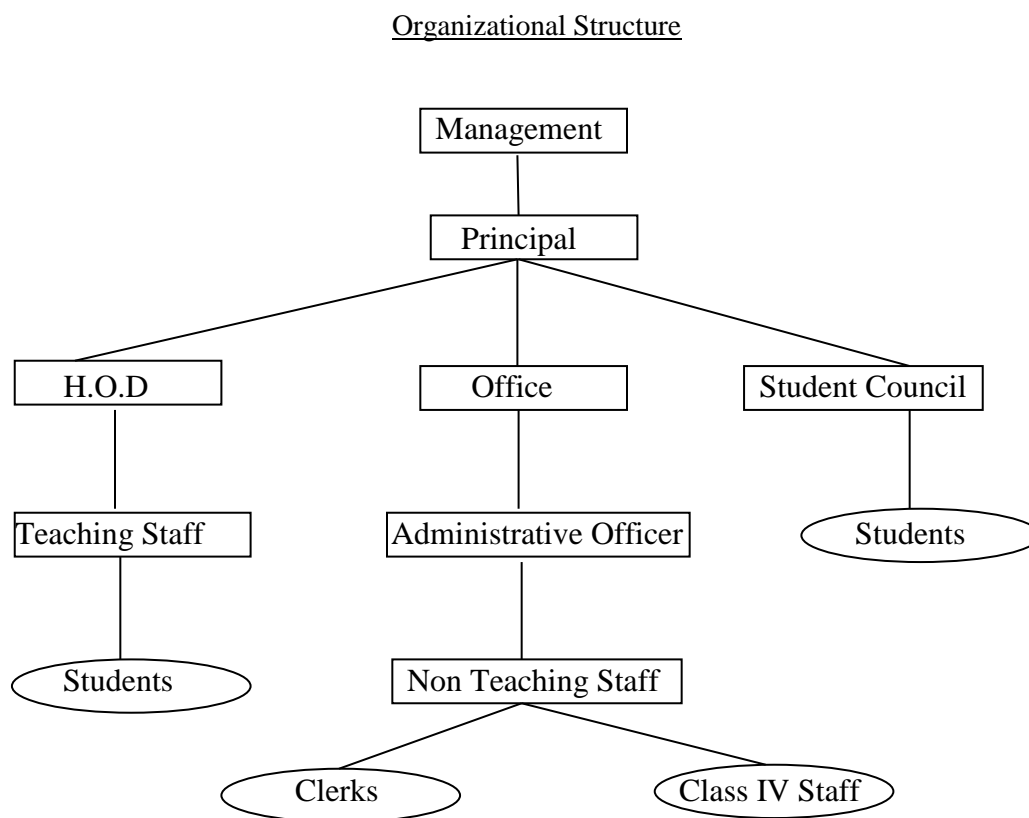
**6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.**

The Principal adopts a democratic and transparent style of governance with the thrust on right ethics, professionalism and the right value system. The Principal acts as a liaison between the Management, faculty and students. The Principal heads the Staff Council and important policy matters are reviewed during the council meetings. The Principal also reaches out to the faculty members through the Heads of Department meetings in which major decisions pertaining to academics and extra-curricular events are taken. The Principal believes in collective decision making. Empowerment and involvement of every faculty member is ensured through heads of department meetings and general staff meetings. The Principal is in constant touch with the various committees to make sure that co-curricular and extra-curricular activities are planned in advance and organized effectively. The Principal is easily accessible to both staff and students. The Principal meets the Student Council at regular intervals. The Principal also ensures that feedback is obtained from staff as well as students through self-appraisal forms.

Records of Meetings and Minutes are available.

## 6.2 Organizational Arrangements

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.



The governing body (comprising the Management members).

The staff council (comprising the Principal and the Heads of all Departments, the PD, Librarian and staff secretary).

The student council (comprising staff coordinators and elected student representatives)

The administrative committees(Admission committee, student welfare committee, career guidance cell, student councilors, magazine and publication committee, Alumni association, Teachers parents association, Library committee, sports committee). All policy decisions pertaining to the functioning of the college are discussed and reviewed by the Management in consultation with the Principal and the Heads of Departments.

- Finance – Budgets are prepared by each department and submitted to the Management through the Principal. These budgetary requirements are scrutinized and sanctioned by the Management.
- Infrastructure – Infrastructural requirements are identified by the college. The Management prepares an estimate for the same and sanctions the funds to ensure that any improvement work is executed at the earliest.
- Faculty recruitment – List of vacancies are prepared by the Heads of the various departments and submitted to the Management through the Principal. These vacancies are filled up as per the guidelines issued by the University of Madras.
- Performance evaluations of teaching staff – The teaching faculty are evaluated by the students, Heads of the

Departments and these details are provided to the Principal on a regular basis. Self-appraisal is conducted among staff. Analysis of results after semester examinations is compiled and submitted to the Principal.

- Research and extension – The faculty and students actively participate in various extension programmes organized and conducted by NSS, Rotaract and various clubs functioning in the college. Some extension activities include blood donation camps, AIDS and drug addiction awareness camps, Computer literacy campaign, breast feeding awareness campaign etc.
- Examinations – University Semester examinations are conducted by the examination committee. The college also conducts model examinations, internal tests, class tests on a regular basis.
- The institution serves as the venue for the examinations conducted by educational institutions, universities and banks

<b>Year</b>	<b>University/Eductional Institution/Bank</b>
2008	University of Delhi, Madurai Kamaraj University, Tamilnadu Open University, JIPMER, Annamalai University, IIM Kozhikode, NIIT, AIMA, HPCL, SBI, BSNL, NLC, ICFAI, IAMS
2009	FMS – New Delhi, XAT- Jamshedpur, Indian Statistical Institute, Institute of Chartered Accounts of India, ACS, Institute of Banking and Finance, Indian Bank, SAIL, Central Bank of India, Reserve Bank of India, IDBI, University of Delhi, Madurai Kamaraj University, Tamilnadu Open University, JIPMER, Annamalai University, IIM Kozhikode, NIIT, AIMA, HPCL, SBI, BSNL, NLC, ICFAI, IAMS
2010 (upto April)	Madurai Kamaraj University, ICFAI, AIMA, IIPA, IIT-Chennai, BSNL, SBI, XLRI-Jashedpur, Faculty of Management University of Delhi

**6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?**

The college has constituted various Councils and Committees in order to decentralize work and improve work efficiency at all levels. The Principal heads the Staff Council comprising the Heads of Departments, the Physical Director, the Librarian and the Staff Secretary. Council meetings are held regularly to review all issues concerning academics and administration. The Principal consults the members of the Council before major policy decisions are taken. Decisions made by the Principal are immediately conveyed to the staff through the Heads of the Departments. Heads of Departments are empowered to take decisions pertaining to the activities of the Department. Department meetings are held to obtain suggestion and feedback from the staff. Similarly, various academic and administrative committees are empowered to meet and review matters concerning them. The Management meets the Principal and the council once in a month. The suggestions of the staff are represented to the Principal through the staff –coordinator in the staff council meeting conducted once in a month. Minutes of all the meetings conducted in the institution are forwarded to the Management.

The college office functions under an administrative officer with a senior accountant, senior clerk and employees. The college

administration has four domains of organizational effectiveness- adaptation, goal attainment, integration, and teacher's commitment

College offers 17 undergraduate programmes and 13 clubs. Each club prepares a plan of action at the beginning of the academic year. One teacher is nominated to co-ordinate the functioning of each club.

Consultations are held before admission and immediately after admission to guide the admission seekers and admitted students about the aptitude and options available in higher education. The College provides extends a host of curriculum enrichment programmes and several infrastructural facilities to nurture and develop the potential of the students. Professional organizations, consultants and academic experts are invited to address students. More than 120 scholarships and awards are instituted for the deserving students. Funds are allotted every year to improve the library. The library offers inter-library borrowing facilities to the students. The library also has a browsing centre where students can surf the net for a nominal fee. The library also offers institutional memberships to students.

The Physical Education department caters to the physical well being of the students by organizing various sports activities.

The student council consists of a group of students elected to various posts by the students community. Post graduate students and final year UG students can contest for the post of president. The student

council helps in the organization of various college activities with guidance from the staff.

**6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.**

The college has an internal coordination and monitoring mechanism. Academic ambience and administrative transparency are two essential indices to appreciate an institution's efficiency in internal coordination and management. Regular meetings are conducted by the Principal with the council, staffs and students. Minutes of such meetings are circulated to all the departments. The class in-charges meet the principal for the evaluation of reports. The academic progress of the students and achievements of the students are periodically submitted to the Principal for review.

The different bodies of the monitoring committee are as follows:

- **The Management.**
- **The Principal** drives the entire academic, administrative and extension activities of the college with her dynamic and democratic approach. The Principal believes in collective decision making and ensures that all the faculty and students take an active part in the progress of the college.
- **Staff Council:** Heads of Departments, various coordinators, in-charges of support services are all members of this

Council. All major decisions pertaining to the college are taken by this body after thorough consultation and discussion. It meets once in a month.

- **Heads of the Departments:** The Head of the Department supervises and monitors the functioning of the individual Department. The curricular, co-curricular and extra-curricular activities hosted by the department are planned and reviewed by the Head in consultation with the staff of the Department.
- **Administrative Officer:** The Administrative Officer takes care of all the administrative issues and monitors the working of the college office. The non-teaching staff members are monitored by the Administrative Officer. They are given an opportunity to hone their skills and improve their professional efficiency through Computer Training Programme organized exclusively for them.
- **Conveners of the Committees:** The conveners of the various committees initiate and supervise different types of activities and ensure the effective functioning of the college.
- **Office:** The office comprises of an Administrative officer, Senior Accountant, Two Senior Assistants, Three Junior

Assistants, One Accounts Assistant and Ten Attenders.

The academic calendar is prepared by the college annually at beginning of the academic year. The college has numerous welfare programmes for students and teachers.

The college also has various other welfare measures for staff as prescribed/provided in the rules and regulations of the state government and the University of Madras.

**The following are a few other committees constituted for the smooth, efficient functioning of the college:**

- Staff Selection Committee
- Admission committee
- Examinations Committee
- Scholarship Committee
- Curriculum Committees
- Cultural activities Committee
- Library Committee
- Games and Sports Committee
- Infrastructure development Committee
- Ethics Committee
- Faculty Development Committee

The Principal coordinates the activities of all these committees for the effective implementation of policies / strategies. Regular financial audits are a part of the monitoring system to ensure the academic health of the College.

**6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.**

To address the needs and problems of the students, staff and all the stake holders of the College and to secure civil liberties for everybody, Grievance Redressal Committee has been constituted by the Principal. The committee consists of staff and student representatives.

Thanks to the open door policy of the institution, issues are taken directly to the Head of the institution either personally or through the staff secretary and resolved promptly. The students' council is also allotted the task of ensuring that the students' grievances are represented to the head of the institution so they can be attended to. The Grievance Redressal committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the members of the committee in person, or directly approach the Principal. In case the person is unwilling to appear in person, grievances may be dropped in writing in the suggestion box.

Grievances may also be sent through e-mail to the Principal.

Staff Meetings and Department meetings also provide healthy forums for discussion of grievances and problems.

### **Student grievance**

Student grievance cell offers the opportunity to students to air their grievances and valuable suggestions. A “drop Box” facility is provided to the students to facilitate this. There is a women’s grievances cell to look after the gender related problems.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules is immediately brought to the notice of the Principal.

1. Last academic year (2009-2010) students’ suggestions for improvements in the college canteen were considered and promptly implemented by the Management . Now students have a centralized A.C. canteen providing hygienic food at subsidized rates.
2. Water coolers were placed at each floor to provide safe drinking water as per students’ request.

#### **6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?**

Meetings between Management and staff are held two times a month during the academic year. Issues concerning the academic and

administrative functioning of the college are discussed and reviewed during the meetings. Some of the major issues discussed are:

- Discussion and finalization of Departmental budgets
- Budgetary provisions for the library
- Discussion of major college functions
- Policy issues concerning staff and students
- Improvements in infrastructural facilities
- Matters relating to the institution's growth
- Staff and students welfare

The major issues discussed during the last meeting are as follows:

- Inputs for NAAC report
- Certificates programmes
- Introduction of new job oriented courses for UG (BCA, B.Com. - Accounts & Finance)
- Introduction of more PG courses (English and Chemistry) and M.Phil.in TTM

The meetings with the staff council and the Management are conducted regularly. The following are the dates of the meeting of Principal, Staff council and Management.

06.07.09, 17.07.09 12.08.09, 17.08.09, 7.09.09, 16.09.09,  
12.10.09, 10.11.09, 17.11.09, 20.11.09, 07.01.10, 27.01.10,  
04.02.10, 15.02.10, 01.03.10, 10.03.10

The details of the minutes are available in the records.

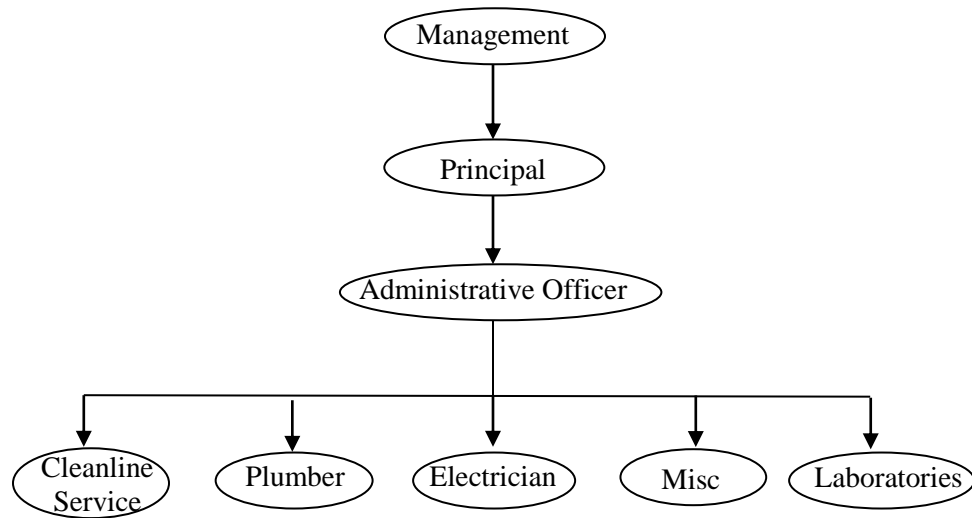
**6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?**

Yes. The college has a cell to address any complaints of sexual harassment of women staff. Dr. Subbulakshmi, Head, Department of Tamil and Ms. Vijayashanthi, Lecturer, Department of Commerce are the co-ordinators of the cell.

**6.3 Strategy Development and Deployment**

**6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?**

**INFRASTRUCTURE FACILITIES (ADMINISTRATION)**

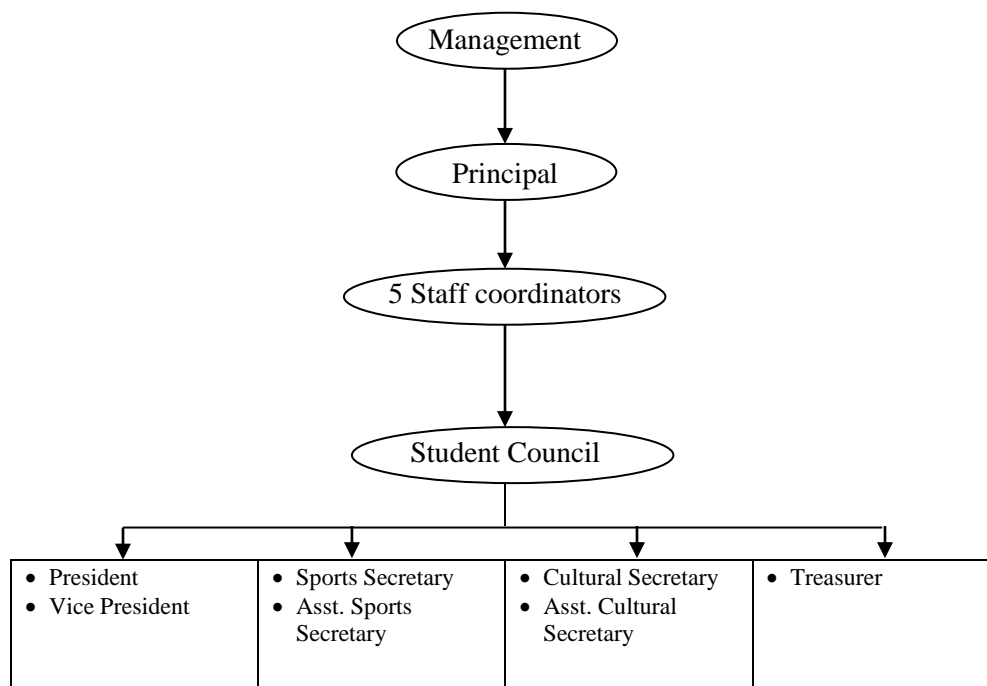


<ul style="list-style-type: none"> <li>• Cleaning of class rooms</li> <li>• Sanitation</li> <li>• Other Arrangements</li> <li>• Eco-friendly</li> <li>• Furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Drinking Water</li> <li>• Water Cooler</li> </ul>	<ul style="list-style-type: none"> <li>• Fans / Lights</li> <li>• Mike Arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Canteen</li> <li>• Library</li> <li>• Reading Room</li> <li>• Auditorium</li> <li>• Indoor &amp; Outdoor Games</li> <li>• Conference Hall</li> <li>• Sports Pavilion</li> <li>• Bank</li> </ul>	<ul style="list-style-type: none"> <li>• Physics</li> <li>• Chemistry</li> <li>• Computer Science</li> <li>• N &amp; D               <ul style="list-style-type: none"> <li>- Cookery Lab</li> <li>- Double Bedroom Cottage</li> <li>- Textile Lab</li> </ul> </li> <li>• M.C.A</li> </ul>
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The Management provides excellent infrastructure facilities. The Administrative officer in co-ordination with the Principal, delegates work to the following subordinates- electrician, plumber, clean line services, laboratories and other miscellaneous.

Anna Adarsh College has a double-winged, elegant, three storeyed building with spacious, well-furnished classrooms, well-lit, clean and airy classrooms and well equipped science laboratories for the disciplines of chemistry, physics, computer science. The Human Science Department has a well equipped cookery lab, a double bedroom cottage and a textile lab. The Institution has a Library with a spacious reading room. The Library also houses a browsing centre and an AV room. A recent extension is the MCA Block with spacious, well-ventilated classrooms, sophisticated computer laboratories and a conference hall. The college has an air-conditioned auditorium with a seating capacity of 1000. The auditorium is used for the weekly assembly. Conferences, seminars and other major curricular and cultural events are held in the auditorium. The college has playground where sports activities, Republic and Independence Day celebrations are held. The canteen provides hygienic food at subsidized rates. Water coolers have been installed to provide safe drinking water to the students. Above all, the college has a very clean, eco-friendly atmosphere.

## STUDENT WELFARE



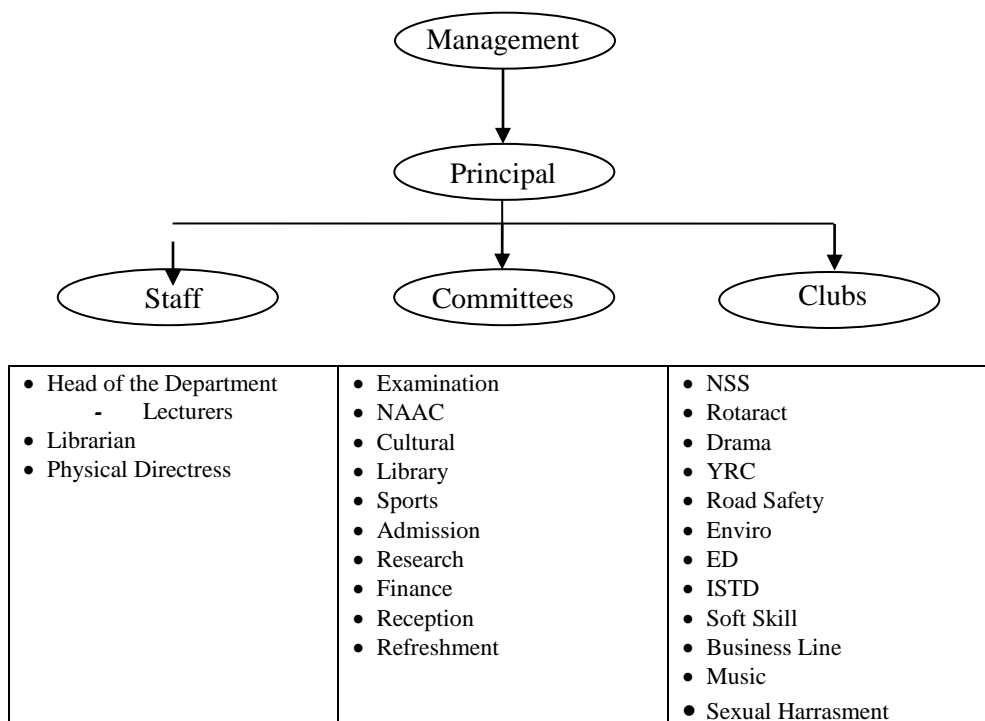
The Principal in co-ordination with the staff co-ordinators nominates a group of students who form the STUDENT COUNCIL. However, the council members are elected to various posts by all the students.

Periodic meetings are conducted by the Principal in consultation with the Heads of Department. The student Council meets regularly to plan and organize various extra-curricular activities. The council ensures participation of all students in activities like music, dance, quiz, debate, dramatics, sports, etc. Such events provide ample opportunities for cultural and social interaction. The students are also

encouraged to participate in inter-departmental, intra-departmental and inter-collegiate level activities.

The various departments of the college conduct several departmental activities to nurture and develop the potential of the students. The activities include seminars, workshops, guest lectures, presentations and other curriculum enrichment programmes. A suggestion box has been installed so that the students can express their grievances. The Principal promptly attends to the grievances of the students. Our college also provides students counseling by two senior staff councilors. In all these ways students are encouraged to explore and develop their skills and latent talents.

#### STAFF – IN PLANNING PROCESS



The Principal takes all decisions in consultation with the Heads of Departments in the Staff council meetings. The minutes of the council meeting are circulated to all the departments. The Heads are empowered to take decisions regarding departmental activities. Several committees are constituted and their members are given freedom to implement decisions with respect to their functions. Any decision taken immediately is conveyed to all the faculty members. The college has a variety of clubs to foster and develop the latent talents of students. The clubs function with the aim of providing encouragement to the students. Each club functions with two staff co-coordinators who execute all the activities of the club. Thus, the vision of the college is to impart value based education to young women and transform them into empowered and efficient leaders both at home and in society.

**6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?**

The objectives are communicated through the following measures

- General staff meetings – issues pertaining to staff welfare, academics, examinations etc. are discussed and communicated to the staff members. Contributions by staff are given due recognition in these meetings.
- Staff council meetings – important decisions relating to academics, administration etc. are taken in the staff council

meeting and the information is communicated to the staff members by the Heads of various department.

**6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.**

To promote work efficiency and decentralization, a number of committees have been constituted namely

- **Library committee –**

Library committee meets once in a month to review the efficient functioning of the library. A few decisions taken in the last academic year are listed below:

1. To allot a separate rack for displaying the journals
2. To fully computerize the library
3. P.G. Library to be under the supervision of the respective departments
4. To keep a suggestion box in the library
5. A library committee member will spend two hours every week in the library to monitor the functioning of the library.
6. Create an awareness among students regarding use and maintenance of books

- **Placement Cell**

The Placement cell functions with two staff coordinators from the Departments of Computer Science and Commerce. The coordinators have periodic discussions with the Principal and update her with the latest information regarding campus interviews. The committee ensures that candidates meet the technical parameters of the jobs offered and adopt themselves to corporate cultures and standards. The cell invites enrolment from the final year students (both UG and PG) who meet the requirements. The data regarding academic and personal information of candidates computerized and sent to reputed companies for recruitment.

Every in-campus placement drive is well organized and students are given enough inputs in the form of pre-placement talks by the company's HR representatives. A Budget for organizing campus interviews is submitted to the Principal and the budget is sanctioned after a careful scrutiny by the Management.

The activities of the cell for three years are as follows

<b>Activities</b>	<b>Organization</b>	<b>Year</b>
Seminar on Career advancement & Higher education options	TIME Institute	July 2006
Inter collegiate debate & GD	Scope International	July 2006
Formation of leadership circle		2006 - 2007
Career fair for women students in Chennai	In-campus	24/2/07
Placement Officers Meet	WIPRO FORD	25/9/08 4/8/08

Companies who conducted interviews in the college campus in the past years

**2006 – 2007** : Perot system, WIPRO, Adecco People one, TWWI, ALLSEC, E-SERVE, ABN-AMRO, HP, AMRA Associates, Patni Computers, Sify Systems, Google, Element-K, Infosys, TCS, Accenture, Fitness One, Cognizant, Igate, HCL Limited, Sutherland, Office Tiger

**2007 – 2008** : Perot system, WIPRO, ALLSEC, HP, Patni Computers, Element-K, Infosys, TCS, Accenture, Fitness One, Igate, Sutherland Global Services, RR Donelley, Ford business services, Scope International, Frost & Sullivan, Elitists, Ajuba, ICICI, Bajaj Alliance, Temenos India, ITC Park Sheraton Hotels.

**2008 – 2009** : Igate, Verizon Data Services India, Computer Science Corporation Bangalore, Cognizant and RR Donelley. Owing to global economic recession, companies had frozen recruitment. Students were encouraged to pursue higher education.

- **Examination committee –**

The examination committee plans and conducts internal exams with the support of the faculty. The exam committee co-ordinates with a member from every Department. Before every exam the Principal calls for council meeting with the exam committee. The exam committee also organizes an orientation programme for the new staff prior to exams. Typing and collection of question papers, invigilation schedule, seating arrangement, collection of answer sheets and distribution of answer sheets to the respective departments come under the purview of the committee. The exam committee is also in charge of the end semester university examinations. The committee appoints a chief superintendent and an additional superintendent to monitor the conduct of the end semester exams. The chief superintendent has a core committee to assist her in her work. The core committee comprises staff from all the departments. Time table and code sheets are circulated well in advance to all departments. Register numbers are received from the university and seating

arrangements made. An invigilation schedule is chalked out after this and circulated among the staff. After every exam the answer sheets are collected, packed, sealed and sent to the valuation centre.

- **Admission committee –**

A committee is constituted every two years which works closely with the departments and ensures transparency and efficiency in admission process. The committee for admission is headed by the Principal along with six senior faculty members comprising one SC member. Staff representatives from various departments are also involved in the admission process. An interview is conducted for students selected on the basis of fulfilling the eligibility norms as well as meritorious academic performance in the HSC examinations. After taking into account their performance in the interview, a final list of candidates selected for admission is published.

- **Canteen committee –**

The canteen committee periodically visits the canteen and takes necessary steps to ensure quality and hygiene.

- **Magazine and publication committee –**

The Magazine committee comprising the faculty from the Department of English meets regularly two months prior to the date of release of the magazine.

The important decisions taken during these meetings relate to the contents of the magazine, size, number of pages, layout, cover-page, and budget.

- **IQAC –**

The IQAC Cell is functioning to maintain the quality of Education in the Institution. The committee comprises the Principal and faculty representatives from Arts, Science and Commerce Streams. The cell takes care of monitoring various academic progress of the students and feedback of students and parents.

- **Prize Committee –**

Three prize committees are constituted every year to oversee the distribution of prizes. One prize committee is responsible for the distribution of proficiency prizes during the convocation and college day. The principal and staff council finalize the list of the Endowment and Proficiency prize winners. The sports prize committee is in charge of distribution of prizes on sports day. The prizes for cultural events are taken care of by the Students council. Every prize committee finalizes a budget and forwards it to the Management through the Principal for approval. A list of prize winners is drawn. Prizes and certificates are kept ready

well in advance. The prize winners are briefed on the date, venue and time of the prize distribution ceremony. The committee also discusses ways and means of ensuring smooth, efficient distribution of prizes within the stipulated time.

- **Scholarship Committee –**

A scholarship committee comprising of a senior faculty and two non-teaching staff in consultation with the Principal selects and forwards the names of deserving students to organizations/trusts offering scholarships. These scholarships are given on the basis of merit cum means.

**6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?**

Management Information System

An information system that integrates ,processes and stores data in a centralized database (or data warehouse) where it is constantly updated and made available to all who have the authority to access it,in a form that suits their purpose.

Centralized database is accessed from a common server to get data from all the systems in the college.

Using MIS,the college organizes the following.

- Admission process
- Examination work
- Students database

- Departmental Activities
- Staff Details
- Club Activities

**6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.**

Yes, The Institution benefits by using the feedback information to improve academic and administrative functioning for example, organizing seminar and guest lectures, improved teaching methodologies, special coaching for the weak students and effective use of Placement cell are some of the steps taken on the basis of the student/parent feedback.

The college obtains constant feedback from students and faculty to enhance performance in all areas and to review important policy decisions. Feedback obtained through meetings( staff council meeting, general staff meeting, heads of departments meeting, department meetings, committee meetings and student council meetings), suggestion box and self appraisal forms are used to chalk out new measures for improvement and to make a collective 're-think' on policy matters.

The following are some of positive changes and improvements brought about through feedback review and analysis:

- Through feedback from staff and students a host of curriculum enriching and value addition courses were shortlisted and offered to students.
- A personality Development Programme in collaboration with a professional organization 'LYHAM' was introduced on the basis of feedback from staff who identified the need for such a programme.
- Over the last few years the Placement Cell of the college has taken all efforts to bring more companies into its campus recruitment programme. This again was done on the basis of feedback from students.
- The library committee has identified the need for a library newsletter to cater to the needs of faculty and students.
- The minutes of the various committee meetings are documented in order to provide valuable guidelines to the teams that will take over from them in the successive year.
- The need to equip office staff with technical expertise was identified and a training programme in Tally Accounting was organized for their benefit.

Exam results are analyzed by the individual departments and a slew of measures are taken to improve academic performance. Some of

these include special coaching for slow learners, peer teaching, distribution of question banks, frequent tests and group learning.

**6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)**

Under the CBCS System each Department offers a non major subject which is handled by other departments of the College. New teaching methodologies and reforms in evaluation are shared among the staff to enable everyone to give it a try, Staff picnics, cultural programmes on Teacher's Day cuts across departmental boundaries. Sharing Institutional work is yet another opportunity to learn and work together. The preparation of SSR for NAAC is a perfect example of cooperative endeavour.

**6.4 Human Resource Management**

**6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?**

The College has the following mechanisms for performance assessment of faculty,

1. Evaluation by students-each teacher is evaluated by the students of her class on the basis of criteria like subject knowledge ,ability to communicate, accessibility and the time given to students outside class.
2. Evaluation by the Head of the department.

3. Inter-departmental evaluation.
4. Self appraisal by staff.

The institution makes use of the evaluation results to help the faculty to improve their teaching methodology. The faculty are also encouraged to undergo faculty development programmes to keep them updated on recent advancements in their respective disciplines.

**6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)**

The Management and the Principal evince a keen interest in the welfare of the teaching and non-teaching staff of the college. The college ensures the emotional well-being of the staff by providing a stress free working environment. Numerous welfare schemes are in place to motivate the staff.

- The college has a staff association that not only ensures personal bonding between the staff but also organizes a number of events for staff.
- The institution appreciates and honours the commitment and dedication of senior staff members by giving them citations and awards. It also honours the retiring staff.
- The faculty are covered under a general medical insurance scheme. Annual health check ups are organized for the faculty. The staff are also given concessions in health tests

done in a specific health centre in the city apart from medicines at concessional rates.

- The college provides PF and Gratuity to the faculty. Salary is credited on time every month.
- Special allowances are granted to faculty who have put in several years of service.
- The faculty are also encouraged to do their doctoral and post-doctoral programmes. A special allowance is given to staff who have completed their doctoral programmes. Leave is granted prior to submission of thesis. Allowances are also made in the work schedule to assist faculty nearing completion of their doctoral thesis.
- Regular Faculty enrichment programmes are organized by the college.
- The college organizes staff excursions to foster a spirit of camaraderie among the staff.
- The staff association ensures personal bonding on occasions like weddings, birthdays and bereavement in the family.
- Travel grants are given to staff wishing to present papers in conferences and seminars happening outside the city. Refreshments are provided to the staff on all important

occasions like College day, convocation. Refreshment is also offered during exam invigilation.

- The college also organizes an annual staff lunch. A special lunch is hosted on Teachers Day.
- The college relaxes the leave rules and sometimes sanctions paid leave to senior staff who have to go on leave due to family commitments.
- Concessions are made in the fee for children of faculty studying in the college.
- Staff grievances are immediately addressed and sorted out.
- The Principal is accessible to all staff.

**6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?**

The faculty are recruited through advertisements placed in leading news papers. The short listed candidates are interviewed by a panel comprising of the Principal, Head of the Department, Management members and University representatives (VC Nominee and Subject Expert). The candidates fulfilling the university selection norms (PG with M.Phil. and a pass in the NET conducted by the UGC) are selected.

The college endeavours to retain its faculty by providing a stress free work environment. The college funds a number of faculty

improvement programmes every year besides making generous provisions in the annual budget for staff welfare schemes. Over the last few years several revisions have been made in the remuneration paid to the staff. The staff are offered PF and Gratuity. Allowances are made in the leave rules and work schedule for staff pursuing their doctoral programmes.

**6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specialisations).**

The college employs part-time and adhoc faculty to supplement the services of full-time teaching staff who go on maternity / study leave. Part-time lecturers are hired on the basis of their specialization in their respective fields. They are recruited through an interview with the Principal and Correspondent.

At present, there are 3 part time faculties for French and German. Leave rules are not applicable to part-time faculty.

**The criteria for employing the part time faculty :**

**PART TIME FACULTY**

S. no	Subject	Name	Qualification	Leave rules	Salary	Work load
1.	German	Mrs. Devi Lavakumar	P.G with M.Phil	NA	Rs.450 per hour	5hrs per week
2.	French	Mrs. S.T. Meera	P.G with M.Phil	NA	Rs.350 per hour	5 hrs per week
3.	French	Mrs. Anees Casim	P.G with M.Phil	NA	Rs.350 per hour	5 hrs per week

**6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and**

**active involvement in local, state, national and international professional associations).**

The institution fosters the professional development of the faculty through the following practices:

- The teachers are permitted to attend orientation and refresher courses conducted by the University of Madras to keep them updated on latest development in their respective fields.
- The faculty are encouraged to present papers, participate in workshops /seminars. They are permitted to avail OD. Travel grant is offered to faculty presenting papers in conferences and seminars held outside the city.
- The institution supports faculty pursuing research in the form of earned leave, library resources, institutional memberships, inter-library loan facilities, computers and browsing facility.
- Special allowances are given to staff who have completed their doctoral programmes.
- Funds are allotted for faculty seminars and conferences organized in the college.
- Faculty enrichment programmes are also conducted in collaboration with professional organizations.
- Some of the faculty are members of professional bodies like ICWAI, MMA, ELTAI etc.

**6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.**

To meet the demands of the changes and upgradations in syllabus and to keep abreast with the latest trends in the educational system, faculty are encouraged and provided opportunities to attend faculty improvement programmes conducted by the University of Madras and other educational institutions.

The institution also conducts staff development programmes for skill up gradation and training.

- A three day workshop for faculty on “Recent Trends in Microprocessor” in collaboration with IIT was conducted on 12<sup>th</sup> April 2005.
- A workshop on “Stress Management” for faculty was conducted in collaboration with ICFAI.
- A workshop on “Open Source Management” for the faculty of the Department of Computer Science was conducted in collaboration with NACE.
- A seminar on “Ethical Hacking” for the faculty of the Department of Computer Science was conducted in collaboration with NIIT
- The Dept of English in collaboration with ELTAI is organizing a conference for teachers of English with the

support of British Council & Regional English Language  
Office of the U.S.Embassy,New Delhi.

**6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)**

A stress free, comfortable work environment for the faculty is one of top priorities of the college. The college ensures this by providing:

- Staff rooms with proper lighting and ventilation, computers, intercom facilities, cupboards and book racks.
- Sufficient number of rest rooms in each floor.
- Separate reading room for faculty members.
- Air-conditioned canteen.
- An attendant for every Department

**6.5 Financial Management and Resource Mobilization**

**6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?**

The Central directorate of College does not receive any grants from the government. However, the Management is very generous in funding and supporting the various activities and developmental programmes and scholarships. The Management along with the Maharani Vidyavathi Trust has instituted a number of endowment and Proficiency prizes besides merit-cum means scholarships. The college also generates funds for its various programmes through sponsors and generous benefactors.

**6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.**

The college is self financed and self sufficient and does not receive any capitation fee. However college receives the following scholarships for the students

<b>Name of the Scholarship</b>	<b>Funding Agencies</b>	<b>No. of Beneficiaries</b>	<b>Total Amount Received (In Rs.)</b>
SC/ST Scholarship	Adi-dravidar and Tribal Welfare	127	4,06,260/-
MVD Scholarship	Maharani Vidhyavati Devi Trust, Punjab Association	50	1,02,500/-
Jaigopal Garodia Scholarship	Jaigopal Garodia Trust	19	19,000/-
Rajasthani Educational Scholarship	Rajasthani Trust	5	5,000/-
Sri. K.R. Sundar Rajan Scholarship	Sri. K.R.Sundar Rajan Charities	2	2,000/-
University of Madras Endowment Scholarship		15	37,500/-

**6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?**

Yes, The Budget covers day-to-day expenses. There is no deficit.

**6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))**

Budget allocation for the past two years is as follows

<b>Particulars</b>	<b>2008-2009 (In Rs.)</b>	<b>2009-2010 (In Rs.)</b>
Staff Remuneration	2,83,69,445/-	3,33,65,227/-
Infra structure development	72,63,686/-	68,06,543/-
Teaching Aids	-	13,52,346/-
Faculty & Student Enrichment	4,76,188/-	9,64,257/-
Library	5,12,478/-	4,10,760/-

**6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.**

The accounts of the institution are audited regularly by professional auditors. A copy of the audited report is enclosed as appendix.

**6.5.6 Has the institution computerized its finance management systems? If yes, give details.**

Yes. The Tally package v6.1 is used.

**6.6 Best Practices in Governance and Leadership**

**6.1.7 What are the significant best practices in Governance and Leadership carried out by the institution?**

Acknowledging the need for healthy governance and right leadership practices, the college has evolved a systematic, streamlined approach towards the same. The college believes in commitment to a strong value system, right ethics and professionalism. This is reflected in every aspect of its functioning- academic as well as administrative.

The principal can be approached easily by all staff and students.

The college adopts a democratic, transparent governance, empowering every member of the institution to be a part of its progress. To ensure participation and accountability at all levels, various academic as well as administrative committees have been constituted. These committees meet from time to time to review and monitor the progress of the institution in various areas, to discuss new strategies for improvement and to identify gaps in the system. The library committee, the examination committee, the sports committee, the prize committee, the canteen committee, the cultural committee, the magazine committee are some of the committees functioning actively. The constitution of committees has helped in decentralizing work which in turn has enhanced the decision making abilities of the members in-charge, besides ensuring the smooth functioning of the institution. The minutes of the committee meetings are documented for future references.

Staff meetings are conducted periodically to keep the staff updated about the activities of the college. Heads of Departments meetings are frequently organized to thrash out problem and identify key improvement areas. Staff meetings as well as heads of department meetings help in collective decision making- a policy the college firmly believes in. Minutes of these meetings are also maintained.

Several measures have been taken to ensure student and faculty welfare. A movement register is maintained in every department. Mentor-ward system, student counseling cell, merit-cum-means

scholarship, endowment prizes, medical insurance for all students are significant student welfare measures. Academic progress of students is monitored through periodic tests and assignments.

Various initiatives have been taken to motivate the faculty too. Leave allowances and adjustments in work schedule are made for staff nearing the submission of their doctoral thesis. The faculty are covered under a general medical insurance scheme. PF and Gratuity are offered to all staff. Special achievements of staff are recognized and awards and citations are presented to senior staff in appreciation of their dedicated service. Besides these generous funds are allocated for faculty and student enrichment programmes.

# **CRITERION - VII**

## **Innovative Practices**

## **Criterion VII : Innovative Practices**

### **7.1 Internal Quality Assurance System**

#### **7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?**

The IQAC comprises the Principal, a coordinator and four senior faculty representing the departments. The Principal heads the IQAC cell. The cell meets regularly to discuss ways and means of ensuring quality in the functioning of the academic and administrative systems of the college. The cell prepares a self study report every year to monitor the progress of the institution and suggest measures for quality enhancement.

#### **7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?**

The IQAC cell chalks out various mechanisms and strategies to improve the functioning of the college and to enhance the quality of the services offered by the college. The gaps in the system are promptly identified and corrective measures taken. Innovations are encouraged. Periodic review of the existing system helps in short listing new ways of growth and progress. For instance, to improve the existing academic system a host of value addition courses and curriculum enrichment programmes were introduced. One of them is the Personality Development course offered to the students in

collaboration with 'LYHAM', a professional training institute. The course helps students face the challenges of career and life with confidence. The Placement Cell of the college has enhanced its campus placement drive by inviting more companies to be a part of its campus recruitment programme. In order to give its students an edge over the others, the Department of English has opted for Journalism and English for Competitive Exams as elective papers. Guest lectures on various topics are arranged to expose students to current trends and advancements in their respective disciplines.

Bi-monthly meetings between the Heads of the Departments, faculty and students provide a forum to discuss the short comings in the existing system of knowledge dissemination and to chalk out measures to improve the same. Besides this, regular Governing Council meetings, Staff Council meetings, General Staff meetings, Committee meetings, Heads of Departments meetings and Department meetings help in ensuring quality.

Various forms of feedback mechanisms practiced in the college also aid in maintaining quality.

### **7.1.3 What role is played by students in assuring quality of education imparted by the institution?**

Students are important stake holders in the education system. They are encouraged to voice out the problems they

face in academics. Separate meetings for students from all three years are arranged twice per semester. The inputs are later taken to the IQAC for further discussion and to pave way for remedial interventions. Questionnaires designed to gather feedback on the various aspects of academics and campus life are distributed to outgoing students. The feedback obtained from the students is forwarded to the IQAC. Self-appraisal forms are also given to students.

**7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?**

The constitution of the IQAC cell is the first indication of the colleges' faith in imparting quality education. The college has taken a lot of measures to ensure that the best practices in governing are reflected in each and every aspect of its functioning. Some of the initiatives taken by the college in this regard are:

- Regular interactive sessions between faculty and students
- Bi-monthly meeting with IQAC to build quality systems
- Tutor-Ward system
- Periodical meetings with parents to discuss issues pertaining to student attendance, academic performance and behavioral problems in students

- Periodic meetings with the Management
- Close monitoring of feedback mechanisms

**7.1.5 In which way has the institution added value to the quality enhancement of students?**

The institution strives towards a holistic development of its students. Curriculum enrichment programmes, club activities, value addition courses, student newsletters, placement drives, extra-curricular events are some of the important measures through which the college endeavours to nurture the potential of the students besides helping them achieve academic excellence. The college has a well designed system of monitoring and feedback to review students' progress from time to time.

Students are encouraged to take part in seminars, conferences and workshops. Motivational talks and Guest Lectures are organized every year. Students are offered a Personality Development Programme in collaboration with a professional organization called LYHAM.

Students are motivated to take an active part in various extension programmes and awareness drives organized by the N.S.S. and Rotaract. These programmes sensitize students towards the needs of the society and help them grow into responsible citizens.

Periodical meetings are held with parents to discuss issues pertaining to student attendance, academic performance and behavioral problems in students. The placement cell of the college offers career counseling apart from organizing campus placements.

While choosing elective programmes within the University curriculum, the departments place a lot of thrust on career-oriented courses. For example, the Department of English offers Journalism and English for Competitive Exams as part of its elective courses. To hone the journalistic and writing skills of the students, the college encourages them to write for the various newsletters and college magazine.

## **7.2 Inclusive practices**

### **7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:**

- a) Socially-backward**
- b) Economically-weaker and**
- c) Differently-abled**

#### **a) Socially-backward**

The Government reservation policy with reference to the admission of socially backward students is strictly adhered to by the institution. The Placement cell also offers special counseling and guidance to these students. The institution helps the socially backward students to avail

scholarships provided by the government, management, philanthropists and well-wishers. The Department libraries have book banks to cater to the needs of these students.

**b) Economically-weaker**

Students from the economically weaker sections are given special consideration during admissions. The Management is also very considerate to the needs of such students. They offer full-fee concessions to deserving students and also extend the time for payment of fees. The Placement Cell takes a lot of efforts to get the placement for deserving students. The institution helps the socially backward students to avail scholarships provided by the Management, philanthropists and well-wishers.

**c) Differently-abled**

Differently-abled students are admitted to various courses each academic year. Support facility like wheel chairs is provided. Scribes are appointed to help students with disability to write their University Examinations. Faculty of our Institution volunteers to help as scribes for such students.

**7.2.1 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?**

- a) **teaching**
- b) **non-teaching**

All efforts are made to recruit teaching staff from the socially disadvantaged communities provided they fulfill the requirements of the university selection panel. Weightage is given to disadvantaged communities while recruiting non teaching staff provided they have the necessary qualification for the post. The following table indicates the number of staff recruited from the socially disadvantaged communities.

<b>Categories</b>	<b>Most Backward Community</b>	<b>Schedule Caste</b>
Teaching staff	14	6
Non-teaching staff	1	5

**7.2.2 What special efforts are made to achieve gender balance amongst students and staff?**

Anna Adarsh is an educational institution catering exclusively to women students. The institution was established with the prime focus of empowering women.

**7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.**

Anna Adarsh College caters exclusively to women students. Gender sensitizing is done through guest lectures by lawyers, and social activists who enlighten the faculty and students on issues

concerning ‘Right to Information Act’, Honour Killing, Domestic violence, Divorce, Right to property etc. These lectures make students aware of their rightful place in their family and society and sensitize them to women’s problem. Inter departmental debates are organized in English and Tamil on violence towards women, child prostitution and other gender related issues to create an awareness amongst students on these issues. The Public Administration Department has a paper on Women Studies.

**7.2.4 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?**

Financial aid is provided to needy students from rural areas. Preference is given to students from the rural areas and other backward areas while allotting hostel accommodation. Due consideration is given to students from the backward tribes during admission. The Government reservation policy with reference to admission of socially backward students is strictly adhered to by the institution. The following table indicates the number of socially backward students admitted to various disciplines for the past three academic years.

YEAR	SC/ST	MBC
2009-2010	170	188
2008 – 2009	143	200
2007 – 2008	105	168

**7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

The academic performance and progress of students from disadvantaged sections are monitored through the following mechanisms:

- Mark Registers
- Result Analysis
- Parent – Teacher meetings
- Tutor- Ward system

**7.2.6 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?**

The admission process is transparent and care is taken to ensure equal opportunity. Special care is taken to ensure that students from all communities and backgrounds are accommodated. A concession in fee is offered to students hailing from economically weaker sections. Quotes from the holy books, thought for the day and the Principal's message delivered during the assembly held every Friday fosters a secular spirit among the students besides ingraining a strong value system in them. Guest lectures and motivational talks on values and right ethics are organized periodically. All important religious festivals like Diwali, Christmas are celebrated in the campus. Independence Day and Republic Day celebrations are held in the campus to develop patriotism among students. Value education has been included in the third year syllabus to mould the students into responsible citizens.

### **7.3 Stakeholder relationships**

#### **7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?**

The college places a lot of emphasis on collective thinking and collective decision making. Provisions are made in the academic system to ensure active participation of all the stakeholders in the planning, implementation and assessment of academic programmes.

The Placement Cell promotes Industry-Institution interaction by organizing pre-placement talks and lectures. Speakers from reputed companies are invited to enlighten students and faculty on the expectations of the industry from students entering their portals. This ensures greater industry-academia interaction. Academic evaluation by the staff and the placement cell identifies the gaps in the employability of the student and takes necessary steps to bridge the gap. Management and faculty see that the aspirations of all the stakeholders' viz., students, parents and society are incorporated into the education system.

#### **7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?**

The University of Madras develops and introduces new programmes from time to time which are implemented in the College. Dr. Jayashree Ghosh, Principal, Anna Adarsh College, Senate member, Dr. Radhika Madhavan, Head, Department of French,

Governor's nominee to the academic council, a Faculty Representative in the academic council and faculty members who represent their Departments in the Board of Studies put forth suggestions for enriching the curriculum. The recommendations provided by the placement cell on the need to upgrade the employability skills of the students are also considered and implemented. The institution is open to suggestions for new courses offered by the parents, alumni and industry. Some of the initiatives taken by the college in this direction are given below.

The college opted for a UG course in Tourism and Travel Management instead of B.A. History taking into account the current needs of the industry.

The Department of English has opted for Elective Programmes in Journalism and English for Competitive Exams to make the Literature programme more career oriented.

### **7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?**

Some of the key factors that attract students and stakeholder to the institution are listed below

- The College is located in a place easily accessible from all parts of Chennai and suburban areas

- Good academic performance by the students in the University Examinations
- Wide choice of the subjects in the arts and science stream
- Excellent infra-structural facilities
- Competent and qualified faculty in all disciplines
- Nominal fee structure for all courses
- Placement opportunities for graduating students
- Focus on quality systems

**7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?**

- The students are encouraged to reach out to the community through the extension programmes and awareness drives of the N.S.S. and Rotaract clubs.
- PTA meetings are organized to elicit the support of the parents in the overall development of the students.
- Assembly held every Friday fosters a secular spirit among the students besides inculcating the right value system in them. All important religious festivals like Diwali, Christmas are celebrated in the campus. Independence Day and Republic Day celebrations are held in the campus to develop patriotism among students.
- The Management is constantly updated about the progress and achievements of the students.
- Club Activities and inter-departmental events planned and guided by the faculty help in nurturing the potential of the students. The newsletters and college magazine give them opportunities to showcase their writing skills and creativity.
- Post graduate departments orient the students towards research.

### **7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?**

The college resorts to various effective mechanisms to anticipate public concerns in programme offerings. One of them is inviting the outstanding alumni of the college to share their thoughts on the contribution of the college during their student days towards their success later in their lives and how they are inspired to give back to society. These alumni stress the importance of community and public service. While designing outreach programmes of the institution, inputs of these meetings are taken into account.

The Rotaractors in the college also play a great role in addressing the concerns of the community. With the guidance provided by the Rotaract Club of Anna Nagar, they actively take up issues that need attention and mobilise funds to resolve them through the sale of friendship bands, old news papers, and by organising stamp exhibitions and cultural events.

### **7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?**

The institution views social responsibilities and citizenship roles as multidimensional with reference to specific groups. They are the legal obligations relating to civil authorities, personal obligations

to support other members of the community, and patriotic obligations to support the nation state.

To promote social responsibilities and citizenship roles, students are provided with opportunities to participate in activities relating to outreach, partnership and public service organized by the National Service Scheme (NSS), the Rotaract Club and other clubs. Perspectives on social responsibilities and citizenship roles are presented to the students by resource persons during conferences and seminars.

#### **7.3.7 What are the institutional efforts to bring in community-orientation in its activities?**

The institution tries to bring in community orientation in its activities by integrating experiential learning and community service into course works so that the needs of the community are met and students gain both professional skills and a sense of civic responsibility. The real-life experiences that students get as part of community service help in the multi-faceted development of their personality. They experience increased self assurance and personal growth by gaining new insights into the operations of community service organizations, and they tend to become responsible citizens. Community Service Learning (CSL) also gives opportunities to students for continuous volunteering for their future development.

One of the important activities that the college took up as part of community service was raising funds for the victims of tsunami in Tamil Nadu in 2004. It has also been supporting the efforts of Help Age India, NSS, Rotaract Club, and various other clubs that are involved in community service.

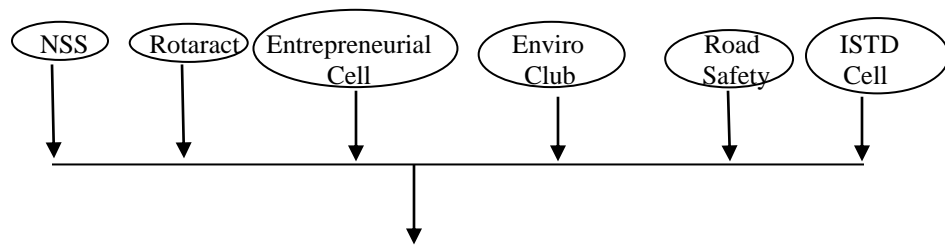
**7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?**

Community issues or needs undertaken by the institution are of two types:

Problem-based (e.g. Water Conservation, Pollution) Vision-based (e.g. Evolving methods to employ our young people within the local community)
--

The Mechanisms Adopted by the College to Analyse Community Needs

- Contacting neighbourhood communities and analysing their needs.
- Determining priorities, developing alternatives, designing a plan of action, and developing specific strategies.
- Dividing the tasks among the following groups and carrying them out.



- Identify the issue or problem
- Analyse the problem
- Put together a plan of action
- Put the plan into action

### **7.3.8 How do the faculty and students contribute in these activities?**

The faculty and the students take concerted action to address the concerns of the community. From the first stage of identifying the issues to the last stage of implementing the action plan, both the students and the faculty put in their efforts for the successful completion of the projects.

Under the guidance of faculty coordinators, the Rotaractors take up several activities that contribute to the well-being of society.

The faculty and the students of NSS actively participated in the following activities:

- Special camps – Ten days’ camps in the academic years 2006-2007, and 2008-2009, and a seven-day camp in the academic year 2009-2010

- Interactive sessions with the president of the village panchayat, members of Self-Help Groups, school teachers, and the general public
- Visits to the adopted village thrice a year

**7.3.9 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?**

The institution believes that in learning process, student satisfaction is of utmost importance. Keeping this in mind, while following the syllabus prescribed by the University, students are encouraged to offer suggestions to improve class-room learning. They are also provided with opportunities to express their views on the teaching methodology and its effectiveness in meeting current and future educational needs and challenges.

Regular interaction between the teachers and the students enables the institution to understand the satisfaction of the students with reference to academics.

### **7.3.10 How do you build relationships?**

- **to attract and retain students**
- **to enhance students performance and**
- **to meet their expectations of learning**

The college takes the following concrete measures to build meaningful relationships with the students.

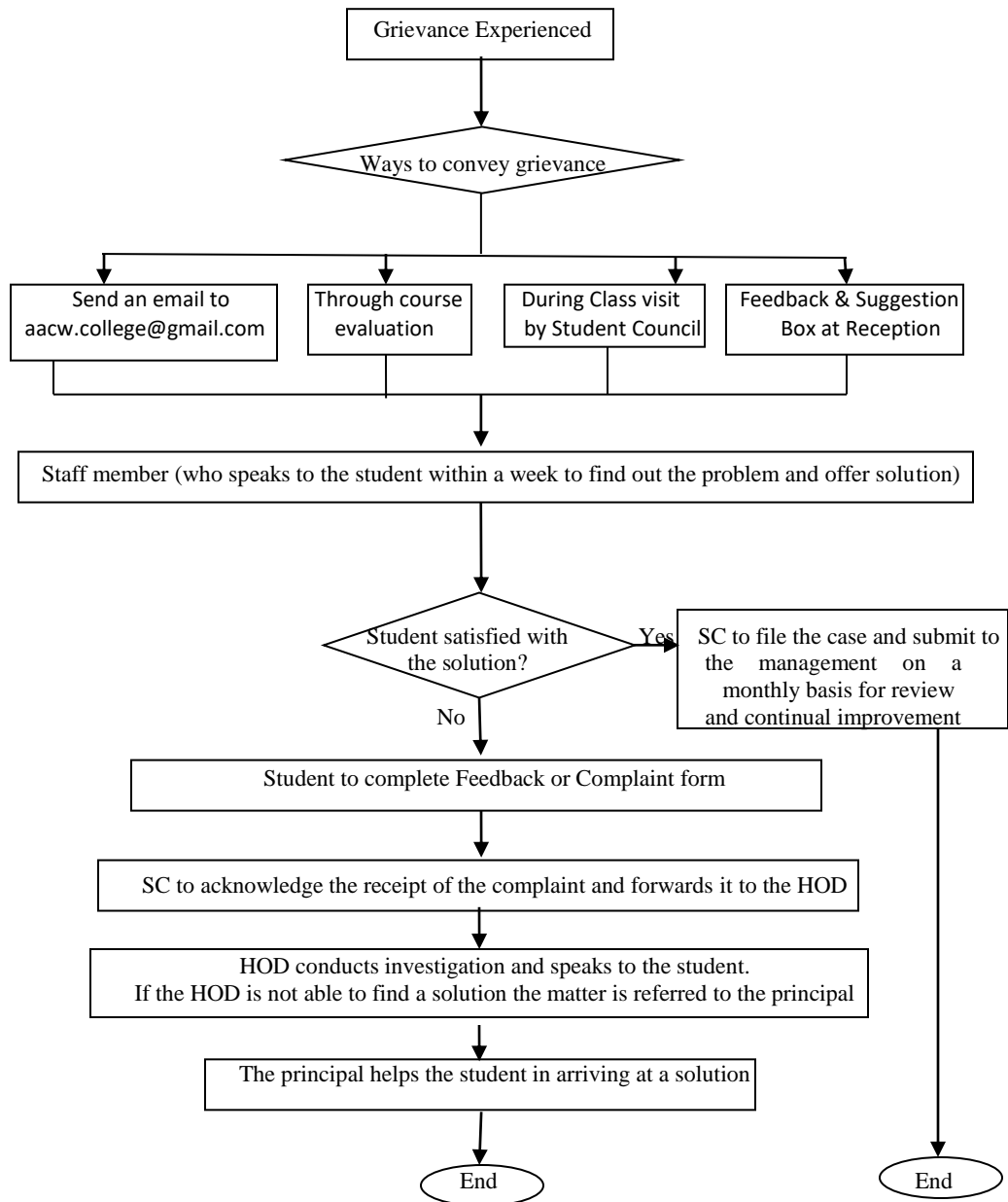
- (a) To attract and retain students, the college
- Offers scholarships to economically disadvantaged students
  - Gives away awards to meritorious students
  - Provide placement opportunities
- (b) To enhance the performance of students, the college
- Maintains high standards of teaching
  - Conducts periodical tests and evaluations and provides the students with immediate feedback.
  - Organises tutorial and remedial classes for slow learners
- (c) To meet students' expectations of learning, the college
- Updates teachers on the latest developments in their respective disciplines and encouraging them to attend orientation and refresher courses
  - Gives emphasis on interactive classroom management
  - Insists on the regularity of students in attending classes

**7.3.11 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?**

The college has set up a close-loop feedback and complaint management system to gather and address all feedbacks/complaints received either from students, staff, external partners or the public. The administration investigates into and acts to resolve the concerns within a month depending on the complexity of each case.

The college has a complaint/suggestion box for students. As and when the complaint is received, it is handled and resolved by the Principal in consultation with the Heads of the departments if the problem pertains to academics and with the administrative officer if it is relating to administration. Suggestions from students are also looked into and appropriate measures are taken.

The Feedback and Complaint Management System works as follows:



# CONCLUSION

## **Action Plan:**

Ever since its establishment in the year 1985, Anna Adarsh has served the cause of women's education with an unwavering commitment and steadfast passion that is truly commendable. Affordable, quality education to women from all sections of the society has been the driving force of the institution these last 25 years. The journey down the road has been exciting and challenging as well. Looking back, the college takes a rightful pride in the several milestones it has crossed and the innumerable road blocks it has successfully negotiated. "Every experience is an arch where through gleams the untraveled world," and nowhere is this more appropriate than the field of education. Poised on the threshold of change and confronted with new challenges in the field of education, the college is gearing to embark on a fresh journey towards progress and greater achievement. "Imagination is everything. It is the preview of life's coming attractions," remarked Albert Einstein. The NAAC assessment has not only taught the college to review its past but also equipped it to imagine a bolder, brighter future for itself.

Academic excellence has always been one of the chief strengths of the college. Topping the list of future aspirations, is the institution's desire to further distinguish itself as one of the leading colleges in post graduate studies and research. The college plans to introduce more post graduate departments in the forthcoming years besides fortifying the existing ones with research facilities. Proposals to open Post graduate studies in Business Administration are under close review in order to cater to the needs of the vast pool of commerce and

business graduates who leave the portals of the institution every year. The college proposes to introduce an exclusive course on Women Studies as a value addition to graduates specializing in Humanities. Efforts to encourage more projects and UGC Research programmes are also underway.

An institution cannot hope to become a centre for higher learning and research without a full- fledged, well stocked research library. Acknowledging this need, the college is committed to enhancing its library resources by way of procuring more books and subscribing to more international journals. Mobilizing funds and reviewing the annual budgetary provisions for the library are also on the cards. Plans for a fully computerized library with intra-net facilities are currently under review.

Education is increasingly leaning towards technological aids and resources. In order to keep abreast with the changing tides and to offer the students the best learning resources, the institution proposes to create virtual classrooms. Online teaching, digital boards, a state of the art audio-visual room and an enhanced browsing centre for research graduates are some of the other infrastructural up gradations the college will be striving for in the years to come. The college also plans to bring in intercom facility to ensure greater connectivity within the campus and to improve administrative efficiency.

As part of its curriculum enhancement measures and faculty-student improvement programmes, the college will endeavour to promote student and faculty exchange programmes. Staff and students will be further motivated to present papers in international forums and conferences. In order to aid and abet

industry-institution synergy, the college hopes to collaborate with experts from the industry and leading companies through MOUs and Training Programmes. The college will encourage more workshops and conferences every year in order to facilitate better learning and sharing of expertise.

The college has always placed a lot of thrust on extension activities and social awareness programmes. The college hopes to ingrain greater social responsibility and awareness in its students by encouraging them to be a part of village adoption schemes. The college hopes to network with NGOs for community projects and welfare programmes for the under privileged.

The institution has always aspired to transform its students into confident and competent individuals who are fully equipped to charter the rough seas of life. In addition to the existing value addition courses and awareness programmes, the college plans to introduce a Finishing School Programme for the final year students. The college will also focus on including regular awareness programmes pertaining to women's health and legal rights as part of the curriculum since these two are indispensable for a woman's well being in society.

**It is not enough to merely visualize the future. Enabling it is more important. The college has set realistic goals for itself and is deeply committed to fulfilling them in the forthcoming years. The NAAC assessment has enabled the college to find new directions for growth. It has truly served as a springboard for greater improvement. Forging new paths and leaving a trail where there were none before will be the ruling aspiration of the college in the forthcoming years.**

# **Part - II : The Evaluative Report**

# **Evaluative Report of the Departments**

## Department of English Literature

### 1. Faculty Profile – Adequacy and Competency of Faculty

S · N o ·	Faculty Member	Qualification	University	Remarks/ Specialization	Date of Joining	Previous Experience
1	Dr. Jayashree Prabhakar	B.A M.A M. Phil PhD B Ed	University of Madras University of Madras University of Madras University of Madras Madurai Kamaraj University	Indian Writing in English.	01/10/1985	6/10/1978- 9/12/1980: Stella Maris, Chennai
2	Stella Rajam	B.A M.A M.Phil	University of Kerala University of Madras University of Madras	Indian Writing in English	02/01/1989	03/01/1983- 31/12/1988 Meenakshi College for Women, Chennai
3	Dr. V. Meena Kumari	B.A M.A English M.A Journalism M. Phil PhD	University of Madras University of Madras Madurai Kamaraj university University of Madras University of Madras	American Literature	16-07-1990	
4	Dr. Archana M. Sardana	B.Com M.A	Delhi University Dr .H.S. Gaur		22/10/1990	

S · N · o ·	Faculty Member	Qualification	University	Remarks/ Specialization	Date of Joining	Previous Experience
		M.Phil PhD	University University of Madras University of Madras	American Literature		
5	R.V Soupraja	B.A M.A M.Phil B.Ed	Pondicherry University Pondicherry University Pondicherry University Pondicherry University	Children's Literature	28/01/2008	16/12/2002- 05/12/2003 AVC College of Engineering, Mayiladuthu rai
6	K.Arulmozhi	B.A M.A M.Phil	University of Madras University of Madras University of Madras	Indian Writing in English	01/02/2008	24/07/2006- 10/04/2007 and 9/10/2007- 01/02/2008 Kandaswamy Naidu College for Men
7	N.Mathangi	B.A M.A M.Phil SLET	University of Madras University of Madras University of Madras Bharathiyar University	Dalit Literature	01/08/2008	
8	Baisakhi Mukherjee	B.A M.A	Burdwan University Annamalai University	English Language Teaching	29/06/2009	

		M.Phil	Tamil Nadu Open University			
9	Shamsun Sarika	B.A M.A M.Phil	University of Madras University of Madras University of Madras	Culture Studies	29/06/2009	01/09/2008-30/04/2009 St.Peter's University
<b>S · N o ·</b>	<b>Faculty Member</b>	<b>Qualification</b>	<b>University</b>	<b>Remarks/ Specialization</b>	<b>Date of Joining</b>	<b>Previous Experience</b>
10	J Sharah	B.A M.A M. Phil B. Ed	University of Madras University of Madras Alagappa University Dr M.G.R. University	Indian Writing in English	09/07/2009	September 2008-31/03/2009 Valliammal College for Women
11	Rajalakshmi M.	B.A M.A M.H.R.M. M. Phil	University of Madras University of Madras Annamalai University University of Madras	Children's Literature	31/07/2009	
12	G. Geetha	B.A	University of Madras	Indian	16/06/2010	June 1996-April 1997:Anna Adarsh College for

		M.A	University of Madras	Writing in English Poetry Translation		Women June 1997- January 2006: M.O.P. Vaishnav College, Chennai
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S · N o ·	Faculty Member	Qualification	University	Remarks/ Specialization	Date of Joining	Previous Experience
13	R.Iswarya lakshmi	B.A  M.A  M. Phil	Bharathidasan University  Bharathidasan University  Bharathidasan University	British Literature	16/06/2010	16/06/2008- 31/12/2009 Cauvery College for Women, Trichy
14	Elakkiya S.	B.A  M.A  M. Phil	Bharathidasan University  University of Madras  University of Madras	African Literature American Literature	16/06/2010	
15	S Deepa Kumari	B.A  M.A  M. Phil	University of Madras  University of Madras  University of Madras	English Language Teaching	01/07/2010	
16	C. R. Blesslin Jeba	B.A  M.A  M.Phil	University of Madras University of Madras University of Madras	American Literature Indian Diaspora	01/07/2010	
17	Anisha Fathima	B.A  M.A  M.Phil	University of Madras University of Madras University of	Indian Writing in English	12/07/2010	

			Madras			
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## 2. Student Profile -Entry Level Competencies, Socio-Economic Status, Language Proficiency, etc,

### Student Profile:

- a) Entry-Level Competencies: The Department admits students who have passed the Plus Two exam (Higher Secondary level) with a minimum score of 40% from any board and from any stream, including vocational streams.
- b) Socio-Economic Status: Students in the English literature classes represent a wide spectrum of society. While closely following the admission procedure stipulated by the university, special attention is given to ensure adequate representation to economically underprivileged and socially disadvantaged sections.

<b>Annual Income of Parents</b>	<b>Number of Students</b>
Below Rs 50,000	43
Rs50,000–1Lakh	58
1Lakh–Rs2 Lakhs	24
Above 2 Lakhs	14

(Total strength of students in first, second and third years = 139)

<b>Community</b>	<b>Number of Students</b>
Forward Communities/Other Communities	22
Backward Communities	85
Schedule Castes/Tribes	32

c) Language Proficiency:

The department takes in students with different levels of language proficiency. Students who are in a position of academic and linguistic disadvantage are also admitted along with highly competent students, giving no room for discrimination on any basis. Tamil medium students are also given admission for the literature programme. The faculty takes extra efforts to ensure that when they complete the course, they have adequate proficiency in English language and literature.

**3. Changes made in the Courses or Programmes during the past two years and the contribution of the faculty to those changes:**

The department follows the Choice Based Credit System (CBCS) for the graduate and post-graduate programmes, which was introduced in colleges by the University of Madras in 2008. To ensure the proper implementation of this system, continuous assessment and evaluation is done throughout the year.

Focusing on the personality development of students, 'Soft Skills' has also been included in the under-graduate and post-graduate programmes. This course, also designed for the students from other streams, is exclusively handled by the faculty of English department. The course has become a great tool in increasing the employability of students by improving their language skills, communication skills and inter-personal skills. By the end of the

course, they are well-trained to get better placed in jobs by performing well in interviews, group discussions, etc.

Apart from “soft skills”, the college conducts an additional 30-hour course on “Personality Development” for the students of all departments. This course is outsourced to Layam, an organisation dealing with intellectual initiatives. The course content is designed in consultation with the English Department keeping in view the university syllabus for the foundation course and soft skills. This course equips students to meet the demands of the highly competitive corporate world by chiseling their personality.

**4. Trends in success and dropout rates of students during the past two years:**

<b>Batch</b>	<b>Success %</b>	<b>Dropout %</b>
2006-2009	75%	10%
2007-2010	80%	12%

**5. Learning Resources of the Department –**

The department makes use of a variety of learning resources, including a library, computers, and internet. The library has 198 books on a wide range of subjects, catering to the needs of the staff and the students.

## **6. Modern teaching methods practised and the use of ICT in Teaching –Learning.**

In teaching English, the faculty gives special importance to the use of modern teaching methods to ensure that learning in the classrooms is interesting, interactive and effective. For this purpose, periodical screening of CDs of English plays and adaptations of novels are arranged.

Students are also encouraged to have discussions in the classroom on the content of appropriate websites identified by the faculty in relation to a particular topic. They are also asked to take online tests, quiz, etc related to English literature that will better their understanding of the subject.

## **7. Participation of teachers in academic and personal counseling of students:**

a) The department has effective systems in place to track the academic progress as well as the personal development of students. Each teacher is assigned a set of students under the tutor ward system and regular meetings are held to monitor their progress in academic, co-curricular and extra- curricular activities. Parent-teacher meetings are also held to update parents on the performance of students.

b) Students are also encouraged and are given the freedom to approach teachers whenever they face any academic or personal

problem. The teachers act as their mentors and guide them to sail through the difficult situations that they face.

c) To expand the practical knowledge of students, final-year students are taken on educational trips by the staff. They visit offices of leading newspapers like The Hindu, The New Indian Express and The Financial Express and gain a working knowledge of a print media establishment and the practical aspects of journalism.

d) The faculty also organises guest lectures in regular intervals on a variety of interesting and relevant topics for the benefit of the staff and the students.

e) The literary association of the English department regularly conducts competitions such as quiz, essay writing, poetry writing, etc, to give opportunity to the students to exhibit their creative and literary skills.

f) Students evincing keen interest in debating, solving crosswords, etc, are encouraged to participate in intra and inter-collegiate competitions. In many of these competitions, many students have brought laurels to the department and the college.

## **8. Details of Faculty Development Programmes and teachers who have been benefited during the past two years.**

The staff from the department attends seminars, workshops and conferences for updating their skills and broadening their horizons. The faculty attended the seminar on “The Role of Media in Public Administration” organised by the Indian Institute of Public Administration (IIPA) and the PG Research department of Public Administration On 30/01/2010.

The staff also attended the three-day international conference titled “Transcending the Feminine Mystique-Perspectives”, organised by Anna Adarsh College in commemoration of the silver jubilee celebrations in August 2009.

The faculty participated in the Mrs. B. Srilakshmi Endowment Symposium, organised by the Department of Human Science in 2010.

## **9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research:**

Even in the absence of a full-fledged research facility, students from other universities are guided for their M. Phil programme in the department. Two students from Bharathidasan University- Kavitha S. and Jasmine have successfully completed their M. Phil programme under the guidance of Dr Archana M. Sardana.

The teachers of English department participate in workshops, conferences and seminars to keep themselves updated on the new trends in English literature and the new teaching methodologies. They also make use of these opportunities to enhance their language and teaching skills.

Dr Archana M. Sardana took part in two debates on FM, 104.8 on December 18 and 3 February on topics “ Is Reading a Dying Art”? and “Do the Students Get their Dues”? respectively.

The faculty members were also invited to deliver the inaugural and valedictory addresses at functions organised by St: Thomas College and S.S. Jain College, Chennai.

Faculty member R Iswaryalakshmi’s research paper on “Soft Skills” was presented and published as part of the national seminar on ELT conducted at the Ramakrishna Mission College of Arts and Science, Coimbatore, in October 2009.

Members of the faculty- Baisakhi Mukherjee, Deepa Kumari, K. Arulmozhi, and J. Sarah have presented papers on topics “Written Communication Skills”, “Towards a Post-Method Pedagogy”, “Enhancing Communication Skills at the Post-Graduation Level” and “Remedial Teaching” respectively in the 5<sup>th</sup> International and 41<sup>st</sup> annual ELTAI conference, organised by the English Department in association with ELTAI in Anna Adarsh College

from 5<sup>th</sup> to 7<sup>th</sup> August, on the theme “Learning to Learn English: The Way to Language Mastery.”

Faculty member Elakkiya has presented a paper on “Intertextuality in Walker Percy’s *Lancelot*” in the international conference on American Literature held in Bharathiyar University, Coimbatore, in August 2010.

The faculty of English Department is in charge of the publication of “Adarsh Vani,” the college magazine. The theme song of the college was also written and composed by the department faculty.

Two staff of the department were on the editorial board of the conference manual of the international conference organised by Anna Adarsh College for Women on the topic “Transcending Feminine Mystique: Perspectives” on 19, 20, and 21 August, 2009.

The department has also been bringing out a regular newsletter titled “ADNEL,” under the co-ordination of faculty Dr Meena Kumari with a view to encouraging the staff and students to express their literary skills. The newsletter is now being published online as “ADARSH NOUVELLE.”

**10. Collaboration with other Departments/Institutions, at the State, National and International levels, and their outcome during the past two years.**

The department has been taking efforts to join with various institutions dealing with the study of English language and

literature to promote better understanding of the language among students. The department has been associated with the activities of English Language Teachers Association of India (ELTAI) for the past two years. A recent milestone in this association is the 5<sup>th</sup> International and 41<sup>st</sup> annual ELTAI conference, organised by the department in Anna Adarsh College from 5<sup>th</sup> to 7<sup>th</sup> August, on the theme “Learning to Learn English: The Way to Language Mastery.”

**11. Priority areas for research and details of the ongoing projects, important and noteworthy Publications of the Faculty, during past two years.**

English department faculty member Ms G. Geetha’s book “By the Sea”, the translation of Vannanilavan’s “Kadalpurathil,” was published by the IWE Division of New Horizon Media in the last year.

Another faculty Ms Jyothi Vijayakumars’s two articles “The Other Side of the Civil Services Dream” and “Modern Woman: Who is She” were published in “The Hindu” in 2009 and 2010 respectively.

**12. Placement record of the past students and the Contribution of the Department to aid student placements:**

A large number of the alumni of English department are occupying high offices in society, acting as an inspiration to the students. Many of them have created a name for themselves as

efficient English teachers in many prestigious institutions like IIT Madras, BITS Pilani, University of Madras, and many city colleges. The alumni area also part of leading newspapers like The “Times of India” as sub-editors, of corporate companies like “Tata Consultancy Services” as copy editors, and also of various government and private establishments as administrators.

### **13. Plan of action of the Department for the next five years:**

The English department firmly believes that it is necessary to create new targets and achieve them to maintain the high level of standards in academics and keep up with the new trends in literature. Keeping this in mind, a post-graduate course in English literature has been introduced. The plan to start a research department has also been charted out. Acquiring a language lab also is one of the priorities of the department for the next five years. Plans are also in the pipeline to bring out a workbook for slow learners for the next academic year by the faculty.

The department is also planning to expand the outreach programme by encouraging the students from the departments to teach the underprivileged children in and around the locality. Nurturing the creative talent of students, there are also plans to stage a play by the later end of 2010 under the banner of the Drama Club, coordinated by the English Department.

## Department of Business Economics

### 1. Faculty Profile-Adequacy and Competency of Faculty

Sl. No	Faculty Members	Qualification	University	Remark / Area Of Specilication
1	Mrs.Chitra Leslie	M.A . M.Phil	University Of Madras University Of Madras	Labour Economics
2	Dr.Shoba Menon	M.A, M.Phil, Ph.D	University Of Madras University Of Madras University Of Madras	Human Resources
3	Dr. S.R.Suman Kumari	M.A, M.Phil, Ph.D	University Of Madras University Of Madras University Of Madras	Monetary Economics
4	Mrs.A.Lalitha	M.A, M.Phil, B.Ed	University Of Madras University Of Madras Madurai Kamaraj University	Labour Economics Local Finance
5	Dr. Roselin.K. Philips	M.A, M.Phil, Ph.D	University Of Madras University Of Madras University Of Madras	International Economics
6	Mrs.V.Preethi Mahesh	M.A, M.Phil	University Of Madras University Of Madras	Labour Economics

## **2.Student Profile**

Entry Level Competencies

B.A - +2 With Economics, Accountancy and Commerce

Socio Economic Status – Middle Income Group

Language Proficiency – English

Other Languages – Tamil , Hindi, Sanskrit And French

## **3.Changes Made In The Course Or Programmes During The Past Two Years**

Choice Based Credit System Has Been Introduced In The Academic Year 2008-2009with Non-Major Elective And Soft Skill.

## **4.Trends In The Success And Dropout Rates Of Student During The Past Two Years**

<b>Batch</b>	<b>Success %</b>	<b>Dropout %</b>
2006-2009	96%	4%
2007-2010	88%	12%

## **5.Learning Resources Of The Departments**

Learning Resources:

Library , Computer , Providing News Paper [ Business Line ]

## **6.Modern Teaching Methods – Aptitude Test , Grand Master Style Of Question And Answers Sessions**

Use of ICT In Teaching – Guest Leture With Lcd, Power Point Presentation Slide Show Etc.,

## **7. Participation Of Teacher in Academic and Personal Counselling**

Yes , Special Meetings Were Held With The Parent Regarding Their Wards Attendance , Behavior And Academic Performance.

## **8.Details of Faculty Development Programmes**

Attended Faculty Development Programme In “Application Of Computers In Business Economics”conducted By Department Of Computer Science Anna Adarsh College For Women, On Aug. 10<sup>th</sup> And 11<sup>th</sup> ,2009

## **9. Participation / Contribution Of Academic Activities**

Dr.Mrs Shoba Menon - Member, Doctoral Committee, D.G.Vaishnav College,Chennai.

Mrs. A. Lalitha – Member , Tamilnadu Open University, Board Of Studies.

### **Teaching:**

Lecture Method – Role Play , Case Studies Demonstration Method , Discussion Session

Oral Question Asked At The Beginning Of Each Session , Black Board Method , Written Test , Repititon Of Definitions - Orally By The Student , Conversation Techniques To Vocabulary , Skit , Seminar , Assignment , Quiz , Peer Teaching Method.

**10. Collaboration With Other Departments / Institution, At The State , National And International Levels , And Their Outcome During The Past Two Years.**

Collaborating With:

1. Dept. Of Computer Science For A Course In “Basic Computer Skills”
2. Dept. Of B.Com-Bank Management For A Course In “Personality Management”
3. Dept. Of English For A Course In “Soft Skills” .

**11. Priority Areas For Research And Details Of The Ongoing Project.**

On Going Project - NIL

**Staff Research Scholars:**

<b>Name Of The Staff</b>	<b>Broad Area Of Study</b>
Mrs. Chitra Leslie	Development Economics
Mrs. Preethi Mahesh	Development Economics

**12.Placement Record Of The Past Students**

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position Held</b>
1	. Ms.Kavitha Ramu	1989-92	Joint Commissioner Rehabilitation
2	Mrs.Bhavana Gopinath	1993-96	Executive TCS
3	Dr.Kavitha	1994-97	Lecturer, Anna Adarsh College
4	Mrs. Preethi Mahesh	1997-99	Lecturer, Anna Adarsh College

Sl. No	Name	Batch	Position Held
5	Ms. Mercy Jamima	1994-98	Lecturer, Anna Adarsh College
6	Ms. S.Vidya	2002-2005	Airhostess Kingfisher Airlines
7	Ms. Reeta	1997-2000	Airhostess Lufthansa Airlines
8	Ms. M. Manochitra	2004-2007	New Medicon Pharma Lab Pvt. Ltd
9	Mrs. B.Uma	1985-88	Junior Assistant Anna Adarsh College
10	Mrs. Meera Subramanian	1994-1998	Dancer International
11	Mrs. Padmaja	1997-99	Teacher Anna Adarsh School
12	Ms. G. Latha	1987-90	Teacher Shiva Swami Kalalaya

### 13. Plan of Action Of The Department For The Next Five Years:

The department's objective is to start a post-graduate course in Business Economics in the year 2011. The department plans to conduct National and International Seminars and organize guest lectures on current topics relating to Indian Economy and the "Global Scenario". It also aims at conducting various outreach programmes such as Consumer awareness, literacy programmes, environmental awareness, employment opportunities through self-help groups. Collaboration with government agencies like SIDCO for entrepreneurial development programmes, is another area of interest which the department plans to undertake in the near future. Finally, the faculty intends to publish articles in leading Economic Journals.

## Department of Tourism and Travel Management

### 1. Faculty profile - adequacy and competency of faculty

S.No.	Faculty Member	Qualification	University	Remarks/ Specilization
1	Dr.Revathy.G	Pre-degree  Bachelor's Degree (s) Master's Degree (s) Research Degree (s)  B.Ed	Ethiraj College, University of Madras  Ethiraj College, Unversity of Madras M.A. University of Madras M.A. Utkal University  M.Phil University of Madras, Ph.D University of Madras  Annamalai University	History  History Public Administration  History History History
2.	Geetha Priya.J	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	University of Madras  Pondicherry University  Madurai Kamaraj University	Geography  Tourism Tourism
3.	Mrs.Mahiba Vinolin	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Women's Christian College, Chennai  Meenakshi College  Meenakshi College	History  History History
4.	Anu Rangjani.V	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Avinashilingam Deemed University  Pondicherry University  Madurai Kamaraj University	Tourism and hospitality  Tourism Administration Tourism
S.No.	Faculty Member	Qualification	University	Remarks/ Specilization

5.	P.D.Sherlin	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Justice Basheer Ahmed  Sayeed College for Women, Chennai  Ethiraj College for Women, Chennai  Ethiraj College for Women, Chennai	History  History  History
6.	Lalminghmawii	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Stella Maris College, Chennai  Loyola College, Chennai  Ethiraj College, Chennai.	History with Tourism  Applied history  History
7.	T.Prabha	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Bharathidasan University  Madras University	Commerce, Accounts and Economics  History
8.	Sofia Rashida	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	Govt Arts College, Andhra Pradesh  Pondicherry University, Pondicherry  M.Phil – Jawaharlal Nehru University, New Delhi  Ph.D – Jawaharlal Nehru University, New Delhi	History  History, Economy and Culture  History
9	Biji Xavier	Bachelor's Degree (s)  Master's Degree (s)  Research Degree (s)	University of Calicut, Kerala  University of Madras, Madras  M.Phil – Vinayaka Mission University	Mathematics  Tourism & Travel Management  Tourism Management

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

**Entry Level Competencies:**

B.A. – any discipline in 10+2 with 55% of marks

M.A. – any degree with 55% of marks

**Socio-Economic Status**

Majority of the students belong to Middle Income Group

**Language Proficiency**

Many of the students speak Tamil and Malayalam as their mother-tongue. Few students are from North-India whose mother-tongue is Hindi. One student from Bangkok has been given admission to the PG Course

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

Dr. Revathy Girish, Head, Department of Tourism and Travel Management and also co-opted member of Board of Studies for Tourism in the University of Madras assisted in framing the syllabus of BA and MA and M.Phil Tourism and Travel Management and it was approved by the Academic Council, University of Madras.

#### **4. Trends in the success and drop out rates of students during the past two years**

<b>Course</b>	<b>Batch</b>	<b>Success %</b>	<b>Dropout %</b>
PG	2007-2009	100%	nil
	2008-2010	100%	9%
UG	2006-2009	99%	8.3%
	2007-2010	98%	7.3%

#### **5. Learning resources of the departments - library, computers, laboratories and other resources**

The UG Degree students of Tourism and Travel Management study The basics of Tourism purely a computer subject in the 5th semester which enable the students to have a technical knowledge of subject. The PG students also study Management Information System in their 3<sup>rd</sup> semester. The college library and the Dept Library have plenty of Books on Tourism to enable staff and students to enhance their knowledge. The college also subscribes Journals and periodicals to keep students informed about the latest trends in Tourism. The students and staffs are also encouraged to access online Journals for Tourism and Hospitality Industry.

#### **6. Modern teaching methods practiced and use of ICT in teaching – learning**

The Department of Tourism organized seminars, Guest Lectures, Field Trips, Excursions, encouraged them to participate in Tourism Trade Fairs and also has got a collection of CDs about Foreign destinations which is a visual feast to their eyes. The students also given assignments on tourism related subjects and on job training to get practical knowledge.

More knowledge is gained because of add on courses like IATA-UFTAA international course, package course in air ticketing and computer reservation system (CRS- Galileo) and foreign language German “Deutsch”

#### **7. Participation of teachers in academic and personal counseling of students**

The Department has got tutor Ward Mentor System in order to have better understanding of students. The lecturers also take interest to produce 100% result. We conduct periodical test and take care of weak students and monitor them. We also organize parents teachers meet and take care of irregular students. The teachers also do personal counseling for students.

#### **8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Dr.Revathy Girish attended Orientation Course conducted by UGC Academic Staff College, University of Madras. 1998

Dr.Revathy Girish attended the Refresher Course in January 2004 - conducted by UGC Academic Staff College, University of Madras

Mrs. Geetha Priya attended Orientation Course conducted by UGC Academic Staff College, University of Madras from 01.11.2008 to 28.11.2008

Faculty Improvement Programme organized by ICFAI on “Stress Management” – 2008 - 2009

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

Dr.Revathy Girish has framed the syllabus for UG, PG and M.Phil Tourism and Travel Management. The department sends students for on job training and internship and they also guide the dissertation of students of both UG and PG degree.

**RESEARCH**

Ms.Lalhmingmawii submitted her Ph.D thesis on ‘Impact of Christian Missionaries on the social cultural life of the Mizors with special reference to Education’- Awaiting results.

Ms.Sherlin.P.D is doing Ph.D on “Colonial policy towards native women in Tamil Nadu 1829-1947”

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

The department of Tourism and Travel Management organized a national level seminar in Commemoration of World Tourism Day in collaboration with Tamil Nadu Tourism Development Corporation (TTDC) Government of Tamil Nadu, India Tourism Development Corporation (ITDC) and Air India, Chennai. The students had a good exposure and ample opportunities to interact with eminent personalities in the tourism industry which opened more avenues for the students and helped them to acquire a depth of knowledge in tourism to meet the challenging role of modern era.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

The students of Tourism and Travel Management are doing their dissertation during their VI semester (UG) and fourth semester (PG) based on tourism related topics and they have viva-voce examination. The I year Pg students have compulsory internship training in tourism organization during the summer vacation. The marks are awarded by managing directors and general managers which are sent to the university since it is a part of their curriculum. Dr.Revathy Girish has published more than fifteen books on tourism

**12. Placement record of the past students and the contribution of the department to aid student placements**

Many of our students are placed with reputed organizations like Thomas Cook, Cox and Kings, SOTC, Kingfisher Airlines, Jet Airways, Air India and Travel Desks in Multi National Companies

**13. Plan of action of the department for the next five years**

The undergraduate and post graduate students in Tourism and Travel management offers various avenues to explore the Tourism Industry a booming industry in current scenario. This thriving industry offers tremendous scope for immediate absorption of skilled and trained professionals. This course offers both theoretical and practical training to the students. Since tourism establishments in the government and various states require trained man power in tourism and travel management, this course will facilitate research and development in tourism and hospitality related industry.

- The department of Tourism and Travel Management is starting M.Phil in tourism in the coming academic year 2010-2011 to motivate the students and make them more research oriented.
- The department also plans to start fully fledged department of research in tourism the first of its kind in the University of Madras.
- The department proposes to make compulsory internship as a part of curriculum in both UG and PG so that the students are exposed to technical knowledge.
- The department also has got plans to organize more global tours.
- We would like to establish ties up with foreign universities.
- We also intend to start foreign language course in Spanish language.
- We intend to start exclusive placement cell for the students of our department

## Department of Commerce (Day)

### 1. Faculty profile - adequacy and competency of faculty

S.No.	FACULTY MEMBERS	QUALIFICATION	UNIVERSITY	SPECIALISATION
1	Dr. T. Somasundari	M.Com M.Phil Ph.D	Madurai Kamaraj Madras University Madras University	HR & OB
2	Dr. R. Shanthi	M.Com M.Phil Ph.D	Madras University Madras University Madras University	Finance / Financial Services
3	Dr.V. Shanthi	M.Com B.Ed M.Phil Ph.D	Madras University Annamalai University Madras University Mother Teresa Women's University	Marketing
4	Dr. Anita Raman	M.Com, M.Phil Ph.D B.Ed	Madras University Madras University Madras University Annamalai University	HRM
5	Dr. Susan Shankar	M.Com M.Phil Ph.D	Madurai Kamaraj Univesity Madras University Mother Teresa Women's University	Management
6	Anila Mathews	M.Com M.Phil AICWA	Madras University Madras University Institute of Cost &Works Accountants of India	Finance / Financial Services

S.No.	FACULTY MEMBERS	QUALIFICATION	UNIVERSITY	SPECIALISATION
7	Dr. B. Sudha	M.Com M.Phil Ph.D	Madras University Madras University Madras University	Banking
8	Dr. Shirline David	M.Com M.Phil Ph.D	Madras University Madras University Madras University	Management
9	Dr. M. Anita	M.Com M.Phil Ph.D	Madras University Madras University Madras University	Accounts
10	Dr. R. Uma	M.Com M.Phil Ph.D	Madras University Madras University Madras University	Marketing
11	S. Shanthi	M.Com B.Ed M.Phil	Madras University Madras University Madurai Kamaraj University	Finance
12	S. Anita	M.Com M.Phil	Madras University Madras University	Marketing
13	T.Deepa Varashini	M.Com M.Phil	Madras University Madras University	HR

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

a) Entry level competencies:

UG: The Department admits students who have passed the Plus Two Exams (Higher Secondary level) with minimum score of 50% from any Board from commerce stream including vocational.

PG: At PG level a candidate who has passed the B.com(Gen), B.Com corporate secretariship, B.com(A/F), BCS, BBA, B.com Bank management and any other UG course with any two core papers offered at B.com is admitted.

- b) Socio-economic status: Students in the commerce classes represents a wide spectrum of society. While closely following the admission procedure stipulated by the university, special attention is given to ensure adequate representation to economically under privileged and socially disadvantaged sections.

Total number of students: 501

Annual Income Of parents	UG	PG
Below Rs 50,000	91	08
Rs 50,000-1,00,000	144	34
Rs 100,000-200,000	116	27
Above 200,000	70	11

Community	UG	PG
FC/OC	127	17
BC/MBC	254	56
SC/ST	40	07

- c) Language Proficiency

The Department takes in students with different levels of language proficiency. No discrimination is shown as regards Tamil medium students. The department faculty extends special attention to such students. At present the department has around 18 students both in UG and PG from the Tamil medium.

### **3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes;**

As Our College is affiliated to University of Madras any change in the course as introduced and implemented by the Univerisity authorities is followed with immediate effect. During the past two years University of Madras has introduced CBCS both in Undergraduate and Post graduate level. As per the revised syllabus the subjects are handled by the staff. To ensure proper implementation of the system, continuous assessment and evaluation is done throughout the year.

Soft skills, as part of both UG and PG curriculum has become a great tool in increasing the employability of students by improving their language skills, communication skills and inter personal skills.

The college conducts “Personality Development” course, which equips the students to meet the demands of a highly competitive world by chiseling their personality.

#### 4. Trends in the success and dropout rates of students during the past two years

Course	Batch	Success %	Dropout %
PG	2007-2009	85.72%	14.28%
	2008-2010	94.28%	13.63%
UG	2006-2009	93.6%	6.4%
	2007-2010	86.37%	5.714%

The details about success rate and dropout rate reveal that, dropout ratio in the department is very marginal and all students complete their studies. Those who have discontinued, even after due counseling have left because of prolonged illness, transfer of parents/guardian or their marriage.

#### 5. Learning resources of the department

The department makes use of a variety of learning resources including a library, computers, and other resources. The department faculty and students access learning resources like E-journals from the internet, and public libraries in Chennai like British Council, USIS, IFMR, MIDS. The department subscribes to journals of professional bodies like IIMM, ICFAI etc.,

## **6. Modern teaching methods practiced and use of ICT in teaching – learning**

In teaching commerce, the faculty uses modern teaching methods to ensure that learning in the classroom is made interesting, interactive and effective. Projects in the form of mini surveys , power point presentations, web based information search, debates, trivias are some of the modern teaching methods practiced in the department. Students are encouraged to have discussions in the classroom on appropriate and relevant newspaper, journal and magazine articles relating to contemporary business news items and events.

## **7. Participation of teachers in academic and personal counseling of students:**

- a. The department has an effective system in place to track the academic progress as well as the personal development of students. Each faculty is assigned a set of students under the mentor-ward-system and regular meetings are held to monitor their progress in academic, co-curricular and extra-curricular activities. Parents teacher meetings are also held to update parents on the performance of students.
- b. Students are also encouraged and are given the freedom to approach teachers whenever they face any academic or personal problem. The teachers act as their mentors and guide them to pass through the difficult situations that they face.
- c. To expand the practical knowledge of students, final year students are taken on field trips every year. These trips widen the students team spirit, organizing abilities and destresses the pressures of city life.
- d. The department also organizes guest lectures in regular intervals on a variety of interesting and relevant topics for the benefit of students and staff.
- e. The department organizes an yearly intercollegiate meet titled “COMMEET” which gives opportunity to the student community to exhibit their creative and competitive skills.
- f. Students are encouraged to participate both in intra and intercollegiate competitions in academic as well as co-curricular events including sports. Many students from the department have brought laurels to the college.

## **8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Faculty of the department regularly attend Seminars, Workshops, Refresher Courses, Orientation Courses in order to keep updated with the current curriculum. The faculty attended an international conference organized by the department of commerce, University of Madras on 16 and 17 March 2010 on the topic Global Financial System in the post crisis era. The faculty also participated in a Workshop on application of statistical tools and techniques for researchers organized by the University of Madras.

All the faculty members have attended refresher courses/orientation programmes conducted by academic staff college, University of Madras, at different times, since inception.

## **9. Participation / contribution of teachers to the academic activities including teaching, consultancy and research**

Research Contribution: Faculty members in the department have successfully guided 13 M.Phil research scholars of Madurai Kamaraj University, Tamilnadu Open University, Periyar University and Annamalai University and the Head of the Department is currently guiding 6 Ph.D students of the University of Madras.

The faculty also contributed to the success of the international conference conducted by the college on the topic “transcending feminine mystique:perspectives” on 19,20 and 21 August 2009 by being active members in the organizing committee, media committee and finance committee.

Dr. T. Somasundari, HOD acted as training faculty in PF department, electricity board, AG office and Dr. Anita Raman acted as training faculty in the PF department. Dr. V. Shanthi and Dr. Susan Shankar acted as guest faculty in MBA, MA (Eco) department of Mother Teresa Women’s University.

Dr. Shirline Lawrence is acting as a Member , Board of Studies, Madras Christain College, and is actively involved in design of curriculum and course content.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

Department is aspiring to become a full fledged research centre. Hence the department proposes to enter into collaboration with National Bodies such as ICAI, ICWAI,CII

**11.Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years:**

Dr.Anita Raman faculty member has authored course material on Statistical Methods for II year M.A.Economics, Treasury Management for BBM students of Tamil Nadu Open University. She has also published an article in the Journal of Indian Institute of Public Administration (June 2010) on the topic- “Sustainable Agriculture Growth in India through Organic Farming”.

The faculty members presented papers in the International Conference on Global Financial System in the Post Crisis Era conducted by university of Madras and their contributions have been published in the conference manual released in March 2010 .

Dr. R. Uma, faculty member has published articles in HRD Times on Customer care Strategies and growing concerns of greying customers.

**12. Placement record of the past students and the contribution of the department to aid student placements:**

A large number of the alumini of the commerce department are occupying high offices in the corporate world and have turned out to be successful entrepreneurs. Many of them have created a name for themselves not only in organizations but also in other professions like classical music, dance and social welfare.

The department has always encouraged the students to take up campus interviews and a total of 93 students were placed in 2007-2008 in leading companies like WIPRO, ACCENTURE, STANDARD CHARTERED BANK, HP etc.

Year 2008 -2009 witnessed economic recession and opportunities to undergraduate students were restricted and they were advised to proceed to higher education. Around 16 students were selected by TCS and INFOSYS in their off campus recruitment drive in 2009-10.

### **13. Plan of action of the department for the next five years**

- To upgrade itself as a full fledged research department offering M.Phil and Ph.D program in Commerce.
- To tie up with professional accounting bodies so that the college can be made as a part of their study centre.
- To entire into MoU with selected industries to enhance the employability of the students.

## Department of Corporate Secretaryship

### 1. Faculty Profile-Adequacy and Competency of Faculty

S.No	Faculty Members	Qualification	University	Remark\Area Of Specification
1	C.Lakshmi	M.Com M.Phil  M.C.S	University Of Puna University Of Madras Alagappa University	Finance
2	P.Radhika	M.Com  M.Phil M.C.S	Anna University Alagappa University	Finance
3	Leji Aleyamma George	M.Com M.Phil  M.C.S	University Of Madras Alagappa University	Marketing
4	L.Uma Mageswari	M.Com M.Phil  M.C.S	University Of Madras Alagappa University	Human Resources
5	S.Sumathi	M.Com M.Phil  M.C.S	University Of Madras Alagappa University	Human Resources
6	N. Bhuma	M.Com  B.Ed M.Phil  Ph.D	University Of Madras Anna University Alagappa University University Of Madras	Marketing
7	G.M.Deivanayagi	M.A.[C.S] M.Phil	University Of Madras	Marketing

S.No	Faculty Members	Qualification	University	Remark\Area Of Specification
8	J.Josephine Virginia Sharmila	M.C.S,M.Phil	University Of Madras	Finance
9	V.Kavitha Rajan	M.C.S,M.Phil M.B.A	Alagappa University Bharathiar University	Human Resources
10	R.Sheela Jerusha	M.Com,M.Phil	University Of Madras	Finance
11	Maya Elizabeth Augustine	M.Com, M.Phil B.Ed	Calicut University Alagappa University Kerala University	Marketing
12	J.Swarnalatha	M.C.S	University Of Madras	-

2. **Student Profile**  
**Entry Level Competencies**

B.Com[Cs] - +2 With Accountancy And Commerce

M.Com[Cs] - B.Com[Cs], B.Com, B.Com[Bm]

**Socio Economic Status** Middle Income Group

**Language Proficiency** English

**Other Languages** Tamil , Hindi . Sanskrit. French

**3. Change`s Made In The Course Or Programmes During The Past Two Years**

Choice Based Credit System Has Been Introduced In The Academic Year 2008-2009 with Non-Major Elective And Soft Skill.

**4. Trends In The Success And Dropout Rates Of Student During The Past Two Years**

Course	Batch	Success %	Dropout %
PG	2007-2009	96%	5%
	2008-2010	100%	5.714%
UG	2006-2009	96%	2.857%
	2007-2010	96%	3.14%

**5. Learning Resources Of The Departments Learning Resources**

Library , Computer , Providing News Paper [ Business Line ]

**6. Modern Teaching Methods**

Aptitude Test , Grand Master Style Of Question And Answers Sessions

**Use Of Ict In Teaching**

Guest Leture With Lcd, Power Point Presentation Slide Show Etc.,

**7. Participation Of Teachet In Academic And Personal Couselling –**

Yes , Special Meetings Were Held With The Parent Regarding Their Wards Attendance , Behavior And Academic Performance.

**8. Details Of Faculty Development Programmes**

<b>Name Of The Staff</b>	<b>Faculty Development Programmes</b>
Ms. C.Lakshmi	Workshop Organised by University of Madras on the topic “Application of Statistical Tools of Teaching For Reasearch”
Ms.N.Bhuma	Workshop Organised by University of Madras on the topic “Application of Statistical Tools of Teaching For Reasearch”
Ms.C.Lakshmi	Seminar on “ Think Big – Unlimited Opportunities”Organised by Institute of Company of Secretaries of India
Ms.Leji Aleyamma George	Seminar on “ Think Big – Unlimited Opportunities”Organised by Institute of Company of Secretaries of India

**9. Participation / Contribution Of Academic Activities**

Lecture Method – Role Play , Case Studies Demonstration Method , Discussion Session Oral Question Asked At The Beginning Of Each Session , Black Board Method , Written Test , Repititon Of Definitions - Orally By The Student , Conversation Techniques To Vocabulary , Skit , Seminar , Assignment , Quiz , Peer Teaching Method.

Students Annual Journal “Focus” Published Every Academic Year – Where In Surveys Are Conducted.

**10. Collboration With Other Departments / Institution , At The State , National And International Levels , And Their Outcome During The Past Two Years.**

The Department Has Entered Into An Agreement With The Institution Of Company Secretaries Of India. The Institute Of

Company Secretaries Of India Is Established By The Act Of Parliament And It Functions Under The Administrative Control Of Ministry Of Corporate Affairs, Government Of India. The Department Also Conducts Foundation Course For ACS Students.

**Outcome:**

As The Institution Is A Corporate Member Of Institution Of Company Secretaries Of India. The Faculty Of The Department Are Getting Opportunities To Attend Seminar And Conferences Conducted By Institute Of Company Secretaries Of India.

**11. Priority Areas for Research and Details of The Ongoing Project. Staff Research Scholars**

Sl. No	Name of the Staff	Title Of The Study
1	Ms.C.Lakshmi	Performance Appraisal Of Bank Employees
2	Ms.P.Radhika	Customer Relationship Management of Hotel in Chennai District
3	Ms.Leji Aleyamma George	Celebraty Advertising
4	Ms.L.Uma Mageswari	Human Resource Development in Insurance Company
5	Ms.S.Sumathi	Human Resource Management
6	Ms.N.Bhuma	Quality Of Work Life Of College Teachers
7	Ms.G.M.Deivanayagi	Customer Relation

## 12. Placement Record of the Past Students

<b>B.Com[Cs]</b>	<b>Batch(2006 – 2009)</b>
1. Mariya	Tcs
2.Lakshmi Priya	Standard Chartered Bank
3.Chandhana	Standard Chartered Bank
4.Karthika	Sparsh
5.Deepthi	Airtel (Call Center)
6.Ashwini	Airtel (Call Center)
7.Hari Priya	India Today
8.Mohana Priya	H.P
9.S.Preethi	Teacher Upto LInd Std
10.Swathi.J.Rana	State Bank Of India(Telle Caller)
11.Rakhi	State Bank Of India(Telle Caller)
<b>M.Com[Cs]</b>	<b>Batch(2007 -2009)</b>
1.Swarnalatha.J	Anna Adarsh College For Women
2.M.Nadhiya	Orizen Academy
3.Gowri Manohari	Reliance Java Company
4.J.M.Kurinji Malar	State Bank Of India

### Contribution of Department to Aid Student.

The Department Conduct Aptitude Test, Stress Interviews Etc., which enables The Student to Attend Interview And Get Placed.

## 13. Plan of Action of The Department For The Next Five Years

The Department Plans To Conduct National Seminars And Organize Various Guest Lectures In Collaboration With Institute Of Company Secretaries Of India. Planning To Use Information Communication Technologies Tools In Teaching Methods.

## Department of Bank Management

### 1. Faculty Profile-Adequacy and Competency of Faculty

S No	Faculty Member	Qualification	University	Remarks/ Specialization
1	Dr.D.Vimala	M.Com,B.Ed, MCS,MBA, M.Phil, Phd	MCS/Alagappa MBA,M.Phil,P hd/ Madras University	Commerce
2	Ms.P.C.Sreelatha	M.A,M.Phil	Madras University	Economics
3	Ms.J.Srilekha	M.Com,M.Phil H.D.Sm.	Madras University	Commerce
4.	Ms.K.Saraswathy	M.Com, M.Phil, MBA	Madras University	Commerce
5	Ms.G.Anitha	M.Com,M.Phil	Madras University	Commerce

### 2. Student Profile -Entry level Competencies, Socioeconomic status, Language Proficiency etc,

Students Profile:

Batch	OC	BC	SC	ST
2006-2009	19	38	9	-
2007-2010	14	50	3	-

A)Entry Level=+2 (HSC Or CBSE)

B)Socio-Economic Status:

Annual Income Of Parents	Students Studying in		
	I year	II year	III year
Less Than Rs.60000	23	26	23
Rs.1 Lakh –Rs.1.5 Lakhs	10	11	5

Rs.1.5-2 Lakhs	6	1	1
Rs.2 Lakhs And Above	4	1	NIL
Rs.60000-1lakhs	27	25	38
Total	70	64	67

C)Language Proficiency:

Language	I year	II year	III year
Tamil	55	59	54
Hindi	4	7	7
Sanskrit	-	-	-
French	-	-	-
Total	59	66	61

**3. Changes made in the Courses or Programs during the past two years and the contribution of the faculty to those changes :**

Introduction of CBCS:

The faculty have contributed to the changes by conducting periodicals test, internal exam as well as internal valuation. One of the major paper has been introduced “Company Law & Computer Programming”.

**4. Trends in the Success and Dropout rates of students during the past two years**

Batch	Success %	Dropout %
2006-2009	92.5%	Nil
2007-2010	95.52%	Nil

University Ranks :

<b>Batch</b>	<b>No. of Students</b>
2005-2008	7
2006-2009	5

Efforts taken by the Department:

Special coaching to the students who score below 50%

Students are provided reading materials, books, etc,

#### **5. Learning resources of the Departments –Library, Computers, Laboratories and other resources**

Learning Resources:

- a) Library- 134 Books
- b) Department library -283 Books
- c) IIBF books - 654 Books
- d) Book Bank - 11 Books

#### **6. Modern teaching methods practiced and use of ICT in Teaching – Learning.**

Yes, Power point Presentations, CD's are used to provide additional Information visually to students.

#### **7. Participation of teachers in academic and personal counseling of students.**

Active participation in academic and personal counseling of students- maintaining of Bio-Data files and tutor ward system. In the Tutor-Ward system each faculty maintains a register in the ratio of 1 :41 students, where the faculty personally meets the

students and records the basic information such as parent's name, residential address, contact no, No. of siblings and the personal problems of students.

**8. Details of Faculty Development Programs and teachers who have been benefited during the past two years.**

Faculty Development Programmes:

- (i) All the faculty in the department attended a program at IMAGE conducted by the IIBF.
- (ii) Faculty attended training program on Leveraging Internet and the Social Media conducted by Madras Library Association.
- (iii) Mrs.J.Srilekha attended Orientation Programme held by ASC University of Madras in Nov-2008.

**9. Participation/Contribution of teachers to the academic activities including teaching, consultancy and research.**

Dr. D.Vimala, Head of the Department is the teaching faculty in IIBF for DBF & JAIIB, Nominee in the Board of Studies, Question Paper setter and Examiner for Presidency College.

P.C.Sreelatha has been appointed by the University of Madras as member, Inspection commission to inspect Gothi Surana, Vidhya Sagar and Hindustan College of Arts & Science. Question paper setter and Examiner for Presidency College

With Reference To: Teaching we give special coaching to the poor students, providing scholarships to poor students.

**10. Collaboration with other Departments/Institutions, at the State, National and International levels, and their outcome during the past two years.**

Collaboration With Other Departments:

a)Collaborating with Computer Science department in exchanging the specialized knowledge of the respective department.

b)Signed an MoU with IIBF at the national outcome :- 3 students have successfully completed.

**11. Priority areas for research and details of the ongoing projects, important and noteworthy Publications of the Faculty, during past two years.**

NIL

**12. Placement record of the past students and the Contribution of the Department to aid student placements.**

**Batch :2007-2010**

<b>S.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ORGNISATION</b>
1.	Bhuvaneshwari . M	Front office	SIGMA BYTE COMPUTERS PVT LTD
2.	Phani.G	Administration assistant	CHETTINAD FOUNDATION
3.	J.Divya	Administration assistant	CHETTINAD FOUNDATION
4.	M. Beulah	BPO(Processing officer)	TECH MAHENDRA
5.	Nagajothi .R	Administrative officer	SUNDHARAM FINANCE
6.	R.Gayathri	BPO(Processing officer)	TATA CONSULTANCY
7.	S.Poornima	BPO(Processing officer)	TATA CONSULTANCY
8.	S.Srilakshmi	Administration assistant	R.S.I INFO CARE PVT LTD
9.	Poornima.L	Accounts	SOUTHERN RAILWAY
10.	Nimisha.P	Cable and wireless	INDIA INFO LINE LTD
11.	Rathi.R	BPO(Processing officer)	TATA CONSULTANCY
12.	Ramya.P	BPO(Processing officer)	TATA CONSULTANCY
13.	Deepa.K	Accounting	S.S.TECHNOLOGY
14.	Sangeetha.P	Accounting	S.S.TECHNOLOGY
15.	Jayapreethi.k	BPO(Processing officer)	TECH MAHINDRA(B.P.O)
16.	Kaviya. B		ROYAL SCOTLAND BANK.(FOREIGN EXCHANGE)

17.	Maheswari.S	front office	EURO WORLD TRAVELS PVT.LTD
18.	Theresa Vani.J	Accountant	ADOPTION COORDINATING AGENCIES TAMIL NADU (A/C DPT)
19.	Amreen Banu	Administration officer	GREEVA SOFTWARE SOLU.
20.	S.S.Hari priya	Financial service consultant	LOGICA
21.	R.m Aparna	Accounting executive	Auditing executive in frncklin templeton in mutual fund.
22.	Vaishnavi.P	Accounts department	ZEBRONICS

**Batch:2006-2009**

S.No	NAME	DESIGNATION	ORGNISATION
1.	Maheswari . S	Analyst	K.L.N.pvt ltd.
2.	Vithya .T.S	Clerk	CCC Bank
3.	Soumia . K	Front office	ICA(Anna nagar)
4.	Sunitha Lakshmi	Office Assistant	Assistant HR in Enlist Management (MNC)
5.	Sandhya Ramesh	Junior OA.	Branch Service Partner in Yes Bank
6.	P.Anitha	HR Dept	SIMENS (process expert)
7.	K.N.Swathi priya	Programmer	AMAZON COMPANY (e-commerce catalog specialist)
8.	Thava Ruby .T	Analyst	INFOSYS TECHNOLOGIES
9.	Kalai Vani . K	Accountant	MUKUND CLOTHING (junior accounting)
10.	Bhavani.S	ANALYST	Office tiger
11	A.Deepa	Clerk	Shipping co

12	B.Kokila	PRO	Accenture
13	Nithya Kripa	Research Analyst	MM traders
14	Pavitra	Financial Assistant	E – Serve
15	A.Rajshree	Accountant	New jen furnitures
16	Gunachitra	Analyst	GRO
17	A.Pavitra	NGO	Ngo
18	Nancy jenefer	Consultant	Mafoi
19	G priya	Audit staff	Kannan ragu auditors
20	Godhashree	Audit staff	Kannan ragu auditors
21	rajeetha	Contract admin	H P
22	Reshma raj	Marketing	Icici
23	R vijaya	Accounts assistance	Mmm
24	Bhavana	Front office	Mmm
25	Sangeetha	H r	Janson&jonson
26	Uma devi	Accountant	Yes bank
27	Soumiya	Accountant	Karthika resirts

**13. Plan of action of the Department for the next five years.**

- a) In the Academic year 2010 – 2011 to bring in PG Course
- b) To bring in affiliation to enable us to conduct tutorial classes for DBF.
- c) Two of the Faculty members of the Department have registered for Ph.D
- d) Faculty plan to publish papers in reputed journals in addition to those already published.

## Department of Mathematics

### 1. Faculty profile - adequacy and competency of faculty.

Sl. No	Name Of The Faculty	Qualification	University	Remarks/ Specialisation
1	Mrs.Mary Jemima Samuel	M.Sc.  M.Phil.	University Of Madras  University Of Madras	Doing Ph.D In Theoretical Computer Science
2	Mrs.P.Sumithra	M.Sc. M.Phil.	University Of Madras University Of Madras	Real Analysis
3	Mrs.K.Malligeswari	M.Sc. M.Phil.	University Of Madras University Of Madras	Complex Analysis
4	Mrs.J.Prabha	M.Sc.  M.Phil., B.Ed.	Bharathidasan University . University Of Madras University Of Madras	Operations Research
5	Mrs.P.P.Sharmishta	M.Sc. M.Phil.	University Of Madras University Of Madras	Stochastic Process
6	Mrs.N.K.Vinodhini	M.Sc. M.Phil.	University Of Madras University Of Madras	Graph Theory
7	Mrs.K.Sheela	M.Sc. M.Phil.	University Of Madras University Of Madras	Functional Analysis
8	Mrs.R.Mahalakshmi	M.Sc. M.Phil.	University Of Madras Alagappa University	Fractional Arima Modelling
9	Mrs. X.Helen Anitha Rani	M.Sc.  M.Phil.	Bharathidasan University Madurai Kamaraj Univ.	Operations Research

Sl. No.	Name Of The Faculty	Qualification	University	Remarks/ Specialisation
10	Mrs.C.D.Kalpana	M.Sc. M.Phil  B.Ed.	University Of Madras Madurai Kamaraj University University Of Madras	
11	Mrs.R.Mary Mercy Priya	M.Sc. M.Phil.	University Of Madras University Of Madras	Graph Theory
12	Mrs.G.Logambal	M.Sc.  M.Phil.	University Of Madras Madurai Kamaraj University	
13	Ms. G.Jayanthi	M.Sc M.Phil.	University Of Madras University Of Madras	Graph Theory

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

Students with a good background of mathematics are selected, based on the marks they have secured in their plus two examination . Most of them are from middle class.

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.**

CBCS system has been introduced in 2008 and both the students and the staff members have benefited to a great extent by it. Personality development , soft skill,

computing skill etc. have been introduced which will be very useful for the students for their future career.

**4. Trends in the success and drop out rates of students during the past two years.**

<b>Course</b>	<b>Year</b>	<b>Success Rate (%)</b>	<b>Dropout Rate (%)</b>
PG	2007-2009	74%	9%
	2008-2010	67%	Nil
UG	2006-2009	65%	Nil
	2007-2010	71%	9%

**5. Learning resources of the departments - library, computers, laboratories and other resources.**

The department has a library and computer. Students are motivated to read the books from the department library for their paper presentations, seminars, workshops and for their academic excellence .etc.

**6. Modern teaching methods practiced and use of ICT in teaching – learning**

Students are encouraged to participate in seminars, conferences and to present papers in various colleges and universities with the help of the internet available in the college.

Staff members maintain their lesson plans in the department system .  
U.G. students utilizes the system fully for their curriculum based  
subject “PROGRAMMING LANGUAGE IN ‘C’ .

**7. Participation of teachers in academic and personal counseling of students**

Students are well trained in their academics by writing tests regularly. There is a very good rapport between staff and students. Quite often students undergo personal counseling. Mentor-ward system has been introduced so that the students interact freely with the staff members.

**8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Staff were encouraged to participate in the Faculty Development Programme conducted by ICFAI on Stress Management.. Staff also attended Orientation and Refresher programmes.

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

Staff had an active participation in organizing guest lectures, conducting seminars in the classroom , competitions like paper presentation and organizing quiz. We are in contact

with our Board of Studies members both at the U.G and P.G level to make the necessary changes in the syllabus.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

Students are sent every year for the MTTS programme organized by the Department of Mathematics and Statistics , University of Hyderabad for the motivation of higher studies, capacity to grasp new concepts, perseverance and determination to attain goal, solving ability etc.....

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

**PUBLICATIONS (MRS.MARY JEMINA SAMUEL)**

S.No	TITLE OF PUBLICATIONS	PRECEEDINGS/ JOURNAL NAME	PLACE AND DATE	AUTHOR	DEPARTM ENT
1	Infinite words obtained by cooperating distributed grammar systems and cooperating distributed finite state automation	Proceedings of the International Conference on Mathematics and Computer Science (ICMCS 2007)	Loyola College, Chennai (01-03-2007 to 03-03-2007)	Mary Jemima Samuel V.R.Dare D.G.Thomas	Mathema tics and Compute r Science
2	Distributed online tessellation automation	Proceedings of one day seminar(2008)	Madras Christian College , Chennai (April 2008)	Mary Jemima Samuel V.R.Dare D.G.Thomas	Mathema tics

S.No	TITLE OF PUBLICATIONS	PRECEEDINGS/ JOURNAL NAME	PLACE AND DATE	AUTHOR	DEPARTM ENT
3	Lattice Structure on local languages	Proceedings of the International Conference on Mathematics and Computer Science (ICMCS 2009)	Loyola College, Chennai (05-01-2009 to 06-01-2009)	Mary Jemima Samuel V.R.Dare T.Kalyani	Mathematics and Computer Science
4	Word local languages and $\omega$ -word local languages	Proceedings containing abstracts of National Conference on Recent Advancement in Pure and Applied Mathematics	D.G.Vaishnav College, Chennai (23-01-2009, 24-01-2009)	Mary Jemima Samuel V.R.Dare T.Kalyani	Mathematics
5	A subclass of local languages	Proceedings of the National Conference on Cryptography, Automata and Learning Theory ( CALT 2009) to appear	Madras Christian College ,Chennai (28-04-2009,29-04-2009)	Mary Jemima Samuel V.R.Dare D.G.Thomas	Mathematics
6	Timed Watson-Crick $\omega$ - automata	Proceedings of the Chennai National Conference on Computational Mathematics and Soft Computing(2009)	Women's Christian College , (24-07-2009,25-07-2009)	Mary Jemima Samuel V.R.Dare K.G.Subramanian	Mathematics

**12.Placement record of the past students and the contribution of the department to aid student placements**

<b>S.No</b>	<b>Name Of The Student</b>	<b>Department</b>	<b>Batch</b>	<b>Position</b>	<b>Name Of The Organisation</b>
1	Jayagowri.G	Mathematics	1985 - 1988	Teacher	S.B.O.A. (Cbse) School
2	Chandralekha	Mathematics	1985 - 1988	Teacher	Presidency Girl's Hr. Sec. School, Egmore
3	Jayakumari.C	Mathematics	1986 - 1989	Lecturer	D.G.Vaishnav College, Arumbakkam
4	Kalpana.C.D	Mathematics	1986 - 1989	Lecturer	Anna Adarsh College For Women
5	Tharani.A.P	Mathematics	1990 - 1993	Lecturer	Anna Adarsh College For Women
6	Deepa.S	Mathematics	1990 - 1993	-	I.T. Professionals In USA
7	Shiuli Ganguly	Mathematics	1990 - 1993	-	I.T. Professionals In USA
8	Nithya Sheshadri	Mathematics	1990 - 1993	-	I.T. Professionals In USA
9	Subashini.S	Mathematics	B.Sc.- 2001-2004 M.Sc.- 2004-2006	Lecturer	Agarsen Jain College
10	Vadivupriya.S	Mathematics	B.Sc.- 2001-2004 M.Sc.- 2004-2006	Lecturer	Presidency College, Hebbal , Bangalore
11	Mythili.K	Mathematics	2002-2005	Lecturer	Anna Adarsh College For Women
12	Jayashruthy.V.N	Mathematics	2002-2005	Lecturer	Dr.M.G.R. Janaki College For Arts And Science
13	Kamalam.M	Mathematics	B.Sc-2002-2005 M.Sc.- 2005-2007	Lecturer	Shasunjain College
14	Sangeetha.D	Mathematics	B.Sc-2002-2005 M.Sc.- 2005-2007	-	C.T.S

<b>S.No</b>	<b>Name Of The Student</b>	<b>Department</b>	<b>Batch</b>	<b>Position</b>	<b>Name Of The Organisation</b>
15	Guna Sundari.M	Mathematics	B.Sc-2002-2005 M.Sc.-2005-2007	-	H.P
16	Archana.R	Mathematics	M.Sc.-2003-2005	Lecturer	DRBCC Hindu College
17	Vimala.V	Mathematics	B.Sc.-2003-2006	Lecturer	Anna Adarsh College For Women
18	Priyadarshini.M	Mathematics	B.Sc.-2003-2006	-	Wipro
19	Aarthi.K	Mathematics	B.Sc-2003-2006 M.Sc.-2006-2008	Lecturer	Anna Adarsh College For Women
20	Jayanthi.G	Mathematics	B.Sc-2003-2006 M.Sc.-2006-2008	Lecturer	Anna Adarsh College For Women
21	Divya.A	Mathematics	B.Sc-2003-2006 M.Sc.-2006-2008	Lecturer	Valliammal College For Women
22	Anisha.K	Mathematics	2004-2007	-	C.T.S
23	Nisha.R	Mathematics	2004-2007	-	C.T.S
24	Kosalai.A	Mathematics	2004-2007	-	C.T.S
25	Pushpa.M	Mathematics	2004-2007	-	C.T.S
26	Santhanalakshmi.R	Mathematics	2004-2007	-	C.T.S
27	Chandrakala.S	Mathematics	2004-2007	-	C.T.S
28	Bhavani.S	Mathematics	2004-2007	-	C.T.S
29	Padmaja.K	Mathematics	2004-2007	-	T.C.S
30	Supriya.P	Mathematics	2004-2007	-	T.C.S
31	Vineetha.K	Mathematics	2004-2007	-	Suther Land
32	Nisha.R.K	Mathematics	2004-2007	H.R	Miot Hospital

S.No	Name Of The Student	Department	Batch	Position	Name Of The Organisation
33	Padmaja.P	Mathematics	M.Sc.-2005-2007	Teacher	Bharathi Vidya Mandhir, Arumbakkam
34	Prasitha Metilda.N	Mathematics	M.Sc.-2005-2007	Lecturer	Sastha Engineering College
35	Princy Paul	Mathematics	M.Sc.-2005-2007	-	Allsec.Co
36	Sarah Merlin.K	Mathematics	M.Sc.-2005-2007	-	Allsec.Co
37	Sheeba Bercy.S	Mathematics	M.Sc.-2005-2007	PGT	Emmanuel Methodist Matric Hr. Sec. School
38	Shoba Rani.R	Mathematics	M.Sc.-2005-2007	-	Real Time Enterprises
39	Nithya.V	Mathematics	2005-2008	-	Standard Chartered
40	Divya.S	Mathematics	2005-2008	-	H.P
41	Ramya.H	Mathematics	M.Sc.-2007-2009	Teacher	Alagappa Matric Hr.Sec.School

### 13.Plan of action of the department for the next five years

To start M.Phil course and to establish a computer lab such that we can choose many computer papers as Elective in the P.G level. We would like to bring researchers from abroad to motivate the students for higher studies.

## DEPARTMENT OF PHYSICS

### 1. Faculty profile – Adequacy and competency of faculty

S.NO	FACULTY MEMBERS	QUALIFICATION	UNIVERSITY	REMARK\AREA OF SPECILICATION
1	T. SUJATHA	M.Phil	University of Madras	Nuclear Physics
2	N. MAHALAKSHMI	M.Phil	University of Madras	Nuclear Physics
3	A.SUVITHA	M.Phil	Manonmaniam Sundharanar University	Physics
4	V. SHREEVIDHYAA SURESSH	M.Phil	Bharathidasan University	Physics
5	M.JAYANTHI	M.Phil	Bharathidasan University	Physics
6	J.ANNE KAUSALYA	M.Phil	University of Madras	Physics

### 2. STUDENT PROFILE

#### ENTRY LEVEL COMPETENCIES

+2 with Maths, Physics, chemistry, biology/computer science.

#### SOCIO ECONOMIC STATUS

Students with diversified socioeconomic status are admitted in the course.

The department provides a common platform to all such students and provides ample learning opportunities to enable them to develop their skills and knowledge.

BATCH	RURAL	URBAN	TRIBAL
2006-09	1	36	-
2007-10	1	38	-

Annual income of parents	Students Studying In		
	I YEAR	II YEAR	III YEAR
Less than Rs. 60000	18	19	19
Rs. 60000- 1 lakh	9	10	11
Rs- 1 lakh- Rs 1.5	15	14	7

Lakh			
Rs. 1.5 -2 Lakh	5	3	3
Rs. 2 lakh and above	3	1	1
Total	50	47	41

#### **LANGUAGE PROFICIENCY – English**

LANGUAGE	I YEAR	II YEAR	III YEAR
TAMIL	43	44	35
HINDI	5	2	0
SANSKRIT	1	0	1
FRENCH	1	1	5
TOTAL	50	47	41

**OTHER LANGUAGES** – tamil , hindi . Sanskrit . French

### **3. Changes made in the course or programmes during the past two years**

Our college comes under the University of Madras, any change in the course are carried out through the meetings conducted in the board of studies. The university has introduced the choice based credit system during the academic year 2008-2009. It also introduced Non- major Elective subjects and soft skills in the curriculum.

### **4. Trends in the success and dropout rates of student during the past two years**

BATCH	SUCCESS RATE	DROPOUT RATE
2006-2009	84%	18.9%
2007-2010	84%	18.9%

### **5. Learning resources of the departments - library, computers, laboratories and other resources.**

The department provides learning resources to the students through the departmental library which is knowledge house with 520 books, 4 journals. One periodical- “Electronics for You” is subscribed to supplement the learning experience of the student. We have a fully

equipped general lab and electronics lab. We have an individual Lab for allied students. In the laboratory the students are encouraged to make use of the instruments and apparatus which are consistent with their learning requirements. We have a computer in the department. All the resources are updated to the current curriculum.

#### **6. Modern teaching methods practiced and use of ICT in teaching – learning**

The teaching pedagogy combines, lecture-cum discussions, self –learning assignments, field visits and seminars, aptitude test and quizzing sessions to enhance students understanding of the subject. Power point presentations are presented to the students.

#### **7. Participation of teachers in academic and personal counseling of students**

The strength of our lecturers is their variety and flexibility in teaching pedagogy used to initiate a meaningful learning. This enables the students to give an appreciation of knowledge of the subject. Apart from this special meeting are held with the parents regarding their children attendance, academic performance discipline and regularity.

We maintain Bio-data files of our students. We follow tutor ward system in which each faculty involve personally with the students in the ratio of 1:24. The faculty encourages them for their academics and extracurricular activities. In the college premises professional counsellor are available.

**8. Details of faculty development programmes and teachers who have been benefited during the past two years**

**T. SUJATHA**

Name of the Seminar/Conference/SymposiaWorkshop, etc.	Name of the Sponsoring Agency	Place and Date
6 <sup>th</sup> National Conference on Emerging Tendency in Crystal Growth & Nanomaterials	board of research in nuclear sciences dae mumbai	Loyola college-07
Awareness Workshop on Radiation	igcar	Quaid-e-millath-06
Electrofest - Workshop	jointly with iit	Anna Adarsh college -05
carbon credits impact on environment	colloboration with tamil nadu pollution control board,	Anna Adarsh college -07
radiation & radio isotopes	igcar	Anna Adarsh college-08
synthesis and cadimum selenide by wet chemical method	National seminar on "glimpses on material sciences"	Sarada college-salem

**N.MAHALAKSHMI**

Name of the Seminar/Conference/SymposiaWorkshop, etc.	Name of the Sponsoring Agency	Place and Date
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P.G. Teaching in Physics	Nuclear Physics dept, University of Madras	chennai . 2008
Eternal Bliss of Amazing Teachnology of Science	Anna Adarsh College for Women	chennai, 24-3-2006
Radiation and Radio Isotopes	IGCAR ,Kalpakkam	30 & 31 august 2007
Carbon Credits- Impact on Environment.	Pollution Control Board, Tamil Nadu	8 & 9 august 2008
Nanocrystalline Semiconductors- Rudiments And Fabrication	National Seminar On “Glimpses On Material Sciences”-Sarada College	Salem, 1 Feb 2010

#### A. SUVITHA

Name of the seminar/conference/ symposiaworkshop, etc.	Name of the sponsoring agency	place and date
Lasers and Spectroscopy	ISPA	Womens Christian College 24.9.2009
6 <sup>th</sup> National Conference on Emerging Tendency in Crystal Growth & Nanomaterials	Board of Research in Nuclear Sciences DAE Mumbai	Loyola college-07
Nanocrystalline Semiconductors- Rudiments And Fabrication	National Seminar On “Glimpses On Material Sciences”-Sarada College	Salem, 1 Feb 2010

#### M.JAYANTHI

Name of the Seminar/Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Photonic Crystals-Molding The Flow Of Light -	National Seminar On Glimpses On Material Sciences-Sarada College	Salem 1 <sup>st</sup> Feb 2010

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**J. ANNE KAUSALYA**

Name of the Seminar/Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Synthesis And Cadimum Selenide By Wet Chemical Method	National Seminar On “Glimpses On Material Sciences”	Sarada College , Salem

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

The department staffs are indicators of “work-readiness”. They constantly contribute to the academic activities, and try to bring in modern teaching techniques. They arrange seminars and invite different people from corporate and academic people for personal interaction with students so as to have exact idea of various fields and subject expertise.

Research- four of our faculty are doing research

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

The department has a healthy practice of organizing field trips and seminars and provide the students a common platform for a rendezvous with academicians, practitioners, consultants and experts from industries.

The major event in the yesteryears include,

1. Field trip to sriharikotta
2. Workshop with IGCAR , Kalpakkam

3. Workshop with Pollution control board Chennai- to convert sewerage water into good water.
4. Visit to Kavalur observatory and Kalpakkam- power reactor.
5. “Electro fest” workshop for lecturers of different college in collaboration with IIT madras.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

Nil

**12. Placement record of the past students and the contribution of the department to aid student placements**

S.no	Name of the Student	Batch	Position	Name of the Organization
1.	N. Mahalakshmi	1999-2002	Lecturer	Anna Adarsh College For Women
2.	J.Anne Kausalya	2003-2006	Lecturer	Anna Adarsh College For Women
3.		2003-2006	System Analyst	IBM
4.	P. Sumathi	2003-2006	System Analyst	NT Soft Chennai Ltd
5.	S. Subashini	2003-2006	System Analyst	TCS
6.	S. Jayanthi	2003-2006	Programmer	IOWA University
7.	A.Nithya	2004-2007	MS Physics	CTS
8.	M. Asha Lakshmi	2004-2007	Software programmer	CTS
9.		2004-2007	Software	CTS

10.	M.Sanju	2004-2007	Analyst	CTS
11.	Logeshini Jeba. R	2004-2007	„	CTS
12.	Radhika.K	2005-2008	„	TCS
13.	Poornima. K	2007-2009	System Analyst	Wipro
	P.Priya		Programmer	CTS
	P. Radhika		System analyst	

Batch	No of students	Pursuing Higher studies	Employed
2008-09	16	11	5
2009-10	22	12	10

### **Contribution of department to aid student.**

The students are encouraged to take up practice aptitude tests and guidance is given by the staff members in choice of the field in jobs.

### **13. Plan of action of the department for the next five years**

1. To introduce Certificate courses in physics from the university
2. To introduce P.G. courses in physics
3. To enhance the ICT teaching methodology
4. To Get Research project from other institutions.
5. The department's main goal is to develop the confidence in the students and encourage individual initiatives for all-round multifaceted development of the department. This process is initiated by providing keen subject insight to the students.



## Department of Chemistry

### 1. Faculty profile - adequacy and competency of faculty

S. No	FACULTY MEMBER	QUALIFICATION	UNIVERSITY	REMARKS/SPECIALISATION
1	Dr.(Mrs).JAYASHREE GHOSH	M.Sc., Ph. D	Allahabad University	Organic Chemistry
2	Dr(Mrs).JEYAVATHANA SAMUEL	M.Sc., M. Phil, Ph. D	Madurai Kamaraj University University of Madras	Organic Chemistry
3	Dr(Mrs).V.SAYI SATYAVATHI	M.Sc., M. Phil, Ph. D	Sri Venkateswara University, Anna University	Physical Chemistry
4	Dr(Mrs).S. SHANTHI	M.Sc., M. Phil, Ph. D	University of Madras	Analytical chemistry Physical Organic Chemistry
5	Dr(Mrs).AMITA BISHNOI	M.Sc., M. Phil, Ph. D	Meerut University, Delhi University	Organic Chemistry
6	Mrs. P. SHANTHI	M.Sc., M. Phil	Bharathiyar University	Organic Chemistry
7	Mrs. T. SOBANA PREMALATHA	M.Sc., M. Phil	University of Madras	General Chemistry Inorganic Chemistry
8	Mrs. E. THAMARAI SELVI	M.Sc., M. Phil	University of Madras	General Chemistry Analytical Chemistry
9	Mrs. CRYSTAL. Y.WILSON	M.Sc., M. Phil	University of Madras Bharathidasan University	General Chemistry
10	Ms. S.PRIYA	M.Sc., M. Phil	University of Madras	General Chemistry Organic Chemistry

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

**Entry level competencies:** Students with +2 qualification (Maths, Physics, and Chemistry) with a minimum score of 40% from any board are eligible for admission.

**Socioeconomic status:** Students in the chemistry department represent a various status of society. Preference is given to economically under privileged and socially disadvantaged sections for the admission. Annual income of the parents of the students varies from below Rs. 50,000 to 2 lakhs.

**Language proficiency:** The department takes in students with different levels of language proficiency. Tamil medium students are also given admission for chemistry. The faculty takes extra effort for Tamil medium students to complete the course.

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

Changes made in the course: C language is introduced in Analytical Chemistry. Electives like Material and Nano Chemistry, Industrial Chemistry, Pharmaceutical Chemistry, Applied Chemistry, Leather Chemistry, Polymer Chemistry are introduced in final year .Non-Major electives like Food Chemistry, Chemistry in everyday life are introduced in first year.

**Faculty Contribution:** For elective Applied Chemistry and Pharmaceutical Chemistry books are written by Dr. Jayashree Ghosh. Demonstration of Food adulteration is shown to the students.

**4. Trends in the success and drop out rates of students during the past two years**

<b>Batch</b>	<b>Success-Pass %</b>	<b>Dropout</b>
2006-2009	63%	5%
2007-2010	64%	30%

**5. Learning resources of the departments - library, computers, laboratories and other resources**

Students access to library, internet to learn their subject. They were made to visit nuclear medicine hospitals (MRI scans, CT Radiotherapy etc) and various chemical industries. They are taken for a visit to food industries, cosmetic industries, forensic labs, pharmaceutical companies, and Pollution control Board etc to know the chemistry aspects behind these industries. Using various models, charts and by demonstration of few Analytical techniques they come to know about their subject with in depth knowledge. Several Guest Lectures by eminent persons have been arranged.

## **6. Modern teaching methods practiced and use of ICT in teaching – learning**

Modern teaching methodologies like Power Point Presentation, OHP, using ball and stick model for chemical structures, chart presentations and practical demonstrations have been used effectively for teaching

## **7. Participation of teachers in academic and personal counseling of students**

Ward system is introduced in every class. Once in a week staff will meet their ward students and will discuss the academic and personal problems and give them proper counseling. Parents are invited once in a year to discuss about the student's academic performance.

## **8. Details of faculty development programmes and teachers who have been benefited during the past two years**

<b>Name of the faculty</b>	<b>Seminar attended</b>	<b>Date and Place</b>
Dr.(Mrs) Jayashree Ghosh	Principals workshop – ICTACT Training	March 2010, E-Governance
	Higher Education summit	Feb-2008 ICFAI University
Dr.(Mrs) Jeyavathana Samuel	Eco Conference	Nov-2003 Loyola College
	Workshop wonder	2007 Loyola College
	National Seminar	2008 Women's Christian College

	Advanced leadership seminar	June 2007 Singapore
Dr.(Mrs) V.Sai Sathyavathi	Eco Conference	Nov-2003 Loyola College
	Wokshop wonder	2007, Loyola College
	National Seminar	2008 Women's Christian College
Dr. (Mrs) S. Shanthi	National seminar on Nano Science and technology	Aug 2008 Vellamal Engineering College
	Disease control priorities	Nov 2009 D.G. Vaishnav College
Dr.(Mrs) Amita Bishnoi	National Seminar	2008 Women's Christian College
Mrs. P. Shanthi	National Seminar - Micro call	Dec 2008 D.G. Vaishnav College
	National Seminar - Disease control priorities	Nov 2009 D.G. Vaishnav College

	National conference on Chemistry	Dec 2008 Women's Christian College
Mrs. Crystal. Y. Wilson	National Seminar- Modern Trends in Chemistry	Sep 2008 Thyagaraja College Madurai.
Ms. S. Priya	National Seminar	2005 Gurunanak College

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

Conducted quiz in Meenakshi and Gurunanak Colleges, Solution prepared for the TNPC (Group 3) questions,paper settings to various colleges like Stella,WCC,MCC,Queen Maries and Ethiraj.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

- 1) Conducted National Level Seminars in collaboration with IGCAR, Tamilnadu Pollution control Board, and Tamilnadu Science and Technology.
- 2) Students were taken to visit the hospitals and industries to know about the application of Radio isotopes, sewage treatment plant.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

<b>Name of the faculty</b>	<b>Publication</b>
Dr. (Mrs) Jayashree Gosh	Pharmaceutical Chemistry
	Fundamentals of Applied chemistry
Dr.(Mrs) Jeyavathana Samuel	Practical manual for Major Chemistry
	Practical manual for Allied Chemistry
Dr.(Mrs) Amita Bishnoi	Agricultural dictionary of Scientific and Technical Abbreviations

**12. Placement record of the past students and the contribution of the department to aid student placements**

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
1	Ms. Gulsombi	1986-1989	Head, Department of Chemistry	JBAS College
2	Ms. N. Kalaiselvam	1986-1989	PG Assistant	Government Hr. Sec School
3	Ms. S. Sowmya	1987-1990	Director	Lattice Bridge Info Tech
4	Dr. Urmila Pal	1992-1995	PDF in US	
5	Ms. V. O.Sangeetha	1995-1998	Lecturer	S.A. Engineering College
6	Ms. S. Chitra	1996-1999	Scientist	Orchid Pharmaceuticals

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
7	Dr. K. Thenmozhi	1996-1999	Lecturer	D.G. Vaishnov College
8	Ruby Thomas	2000-2003	Lecturer	Sri Sastha Engineering college
9	Ms. M. Meenakshi	2000-2003	Lecturer	RMK Engineering college
10	Ms. B. Mahalakshmi	2001-2004	Director	Dynamic Gaskets Pvt.Ltd
11	Ms.R.Manju	2001-2004		TCS
12	Ms. Sumalatha	2002-2005		CTS
13	Ms. T. Shalini	2002-2005		Perot System
14	Ms. Aiswarya Prasad	2002-2005	HR	ICICI Bank, Mumbai
15	Ms. Sudhanandhini	2003-2006	Lecturer	RMD Engineering college
16	Ms. Padmapriya	2003-2006	Junior Analyst	Thomson Reuters
17	Ms. Thanga Mariyammal	2003-2006	Lecturer	Sri Nallalaghu Polytechnic Puzhal
18	Ms. Chithra	2003-2006	Copy Editor	
19	Ms. G. Ramya	2003-2006	Research Scholar in Chemical Engineering	Anna University
20	Ms. P. Vijayalakshmi	2003-2006	Research Scholar in Chemical Engineering	Anna University
21	Ms. G. Devashri	2003-2006	Junior Patent Analyst	Scope e-Knowledge, Chennai

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
22	Ms. M. Vanitha	2003-2006		School
23	Ms. P. Nishu	2003-2006	Medical Transcriptionist	ACCEL BPO
24	Ms. Priyadharshini	2005-2008	Territory Business Manager	Merck Pharmaceuticals
25	Ms. Seema. S .Jain		Customer Care Service Manager	JET Airways

Students are advised to attend Soft Skill, Personality Development, and Computer Skill which enable them to face the Interview and Interactive session during their placement.

### **13. Plan of action of the department for the next five years**

- 1) Research Department
- 2) Undertaking Projects
- 3) Guideship for M. Phil and Ph.D Students
- 4) Diploma courses like Lab Technology, Bioinformatics

## Department of Human Science

### 1. Faculty profile - adequacy and competency of faculty

Sl No.	NAME OF FACULTY	QUALIFICATION	NAME OF UNIVERSITY	AREA OF SPECIALISATION
1	Ms.Suganthi.V	B.Sc (1988), M.Sc. (1990), M.Phil (2000)	University of Madras Avinashilingam Deemed University Mother Teresa Women's University	Food Service Management and Dietetics.
2	Dr.(Ms.) K.Sudha Rani	B.Sc (1983), M.Sc. (1985), B.Ed. (1986) M.Phil (1987) Ph.D (2006)	University of Madras University of Madras University of Madras University of Madras University of Madras	Home Management
3.	Ms. Devi Manohar	B.Sc (1986), M.Sc. (1988), B.Ed. (1990) M.Phil (2001)	University of Madras University of Madras Annamalai University Mother Teresa Women's University	Home Management
4.	Ms. V.Anitha	B.Sc (1999), M.Sc. (2001), M.Phil (2005)  DHM (1999)  DCA (2000)  COPA (2001)  MBA (2003)	University of Madras University of Madras Mother Teresa Women's University Management studies Promotion Institute All India Institute of Career Studies, Government of Tamil Nadu Office of the Director of Employment and Training CSM Institute of Graduate Studies	Foods and Nutrition

5.	MS. Habeebunissa	B.Sc (1997), M.Sc. (1999), M.Phil (2002) DCATD (2002)	University of Madras University of Madras University of Madras MMCC , Chennai	Textiles and Clothing
6.	Dr.(Ms.) S. Mubeen	B.Sc (1994), M.Sc. (1996),  Ph.D (2006)  DSM (1995)	Sri Venkateswara University  Sri Padmavathi Mahila Viswa Vidhyalayam  Sri Padmavathi Mahila Viswa Vidhyalayam  NIIT	Foods and Nutrition
7.	Ms. V.R. Anurathi	B.Sc (1998), M.Sc. (2000), M.Phil (2001)	University of Madras University of Madras University of Madras	Home Management

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

Entry Level Competencies: Higher Secondary Examination with science background and Chemistry (compulsory)

Socio Economic Status: Any Economic Level

Language Proficiency: English

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

Language C in computers, Non major electives (Creche organization, Food Preservation) has been introduced.

**4. Trends in the success and drop out rates of students during the past two years**

<b>Batch</b>	<b>Success-Pass %</b>	<b>Dropout</b>
2006-2009	97.5%	2.5%
2007-2010	94%	6%

**5. Learning resources of the departments - library, computers, laboratories and other resources**

Food service Management laboratory- used for planning and preparing various normal and therapeutic diets, Basic cookery practicals and quantity cookery practicals

Biochemistry laboratory for qualitative and quantitative estimation of nutrients

Physiology laboratory- for analysis of blood components, blood grouping and observation of histological slides

Microbiology laboratory- for preparation of media and identification of various microorganisms through experiments

Textiles and clothing construction laboratory- to develop fine skills such as embroidery, etc and drafting and garment construction

Cottage- Interior decoration laboratory- To apply the principles of design in various room arrangements

Library Books, OHP, Computer, Nursery School, Anganwadi centres, Hospitals and Hotel visit, Railway Canteen and other commercial establishments – Brakes India Ltd, MRF, Aavin etc.

## **6. Modern teaching methods practiced and use of ICT in teaching – learning**

Power Point Presentation, OHP

## **7. Participation of teachers in academic and personal counseling of students**

Tutor- ward System

Separate registers are maintained, fortnightly meetings are conducted and emotional and academic grievances of the ward are handled.

## **8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Ms.Suganthi.V - Refresher Course- February 2008,

Conference on Six sigma-2007

National seminar on Bank management-2008

Dr.(Ms.) K.Sudha Rani - Refresher course- March 2008

Ms. Devi Manohar - Refresher course – September 2008

Dr.S Mubeen National seminar on Bank management-2008

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

**Ms.Suganthi.V -**

- Chair person for question paper setting in Bharathiar University
- Board of studies member in QUAID-E-MILLETH College for women
- Question paper setter in Mother Teresa Women's university, QMC, QMGC, WCC, MOP college,
- Examiner in University of Madras
- Evaluator M.Sc and M.Phil thesis in Mother Teresa Women's University, Avinashilingam Deemed University, IGNOU, Ramachandra Medical university.

**Dr.(Ms.) K.Sudha Rani –**

- Chairman, Board of Examiner , University of Madras ,
- Member of Board of Studies , University of Madras((suggestions from the department faculty were taken and represented in the board and suitable alterations were made in the syllabus)
- Member of Board of Studies , WCC
- Member of Board of Studies, JBAS
- Question paper setter in QMC, QMGC, WCC, JBAS college, Bharathiyar University

- Evaluator M.Sc and M.Phil thesis in Mother Teresa Women's University
- Practical Examiner in QMC, JBAS college.
- Evaluator in Mother Teresa Women's University

**Ms Devi Manohar –**

- Chair person for B.Sc., ID-(Bharathiar University)
- Examiner in few city colleges
- Board Member in QUAID-E-MILLATH college.
- Chair person in CNE Programme , Sri Ramachandra Univ. 2008
- Question paper setter in QMC, QMGC, WCC,MOP, JBAS college, Bharathiyar University
- Examiner in University of Madras

**Ms V. Anitha –**

- Question paper setter for city colleges – QMC, QMGC, WCC, MOP, Bharathiyar University
- PRACTICAL EXAMINER IN MOP ,QMC , Sri Ramachandra University, IGNOU.
- NSI Member
- Guest Lecturers given to ICDS workers conducted by Food and nutrition board
- Examiner in University of Madras. Habeebunissa

- Question paper setter for city colleges – QMC, QMGC, JBAS ,Bharathiyar University
- Practical Examiner in QMC, JBAS college.

**Dr.(Ms). Shahana.Mubeen:**

- Question paper setter for city colleges – JBAS ,Bharathiyar University
- Academic Counselor for M.Sc., program course, IGNOU programme- in-charge NSI, IDA, SASNET.
- Evaluator of Dissertation in IGNOU

**Ms. V.R. Anurathi:**

- Question Paper Setter in Bharathiyar University
- Practical Examiner in Sri Kannika Parameswari college.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

- i. Food and Nutrition Board, Department of Women and Child Development, Government of India, Ministry of Human Resource Development-conducting seminar and national level workshop and deployment of faculty resources
- ii. EKAM Research Foundation (NGO)-conducting nutritional assessment of preschool children in Chennai city

- iii. Nestle India Limited- conducting workshops and competitions
- iv. Sri Ramachandra Medical College and Hospital, Porur- continuing nutrition programmes, sending students for internship
- v. Madras Medical Mission-sending students for internship
- vi. Indian Academy of Pediatrics-conducting rallies, seminars, workshops, human chains, etc
- vii. Frontier Lifeline Hospitals- sending students for internship
- viii. UCB India Limited- conducting awareness programs
- ix. Nourish 'n' cherish- conducting workshops
- x. Fevicryl-Pidilite Industries limited-conducting workshops

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

**Ms.Suganthi.V -**

- Higher Secondary Text book for XI & XII (English and Tamil)(2005)
- Higher Secondary Text book for XI & XII (English and Tamil)(2006)
- International conference manual- physical activity- a way to empower women's health.

**Dr.(Ms.) K.Sudha Rani –**

- Awareness of time among professional and non-professional, married working women.
- Portrayal of women in tele-serials
- Parental Pressure

**Ms. Devi Manohar –**

- A study on the coping strategies of mother with intellectually disabled children

**Ms. V. Anitha –**

- International Conference Manual-empowering the health status of obese women- Herbal Supplements.

**Ms.Habeebunissa -**

- A study on CAD Simulations for Sari and Salwar Kameez using weaving and printing techniques.
- A Comparative study on the effect of varying concentrations of detergents at different washing temperatures on polyester and micro denier polyester fabrics.

**Ms. Shahana. Mubeen -**

- A study on the nutritional composition of therapeutic acidobifidolact yoghurt.2005
- Effect of Bifidolact yoghurt to control hypercholesterolemia and hypertension in humans 2006
- Viability of S.thermophilus L.Bulgarius, L.Acidophilus , and B.Bifidum in yoghurt products- International conference on Human Science Generation Next. 13-14<sup>th</sup> July2006
- Life style factors influencing the dietary habits in relation to serum lipoprotein fractions, serum calcium among 40-60years of age groups, August 2007
- Empowerment of Indian Women and gender equality. 2009

**12. Placement record of the past students and the contribution of the department to aid student placements**

S.NO	NAME OF THE STUDENT	DESIGNATION AND PLACE OF WORK	BATCH
1.	Meenakshi Bajaj	Dietician (Government Hospital)	1989 – 1992
2.	Nithya	Interior Designer (Jenson and Nicholson)	1993 – 1996
3.	Hari Priya	Lecturer in Avinashilingam Deemed University	1995 – 1998
4.	Selvamani	Dietician (Madras Medical Mission)	1995 – 1998
5.	Arivuchudar	Lecturer in (Private College in Salem)	1997 -2000

6.	Poorabi	Air Hostess	1997 – 2000
7.	R. Priya	Worked as Lecturer (MOP Vaishnav College)	1996 – 1999
8.	Muthulakshmi	Tutor in SRMC Porur	2001 – 2004
9.	Madhumitha	Running own HR Consultancy	2001 - 2004
10.	Padma Priya	Worked as Lecturer in Kothari Academy	2001 - 2004
11.	Nandhinee	Worked as Nutritionist in Abott Company	2001 - 2004
12.	Deepika	Nutritionist in Fitness One	2002 – 2005
13.	Farah	Free Lance Journalist	2004 – 2007
14.	Gajalakshmi	Dietitian (Balaji Diabetic Centre)	2004 – 2007
15.	Mangalalakshmi	Dietician (Venkateswara Hospital)	2004 – 2007
16.	Chandani Gupta	Nutritionist in Fitness One	2004 – 2007
17.	Sundara	HR Consultant in Cognizant Technology Solutions	2003 – 2006
18.	S. Sangeetha	Nutritionist in Fitness One	2004 – 2007
19.	Bala Prasanna	Dietician in Frontier Life Line	1997 – 2000
20.	Suganya	Dietician (Apollo Hospital)	2006 – 2009
21.	Lavanya	Dietician (Women's World)	2006 - 2009

**13. Plan of action of the department for the next five years**

- i. The department has planned to start 1 UG (Interior Design) and 1 PG course (Food Service Management) for its next academic year.
- ii. Many Community Oriented Programmes such as imparting Nutrition knowledge to local slum dwellers (through community nutrition).
- iii. Training its neighborhood homemakers in Food Preservation.
- iv. Training its neighborhood homemakers in Tailoring.
- v. Initiative will be taken to start Day Care Centre and Adolescent Counseling Centre.
- vi. Conducting Master Health Check up for Faculty Members through various workshops.
- vii. Students will be given mini projects to make them research oriented and training will be given to make them good Entrepreneurs in collaboration with various Food Industries.
- viii. Practical knowledge in Clinical Nutrition will be imparted through internship programme.
- ix. To start Certificate courses in Laboratory techniques in various disciplines – Microbiology, Biochemistry, Food Science etc.

## Department of Computer Science.

### 1) Faculty Profile-Adequacy and competency of Faculty.

Sl. No	Name of the Faculty	Qualification	University	Remarks/ Specialization
1	Mrs.Hannah VijayKumar	MCA, M.Phil	Bharathidasan University , Bharathidasan University	Database Management System, Software Engineering.
2	Mrs.A.Lakshmi	MCA, M.Phil	Mother Teresa Women's University, Mother Teresa Women's University	Computer Algorithms
3	Mrs.A.P.Tharani	M.Sc, M.Phil	Anna University, Madras University	C, C++, Digital Logic Fundamentals.
4	Mrs.A.Parameswari	M.Sc, M.Phil	Manonmaniam Sundaranar University, Mother Theresa Women's University	Software Engineering, Java Programming.
5	Mrs.M.Revathy Meenal	MCA, M.Phil	Madurai Kamaraj University, Madurai Kamaraj University.	Artificial Neural Networks.
6	Ms.K.Maheswari	MCA, M.Phil	Anna University, Madurai Kamaraj University.	C, C++,Data Structures.
7	Mrs.P.Pakutharivu	M.Sc, M.Phil	Bharathidasan University, Bharathidasan University	Algorithms.
8	Mrs.K.Unnamalai	M.Sc, M.Phil	Madras University, Bharathidasan University	Microprocessors and Digital.

9	Mrs.P.Gayathri	MCA, M.Phil	Bharathidasan University, Madurai Kamaraj University	Distributed Database.
10	Mrs.K.Sumathi7	M.Sc, M.Phil	Madurai Kamaraj University, Madurai Kamaraj University	Data Structures.
11	Mrs.S.Radha	MCA, M.Phil	Madras University, Madras University.	Artificial Neural Networks.
12	Mrs.S.Ranjana	M.Sc, M.Phil	Madras University, Vinayaka Mission University.	Networks.
13	Ms.S.Mahalakshmi	M.Sc,MCA,M phil	Madras University, Madras University, Alagappa University	Computer Applications
14	Mrs.M.Anita Rajkumar	MCA, M.Phil	Bharathidasan University, Bharathidasan University	Operating Systems.
15	Mrs.D.Sasirekha	MSc, [M.Phil]	Madras University, Pursuing M.Phil.	Computer Architecture

**2) Student Profile- Entry Level Competencies, Socioeconomic Status, Language Proficiency etc,**

**I Entry level competencies**

+2 with Maths, Physics, chemistry, biology/computer science

## II SOCIO ECONOMIC STATUS:

Middle Income Group / High Income Group.

## III LANGUAGE PROFICIENCY:

English, Tamil.

## IV OTHER LANGUAGES :

Hindi, Malayalam, Sanskrit and French.

### **3) Changes made in the Courses or Programme during the past two years and the contribution of the Faculty to those changes**

Choice based Credit System has been introduced from the academic Year 2007-2008 with Elective and Soft Skill papers, Internship for the Post Graduates. The new subjects introduced for the Post Graduates are Advanced Java Programming, System Software, Multimedia Systems, Digital Image Processing and Mobile Computing. The new subjects introduced for the Under Graduates are Visual Programming, Unix Programming, Web Technology, Data Mining, Object Oriented Analysis and Design and Computer Graphics.

#### **SOFTSKILL:**

The Under Graduate Students are required to undergo subjects like soft skills, Essentials of Language and Communication, Essentials of Spoken and Presentation Skills, Personality Enrichment, Foreign Language- French, Environmental Studies and Value Added Education to enrich their Communication skills and Personality Development.

The Post Graduate Students are required to undergo subjects like Spoken and Presentation Skills, Essentials and Advanced Level of Language and Communication, Life and Managerial Skills and Foreign Language – French to enrich their Communication and Personality Development.

**INTERNSHIP:**

The Post Graduate Students have to undergo Internship in any Organization during Summer Vacation to understand corporate environment and enhance their employability skills.

**4) Trends in the Success and dropout rates of Students during the past two years.**

<b>Course</b>	<b>Year</b>	<b>Success rates</b>	<b>Dropout rates</b>
UG	2006-2009	93%	2%
	2007-2010	94%	0%
PG	2007-2009	100%	5%
	2008-2010	100%	0%

**5) Learning Resources of the departments-Library, Computers, Laboratories and other Resources.**

**I LIBRARY:**

A Library is available in the Department of Computer Science with 350 Books converging to the Core and Elective Subjects along with a reasonable collection of dissertations, project and Internship reports which are made available for PG final year students for undergoing their major projects. These Books are used

by the Faculty members and as reference books by students. The open access system provides reading and reference facilities. The Staff and Students refer to the National, International Journals and Technology related Magazines in the Main Library. The Department Library is computerized and the software was developed by the M.Sc Computer Science Students. University Question paper Bank is maintained in the department for the benefit of students. This collection is expanded and updated each year.

## II COMPUTER :

The Department of Computer Science has two computer labs with 48 systems connected by LAN. Internet facility at the speed of 512 KB – 1MBPS with unlimited downloading is available for the Post Graduate Students. The hardware and software resources are maintained with the help of a system administrator.

## III LABORATORIES:

The Digital and Microprocessor lab is well equipped and carefully maintained. The lab is provided for the students with Microprocessor and Digital Electronic kits. The equipments are given for the students in 1:2 ratio.

#### IV OTHER RESOURCES:

Computer science is a growing field and changes in the field of hardware and software are so constant, the staff members are always encouraged to update their knowledge through self study, internet surfing and making use of the lab facilities. Staffs also attend short-term courses to familiarize themselves with new software. To provide an inspiring and exciting learning environment the department's lecture teaching methodology are equipped with latest communication and multimedia teaching aids such as OHPs and LCD projectors. Tutor-ward system has been maintained to encourage students in their education. The students are provided with large spaced class rooms where seminars, group discussions, quiz programs are conducted for the academic development of students. Guest lectures by experts are arranged.

#### **6) Modern Teaching Methods Practiced and use of ICT in teaching-learning**

##### I MODERN TEACHING METHODS:

Few modern teaching methods make class room learning interactive and effective. Concepts are explained through real time projects and applications. Group discussions, seminars, demonstrating Practical programs, conducting internal examination and assignments make learning more effective for the students. Students are motivated to take up aptitude test which prepares them to face interviews.

## II USE OF ICT IN TEACHING:

Use of Computers for executing practical programs to develop programming skills. Power Point presentation for explaining latest technologies are used by the faculty. Googling the internet for learning advanced topics is practiced.

### **7) Participation of Teachers in Academic and personal counseling of Students**

The department strictly follows tutor ward system to keep track of the academic and personal growth of the students. Counseling is done whenever they face any personal problem. Students are encouraged to perform well during examination times.

Faculty development programs and seminars are organized for the staff and students of the department to keep in pace with the latest technology. An inter-collegiate symposium is organized by the association of the department every academic year to initiate students in developing their areas of interest.

The department of computer science has automated many college applications. To name a few, college admission, examination seating, student council election and college website. The projects of the post graduate students are implemented in the department.

**8) Details of Faculty development programmes and teachers who have been benefited during the past two years:**

Name of the Faculty	Faculty Development Programmes
Mrs.Hannah VijayKumar	<ol style="list-style-type: none"> <li>1) National seminar on Pattern Recognition conducted by Periyar University on Oct 2008</li> <li>2) Workshop on Open Source Frame Works for WCMS conducted by UGC on 23<sup>rd</sup> and 24<sup>th</sup> Feb 2009.</li> <li>3) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009.</li> <li>4) Delivered a lecture on Open Source in CTTE College on 08<sup>th</sup> December 2009.</li> <li>5) National Level FDP on “Teaching Software Engineering Through CASE(S)”, Conducted by Alpha Arts and Science College on 29<sup>th</sup> and 30<sup>th</sup> April 2010.</li> </ol>
Mrs.A.Lakshmi	<ol style="list-style-type: none"> <li>1) Refresher Course on Information Technology conducted by UGC Academic Staff College, University of Madras from 06/08/2008 to 26/08/2008.</li> <li>2) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</li> </ol>

	3) National Conference on Research – “An Impetus for Excellence in Higher Education “, at WCC, Chennai on 27 <sup>th</sup> and 28 <sup>th</sup> FEB 2009.
Mrs.A.P.Tharani	1) Refresher Course on Computer Science conducted by UGC Academic Staff College, University of Madras from 14/07/2004 to 03/08/2004  2) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009  3) National Conference on Research – “An Impetus for Excellence in Higher Education “, at WCC, Chennai on 27 <sup>th</sup> and 28 <sup>th</sup> FEB 2009.
Mrs.A.Parameswari	1) Workshop on Open Source Frame Works for WCMS conducted by UGC on 23 <sup>rd</sup> and 24 <sup>th</sup> Feb 2009. 2) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.M.Revathy Meenal	1) National Level Seminar on Financial Inclusion and Micro Finance conducted by Indian Institute of Banking and Finance on 14 <sup>th</sup> DEC 2007 2) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009

Ms.K.Maheswari	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.P.Pakutharivu	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.K.Unnamalai.	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.P.Gayathri	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.K.Sumathi	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.S.Radha	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Mrs.S.Ranjana	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009
Ms.S.Mahalakshmi	1) Participated in General Orientation conducted by the Madras School of Social Work from July 16 <sup>th</sup> - July 25, 2003.

	<p>2) Workshop on “Pedagogy of Teaching Environmental Studies” held in Training for College Teachers from 19/07/2004 to 23/07/2004.</p> <p>3) Participated in the orientation course held from 08/07/2005 to 04/08/2005 sponsored by UGC.</p> <p>4) Participated in the Inter University South Zone Theatre Festival Competition on HIV-AIDS at Madurai Kamaraj University from 27<sup>th</sup> to 29<sup>th</sup> September 2005.</p> <p>5) Participated in the National Seminar conducted at UC College, Kerala on 16<sup>th</sup> and 17<sup>th</sup> of Jan 2009.</p> <p>6) Presented a paper on the topic Digital Divide Education System in India in the National Seminar on Bridging the Digital Divide Held on Dec 2008.</p> <p>7) Attended the International Conference on Mathematics &amp; Computer Science held on 2008.</p> <p>8) National Conference on Research – “An Impetus for Excellence in Higher Education “, at WCC, Chennai on 27<sup>th</sup> and 28<sup>th</sup> FEB 2009.</p> <p>9) Participated in National Seminar organized by Internal Quality Assurance Cell at D.G.Vaishnava College on 11<sup>th</sup> April 2009.</p> <p>10) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009.</p>
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	11) National Level FDP on “Teaching Software Engineering Through CASE(S)”, Conducted by Alpha Arts and Science College on 29 <sup>th</sup> and 30 <sup>th</sup> April 2010.
Mrs.Anita Rajkumar	1) International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College For Women on 19 <sup>th</sup> , 20 <sup>th</sup> and 21 <sup>st</sup> August 2009

**9) Participation/Contribution of Teachers to the Academic Activities including teaching, consultancy and research.**

Introductory Sessions, Periodical revisions of the syllabus, Class Tests and Internal exams, Black board Teaching, Discussion Session, Assignments, Seminars are done. Internet acts as a supportive medium and aid for teaching. The logical flows of practical programs with test data are explained in the computer labs.

**10) Collaboration with other Departments/ Institutions, at the State, National and International Levels, and their outcome during the past two years.**

Few computer training institutes sponsor the department association activities- an inter-collegiate competitions which brings around 150 students of computer science / application departments from city colleges. These institutes recruit our students and offer them training for employment.

**11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the Faculty, during past two Years.**

NIL

**12) Placement record of the past Students and the Contribution of the Department to aid Student Placements.**

S.No	Name of the student	Batch	Position	Name of the Organization
1.	Lavanya	1993-1996	Asst.Professor	Dept. of computer science, University of Madras.
2.	Unnamalai.K	1996-1999	Lecturer	Anna Adarsh College
3.	Malarvizhi	2000-2002	Project Manager	Polaris
4.	Lavanya.S.P	1999-2002	Superintendent of Police	Tamilnadu Police Service
5.	Vanitha Karthikeyan	2000-2003	Executive proprieter Ist Women world chief Referee.	Axis Bank  International Karate School, World Union Karate Organization.
6.	Radha.S	2001-2004	Lecturer	Anna Adarsh College
7.	Dhivya.H	2005-2007	Managing Director	Swarag Shipping Corporation.
8.	Mahalakshmi.B	2003-2006	Centre Head	SSI, Annanagar.
9.	Ranjana.S	2005-2007	Lecturer	Anna Adarsh College
10.	Anita A.Prabhu	2004-2007	Project Specialist	Accenture
11.	S.Janani	2004-2007	Software Engineer	Accenture
12.	G.Gayathri	2004-2007	Software Engineer	Accenture
13.	Sameerah Parveen	2004-2007	Programmer	CTS
14.	K.Gayathri	2004-2007	Programmer	CTS

<b>S.No</b>	<b>Name of the student</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
15.	Shakthi Priya.R	2004-2007	Programmer	CTS
16.	Sathammai	2004-2007	Programmer	CTS
17.	Sonu.M.B	2004-2007	Programmer	CTS
18.	Thenmozhi	2004-2007	Programmer	CTS
19.	Divya.K	2006-2009	Programmer	Allsec Technologies
20	Dharsha.R	2006-2009	Trainee	Verizon Technologies
21	Meenakshi.R	2006-2009	Testing Engineer	Wipro Technologies
22	Alamelu.S	2006-2009	Programmer	TCS
23	Arul Rani Cristal.D	2003-2006	Technical Associate	FSS,Tidel Park.
24	Rajalakshmi.A	2004-2007	Assistant Manager	IDBI Bank Ltd.
25	Krithika Devi.G	2004-2007	Assistant System Engineer	TCS
26	Manju Priya.M	2003-2006	Lecturer	Valliammal College for Women.
27	Rekha.R	2003-2006	Senior Analyst	HCL Technologies.
28	Chitra Gomathi.S	2006-2009	Programmer	IGATE Global Solutions.
29	Revathi.S	2006-2009	Programmer	TCS
30	Keerthana.S	2006-2009	Associate	Sutherland Technologies
31	Malavika.J	2006-2009	Associate	Sutherland Technologies

### **13) Plan of action of the Department for the next five years.**

The Department of Computer Science has to keep in pace with the latest technology development and it aims in developing students with high academics to meet the requirements of the IT Industry. Hence the Faculty need to indulge in Research programmes and present research papers in National and International Conferences and Journals. As the syllabus is updated frequently, faculty development programmes need to be arranged for the department staff members. An International Conference is also a future plan of the department.

The department plans to set up a well equipped computer lab with latest software to enhance 1:1 student computer ratio. Digital Boards in class rooms can be set up to enhance advanced ICT teaching methods.

A Post-Graduate course - M.Sc Information Technology can be introduced in the future. The department is also planning to organize classes in Basics of Computers for the non-teaching and under privileged students as an outreach programme.

## Department of Public Administration

### 1. Faculty profile - adequacy and competency of faculty

S.No.	Faculty Member	Qualification	University	Remarks/Specialization
1	Dr.K.Usha	MA. M.Phil, Ph.D	University of Madras	Development Adminstration & Management
2.	Dr.S.Marcelin Pushpa	MA., M.Sc., PGDAPR, M.Phil, Ph.D	University of Madras	Environment Adminstration & Management
3.	Dr.C.Esther Buvana	MA. M.Phil, Ph.D	University of Madras	Development Adminstration
4	Dr. R.Asha	MA. M.Phil, Ph.D	University of Madras	Child Labour
5	Ms.N.K.Bhuvaneshwari	MA.M.Phil,(Ph. D)	University of Madras	Development Administration
6.	Dr.A.Amudha	MA. M.Phil, Ph.D	University of Madras	Development Administration

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,

Entry-Level Competencies: (M.A. Public Admin)

Any degree with 50% marks at the UG level.

For (M.Phil Public Admin) – 55% marks in M.A. Public Administration

For (Ph.D Public Admin) -55% marks in M.A. Public Admin, and for interdisciplinary registration -55% marks in the respective P.G. Degree

#### **The students of the Department belong to the Middle Income Group**

50,000- 2,50,000 ----- 63%

2,50,000-5,00,000-----37%

Most of the student's mother tongue is Tamil. Very few belong to Kannada, Telugu and Malayalam. One student from Thailand and one from Manipuri have been given admission in M.A. Public Administration

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

The Department was upgraded from PG to research in 2007-2008.

**4 Trends in the success and drop out rates of students during the past two years**

<b>Year</b>	<b>Success Rate</b>	<b>Dropout rates</b>
2007	100%	6.14%
2008	100%	5.25%

**5 Learning resources of the departments - library, computers, laboratories and other resources**

There are 534 books maintained in the Department Library

**6. Modern teaching methods practiced and use of ICT in teaching – learning**

Power Point Presentation with the help of lap-tops

**7. Participation of Teachers in Academic and personal counseling of Students**

Tutor ward system is followed where the students are guided by the staff during crisis time or during the time of examination

**8. ) Details of Faculty development programmes and teachers who have been benefited during the past two years:**

The staff were allowed to attend the Refresher and the Orientation coursed organized by the Academic Staff College, University of Madras. During

the last two years 2 staff members attended the refresher and 2 others had attended the orientation in the year 2009

**9. ) Participation/Contribution of Teachers to the Academic Activities including teaching, consultancy and research.**

The faculty of the department actively participate in the seminar and conferences organized by various universities and other departments. They have published articles in the books and the journals.

**10. Collaboration with other Departments/ Institutions, at the State, National and International Levels, and their outcome during the past two years.**

The department has collaboration with the Indian Institute of Public Administration, Tamil Nadu Regional Branch in organizing seminars every year.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the Faculty, during past two Years.**

Dr.K.Usha.

- ✓ “Challenges of Bureaucracy” in India Since Liberalisation”. This paper was presented at XVII at all India Public Administration Conference held in the Lucknow University during 10-11 November 2000 Published in the Volume “Public Administration in India (Current Perspectives). Editors : C.P.Barthwal and Kumkum Kishore. ISBN 81-7648-413-X.
- ✓ “Atrocities on women – Role of Police in Tamil Nadu” in the UGC Seminar(Under Departmental in Special Assistance Programme on “Welfare State in South Indian States”) held on 5<sup>th</sup> and 6<sup>th</sup> April 2004, Organised by the Department of Political and Public Administration University of Madras, Chennai.

Dr.Marceline

- ✓ Consumer Rights in Health Sector published in the book Consumer Rights in Service Sector edited by V.N.Viswanathan, 2008.

- ✓ Good Governance and Right to Information published in the Book Good Governance and Development- An Indian Perspective by Dr.Kanak Kanti Bagchi 2009

Dr. C.Esther Buvana.

- ✓ Role of self help group in Tamilnadu in the quality journal of IIPA, Tamilnadu regional branch and vol. 7,2009
- ✓ Impact of Technology on Globalisation, Article published in the book entitled Globalisation problems and prospects edited by D.Devanathan, ISBN 978-81-8371-273-7

Dr. R.Asha

- ✓ Published an article on Management methods in T-Mag in 2003
- ✓ Published an article on financial management by poor women in a national journal on cooperative perspectives vol.39 no.3 oct-dec 2004
- ✓ Published an article on microfinance a tool in poverty alleviation in a book titled cooperatives and microfinance serial publications, New delhi,2009
- ✓

## **12. Placement record of the past Students and the Contribution of the Department to aid Student Placements.**

HR Consultants	2.
Lecturers	3
Lecturer	1 in Annamalai University (approved post)

## **13. Plan of action of the Department for the next five years.**

Trying to get UGC and other Govt projects

## Department of M.C.A.

### 1) Faculty Profile-Adequacy and competency of Faculty.

Sl. No	Name of the Faculty	Qualification	University	Remarks/ Specialization
1	Mrs.S.Karpagam	MCA, M.Phil	University of Madras, Periyar University	Hyper threading- Increase the speed of CPU
2	Mrs.K.Madhumathi	MCA, M.Phil	University of Madras, Mother Teresa Women's University	Comparative study of Deadlock Detection Algorithms
3	Mrs.S.M.Thennamai	MCA, M.Phil	Madurai Kamaraj University	Neural Network in Single Layer Classification
4	Mrs.J.Subhashini	M.Sc, M.Phil	Bharathidasan University, Manonmaniam Sundaranar University	Classification of Networks
5	Mrs.M.VijayaRani	MCA, M.Phil	Alagappa University, Madurai Kamaraj University	AES Implementation on Steganography
6	Mrs.R.Narmadha	MCA	Bharathiar University	

### 2) Student Profile- Entry Level Competencies, Socioeconomic Status, Language Proficiency etc,

#### I) a) Entry level competencies

Candidate, who has passed the under-mentioned degree examination of the University of Madras or an examination of other institution recognized by this university as equivalent thereto provided they have undergone the course under 10+2+3 or 11+1+3 or 11+2+2 pattern or under the Open University System, shall be eligible for admission to the M.C.A Degree Course.

a) B.C.A/B.E.S/B.Sc. in Computer  
Science/Mathematics/Physics/Statistics/Applied  
Sciences

**OR**

b) B.Com/ Bachelor of Bank Management/ B.B.A / B.L.M / B.A  
Corporate Secretary-ship / B.A Economics / any other Bachelor's  
Degree in any discipline with Business Mathematics and Statistics  
or Mathematics/Statistics in Main/Allied level

**OR**

b) B.Sc Chemistry with Mathematics and Physics as allied subjects

**OR**

d)B.E/BTech/M.B.A

**OR**

e)A Bachelor's Degree in any discipline with Mathematics as one of the subjects at the Higher Secondary level (i.e. in +2 level of the 10+2 patterns)

II SOCIO ECONOMIC STATUS: Middle Income Group / High Income Group.

III LANGUAGE PROFICIENCY: English, Tamil.

IV OTHER LANGUAGES : Hindi, Telugu.

3) **Changes made in the Courses or Programme during the past two years and the contribution of the faculty to those changes**

Choice based Credit System has been introduced from the academic Year 2007-2008 with Extra Disciplinary subjects, Internship, Elective and Soft Skill papers.

**SOFTSKILL:**

The Students are required to undergo subjects like Spoken and Presentation Skills, Essentials and Advanced Level of Language and Communication, Life and Managerial Skills and Foreign Languages – French, German to enrich their Communication and language Skills. Foreign languages help the students to execute projects like transcription, transliteration etc.,

**INTERNSHIP:**

The Students have to undergo two Internships in any Organization during Summer Vacation to understand Corporate environment and enhance their employability skills.

4) **Trends in the Success and dropout rates of Students during the past two years.**

<b>YEAR</b>	<b>Dropout Rate</b>	<b>Success Rate</b>
2006-2009	9.5%	84%
2007-2010	3.4%	100%

**5) Learning Resources of the departments-Library, Computers, Laboratories and other Resources.**

**I LIBRARY:**

A Separate Library for MCA Students to access **1454** Books converging to their core and extra disciplinary Subjects. Students are also allowed to refer the National, International Journals and Magazines. Browsing related to their curriculum is provided in the lab. Guest lectures and seminars are also arranged. Study of **Extra-disciplinary** subjects like Mathematics and Statistics are also applied in IT industries. Accountancy as a subject enhances their financial skills in finance related projects

**II LABORATORIES:**

MCA Lab is well equipped with latest configuration computers with 1:1 Student System ratio.

**Configuration of Computers in MCA LAB**

<b>S.NO.</b>	<b>PROCESSOR</b>	<b>CLOCK SPEED</b>	<b>RAM</b>	<b>HDD</b>
1	Intel Pentium IV	24 GHz	512 MB ECC DDR RAM	36.4 GB Seagate 10,000 RPM SCSI HDD
2	Intel Pentium IV	1.8 GHz	128 MB DDR RAM	40 GB Seagate 7200 IDE HDD
3	HP Proliant	1.86 GHz	1 GB RAM	160 GB HDD
4	Intel Pentium D	2.66 GHz	512 MB DDR RAM	160 GB HDD

**III COMPUTER (INTERNET):**

Internet is provided to the students and closely monitored by class incharges

**IV NEWS PAPER:**

Newspapers like Deccan Chronicle, Business Line are provided for the Students to enhance their general awareness.

**V PERSONALITY DEVELOPMENT:**

To enrich the personality of the students, the college provides **Personality Enrichment Course** with the help of Professionals.

## **VI OTHER RESOURCES:**

### **i) Common Room:**

The Department has a separate rest room with cot and dressing table for the Students and faculty

### **ii) Communication Room:**

Soft Skill classes are conducted.

### **iii) Workshop:**

The Department has a Separate workshop for conducting Seminars, workshop and inter-collegiate programs.

### **iv) Conference Hall and Auditorium:**

A Conference Hall and Auditorium comprising of all the recent technologies like LCD to enthrall the audience

## **6) Modern Teaching Methods Practiced and use of ICT in teaching-learning**

### **I MODERN TEACHING METHODS:**

Conducting Internals, Assignments, applying effective searching and browsing techniques for collecting information, Question-Answer Sessions, Use of Power Point Slides for explaining Practical Problems. Every Semester, students are given opportunity to take seminars which increases their preparation and presentation skills in a particular topic.

### **II USE OF ICT IN TEACHING:**

Uses of Computers for demonstrating Practical programs; introductory practical programs are referred from Internet.

## **7) Participation of Teachers in Academic and personal counseling of Students**

Tutor ward system is followed where the students are guided by the staff during crisis time or during the time of examination. The

lecturers also take interest to produce 100% result. We conduct periodical tests, monitor and personally counsel the students for their different problems, which results in maintaining healthy and effective teacher-student relationship and Regular Parents-Teachers meet are organized by the Department.

**8) Details of Faculty development programmes and teachers who have benefited during the past two years:**

Name of the Faculty	Faculty Development Programmes
Mrs.S.Karpagam	<p>Attended refresher Course in July 2004-05 conducted by UGC, Academic Staff College, University of Madras.</p> <p>Participated in the Workshop organized by D.G.Vaishnava College on the topic “Implementation of MATLAB on Image Processing And Neural Networks”</p> <p>Attended National Seminar on “3E’s of Higher Education”.</p> <p>Participant in a Seminar on “Recent issues in Network Galaxy” by R.M.D. Engineering College.</p> <p>Training Programme – Essentials of .NET Organized by MICROSOFT AND ICT Academy of Tamil Nadu</p> <p>International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College for Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</p> <p>Attended refresher course in July 2010</p>

	<p>conducted by UGC- Academic Staff College, University of Madras.</p>
<p>Mrs .K. Madhumathi</p>	<p>Participated in the Workshop organized by D.G.Vaishnava College on the topic “Implementation of MATLAB on Image Processing And Neural Networks</p> <p>Attended Seminar on “3E’s of Higher Education”,</p> <p>Participant in a seminar on “Recent issues in Network Galaxy” by R.M.D Engineering college</p> <p>Training Programme – Essentials of .NET Organized by MICROSOFT AND ICT Academy of Tamil Nadu International Conference on “Transcending the Feminine Mystique- Perspectives”, conducted by Anna Adarsh College for Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</p>
<p>Mrs.J. Subhashini</p>	<p>Attended AICTE sponsored Short Term Course on “Network Administration” conducted by Anna University</p> <p>Participated in National Workshop on “Machine Intelligence using Soft Computing” organized by R.M.K. Engineering College</p> <p>Participated as a delegate in National Workshop on “Road to Ph.D” organized by R.M.K. Engineering College</p> <p>Attended Training and Placement officers Meet conducted by WIPRO BPO</p>

	<p>Attended Seminar on “3E’s Higher Education” Organized by D.G.Vaishnava College.</p> <p>Participant of a Workshop on “Web 2009 Trends and Opportunities”. Organized by SSN College</p> <p>Participant in the National Conference on “Role of Cryptography in Defence” organized by Velammal Engineering College</p> <p>International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College for Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</p>
Mrs. SM. Thennamai	<p>Participant of a Workshop on “Web 2009 Trends and Opportunities” conducted by SSN Engineering College</p> <p>Participant in the National Conference on “Role of Cryptography in Defence” organized by Velammal Engineering College</p> <p>International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College for Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</p>
Mrs. M. Vijayarani	<p>International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna Adarsh College for Women on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August 2009</p>
Mrs. R. Narmadha	<p>International Conference on “Transcending the Feminine Mystique-Perspectives”, conducted by Anna</p>

**9) Participation/Contribution of Teachers to the Academic Activities including teaching, consultancy and research.**

Lecture Method:

Introductory Sessions, Black board Teaching , Discussion Session, Periodical revisions, Class Tests and Regular Internals, Assignments, Seminars, Quiz and Study Materials are provided. Internet acts as a supportive medium and aid for teaching. The logical flows of practical programs with test data are explained in the laboratories. Students are allowed to do internships over a period of 2 months in various organizations to understand Corporate environment which is also monitored by the staff members. As mandatory procedure, final year students undergo six months Project Training in industries for which periodical reviews are conducted by the Dept.

**10) Collaboration with other Departments/ Institutions, at the State, National and International Levels, and their outcome during the past two years.**

NIL

**11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the Faculty, during past two Years.**

NIL

**12) Placement record of the past Students and the Contribution of the Department to aid Student Placements.**

S.No	Name of the	Batch	Position	Name of the Organization
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	<b>student</b>			
1	G. Pavithra	2007-10	Programmer	Crossroads Education & Allied Services India Pvt Ltd
2	D. Pavithra	2007-10	Programmer	Crossroads Education & Allied Services India Pvt Ltd
3.	M. Rajeshwari	2007-10	Programmer	Crossroads Education & Allied Services India Pvt Ltd
4.	Shanmuga Priya	2006-09	Lecturer	Krishnaswamy College for Women
5.	G.Geetha	2005-08	Programmer	Temenos India Pvt., Ltd
6.	Lathika	2005-08	System Analyst	Temenos India Pvt., Ltd
7.	R.Pavithra	2005-08	System Analyst	Temenos India Pvt., Ltd
8.	S.Sripriya	2005-08	Programmer	Temenos India Pvt., Ltd
9.	Mythili	2005-08	Lecturer	Anna Adarsh College For Women
10.	Padma Priya	2004-07	Programmer	Cholamandalam Insurance Company
11	Nithya Shree	2004-07		Infosys
12.	Ramya	2004-07		ISIS Pvt Ltd
13.	Nethra	2004-07		CTS
14.	Deepa.K.K	2002-05		CIPI
15.	Swarnalatha	2002-05	Programmer	Infosys
16.	Aswini	2002-05	Programmer	TCS
17.	S.Shobana	2002-05	Programmer	Virtusa
18.	Kalyani.R	2001-04	Programmer	Vetri(lanson)
19.	Kamini.B	2001-04	Programmer	TCS
20.	Radika.K	2001-04	System Analyst	Polaris
21.	Saraladevi.R	2001-04	Programmer	TCS
22.	Suchitra.M	2001-04	Programmer	Sify
23.	Vidya.k.R	2001-04	System Analyst	ICICI Info Tech
24.	Ezilarasi.R	2000-03	Lecturer	Mahalakshmi College
25.	Manickam.P.L	2000-03	Programmer	ICICI

**13) Plan of action of the Department for the next five years.**

The Department has initiated BCA Course from academic year 2010-11. Plans to start the Post-Graduate Programme - M.Sc IT. The Department also plans to establish MOU with Industries.

## Department of Commerce ( Evening)

### 1. Faculty profile - adequacy and competency of faculty

S. No	FACULTY MEMBER	QUALIFICATION	UNIVERSITY	REMARKS/SPECIALISATION
1	Ms. P. Krishnaveni	M.com, M.Ed, M.Phil	Madurai Kamaraj	Finance
2	Ms. D. Jothi Raman	M.com, MBA, M.Phil	University of Madras, IGNOU, Madurai Kamaraj.	Commerce
3	Ms. C. Luminia Vinodhini	M.com, M. Phil, M.B.A, PGDCA	University of Madras, Madurai Kamaraj, Alagappa University, EICT Institute.	Commerce
4	Ms.K R Padma Priya	M.Com, M.Phil, M.B.A	University of Madras, Annamalai University, Alagappa University	Commerce
5	Ms. G. Anitha	M.Com, M. Phil	University of Madras, Bharathidasan University	Finance
6	Ms. J. Vijayashanthi	M.com, M.Phil, M.B.A	University of Madras	Commerce
7	Ms. J. Sankari	M.com, M.Phil	University of Madras, Madurai Kamaraj	Finance
8	Ms. N. Chithra	M.com, M.Phil, M.Ed	University of Madras, Alagappa University, University of Madras	Commerce
9	Ms. G. Vasantha	M.A, M.Phil, B. Ed	Bharathidasan University, Bharathiar University	Economics
10	Dr.P. Kanakarani	M.A, M.Phil, Ph.D, PGDCA	Bharathiar University, Mother Teresa Women's University	Economics

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,

Entry level competencies- Students with +2 qualification

Socioeconomic status-All economic status

Language proficiency- English

**3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

As our college is affiliated to the University of Madras any change in the course as introduced and implemented by the University authorities is followed with immediate effect. During the past two years university has introduced CBCS both in UG & PG level. As per the revised Syllabus the subjects are handled by the Staff.

**4. Trends in the success and drop out rates of students during the past two years**

Year	Success Rate	Dropout rates
2006-2009	92%	10%
2007-2010	89%	5.71%

**5. Learning resources of the departments - library, computers, laboratories and other resources**

Students use library, computers to learn their subject. E-Journals and Reference materials from leading Libraries.

**6. Modern teaching methods practiced and use of ICT in teaching – Learning**

Projects, Presentations – Paper Presentations, Internet Search, Debates and Quiz.

**7. Participation of teachers in academic and personal counseling of students**

To ensure the holistic development of students, the college has constituted Mentor Ward System Functioning at the rate of 1 faculty for

twenty students, it has proved very effective. The students meet their respective faculty every Saturday to discuss problems, if any, not only in academics but personal too. Counseling, if required, is given to students and problems resolved so that there is a stress-free atmosphere.

**8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Seminars, Conferences are organized by the departments of the college. Intra departmental seminars are conducted to help students to gain in depth knowledge. Sometimes inter departmental seminars are held to widen the horizon of knowledge. This ensures that the students not only acquire specialized knowledge of their subject, but get acquainted with the basic knowledge, current trends and goings-on of other disciplines too.

I) Ms. P. Krishnaveni

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Application of Statistical Tools & Techniques of Research	University of Madras & 17 <sup>th</sup> and 18 <sup>th</sup> December 2009

II) Ms. D. Jothi Raman

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Application of Statistical Tools & Techniques of Research	University of Madras & 17 <sup>th</sup> and 18 <sup>th</sup> December 2009

III) Ms. C. Luminia Vinodhini

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Workshop on Statistical tools and techniques of research	Madras University, 17 <sup>th</sup> & 18 <sup>th</sup> December 2009
2	International Conference on Transcending of Women	Anna Adarsh College for Women

IV) Ms. K.R. Padma Priya

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	National seminar	Govt. Arts College, Nandhanam. Dated : 21.2.2008

V) Ms. G. Anitha

<b>Sl No.</b>	<b>Name of the Seminar/Conference/Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Seminar on 'Current Trends in Service Sector'	Govt. Arts College, 21-02-2008
2	National Conference on 'Financial Issues during Inflation'	Madras Christian College, 10 <sup>th</sup> & 11 <sup>th</sup> September 2008
3	International Seminar on 'Global Management', Impact of FDI on Indian Economy.	Nandha Engg. College, Erode on 17-10-2008
4	Workshop on Application of SPSS for Research and article publication.	Sri Sai Ram Institute of Management Studies.24-04-2009
5	National Conference on paradigm Shift in F.S	Madras Christian College, 15 <sup>th</sup> & 16 <sup>th</sup> September 2009
6	National Seminar on Global Financial Crisis& its impact on Financial system. 'Challenges in Global finance'.	Bharathidasan University, Trichy
7	National Seminar on Post Liberalization and Globalization	Govt. Arts College for Men ,Nandhnam, 21-08-

	Scenario 'Role of MSME in Economic Growth'	2009
8	Workshop On Writing and Publishing Articles in National And International Journals.	Loyola College,30 <sup>th</sup> January 2010.

VI) Ms. J. Vijayashanthi

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Application of Statistical Tools & Techniques of Research	University of Madras & 17 <sup>th</sup> and 18 <sup>th</sup> December 2009

VII) Ms. J. Sankari

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	National Conference on Impact of Inflation "Banking & Inflation"	Madras Christian College, 10 <sup>th</sup> & 11 <sup>th</sup> Sep 2008
2	National Conference on Paradigm shift in F.S "Recently Trends of Micro Financial Services"	Madras Christian College, 15 <sup>th</sup> & 16 <sup>th</sup> Sep 2009
3	National Conference on Post Liberalisation & Globalisation Scenario on MSME "Role of MSME in Economic Growth"	India 21.08.2009
4	Work shop on Writing and Publishing Articles in NATIONAL AND INTERNATIONAL JOURNALS	Loyola College, Chennai-34, 30 <sup>th</sup> Jan 2010.

VIII) Ms. N. Chithra

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	National conference paradigm shift in finance services	15 & 16 sep 2009 MCC college
2	National conference	July 2009

3	Work shop on Application of Statistical Tools & Techniques	University of Madras 17 <sup>th</sup> & 18 <sup>th</sup> Dec 2009
4	National Conference on 'Financial Issues during Inflation'	Madras Christian College, 10 <sup>th</sup> & 11 <sup>th</sup> September 2008
5	National Seminar on Post Liberalization and Globalization Scenario 'Role of MSME in Economic Growth'	Govt. Arts College for Men ,Nandhanam, 21-08-2009

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

Students are taken out on Industrial Visits so that they are exposed to the practical aspects of their discipline. Making models is part of their project which gives them the confidence to be independent workers and brings out their innovative talents. Seminars and Presentations help the students gain an in depth and wider knowledge. More over it helps them face the audience with confidence and poise.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

Department is aspiring to become a full fledged research centre- hence the department proposes to collaborate with the National Bodies such as ICAI, ICWA, CII.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

NIL

**12. Placement record of the past students and the contribution of the department to aid student placements**

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
1	Sowmiya	2003-2006	Analyst	Scope
2	Asha	2004-2007	Analyst	Officer Tiger
3	Devi Prasad	2004-2007	Analyst	Officer Tiger
4	Komalam	2004-2007	Analyst	Officer Tiger
5	Lakshmi	2004-2007	Analyst	Sutherland
6	Majitha	2004-2007	Analyst	TCS
7	Niveditha	2004-2007	Analyst	Officer Tiger
8	Subhalakshmi	2004-2007	Analyst	Officer Tiger
9	Sadahana	2004-2007	Analyst	TCS
10	Swapna Narayan	2004-2007	Analyst	Sutherland
11	Pratibha	2005-2008	Accounts Executive	Ford
12	Rajitha	2005-2008	Accounts Executive	Ford
13	Preeti	2005-2008	Accounts Executive	Ford
14	Swethambari	2005-2008	Accounts Executive	Wipro
15	Swapna Sri Kumar	2005-2008	Accounts Executive	Wipro
16	Priya Ravi	2005-2008	Analyst	Sutherland
17	Divya V. L	2005-2008	Analyst	Sutherland
18	Sruti Mohan	2005-2008	Analyst	Scope
19	Malini.B	2005-2008	Analyst	Scope
20	SatyaParavathi A.M	2005-2008	Analyst	Sutherland
21	Hridhya. A	2005-2008	Analyst	Office Tiger
22	Kritika. S	2005-2008	Analyst	Office Tiger
23	Sathya. D	2005-2008	Accounts Executive	Ford

Students are advised to attend Soft Skill, Personality Development, and Computer Skill which enable them to face the Interview and Interactive session during their placement.

**13. Plan of action of the department for the next five years:**

- The department proposes to have a tie up with the chamber of commerce and conduct guest lectures by highly qualified and experienced personnel and interaction with experts to decide on their career paths.
  - To equip students with additional qualification, the department proposes to have a tie up with ACS to conduct certificate course in the college premises itself.
  - To conduct Tally classes is also being considered to enable the students to meet the demands in the profession.
- 1) The continuous professional approach of the department, the success of the outgoing students , the feedback from parents and students has brought about the inevitability of starting the Post Graduation in the near future.
  - 2) To tie up with the professional accounting bodies so that the college can be made a part of their Study Centre.
  - 3) To enter into MOU's with selected industries to enhance the employability of the students.

## Department of Corporate Secretaryship (Evening)

### 1. Faculty profile - adequacy and competency of faculty

S. No	FACULTY MEMBER	QUALIFICATION	UNIVERSITY	REMARKS/SPECIALISATION
1	M.Jemima Mercy	M.A M.Phil	University Of Madras	Marketing
2	G.Revathy	M.Com[CS] ] M.Phil	University Of Madras Vinayaga Mission	Finance
3	G.Varalakshmi	M.Com M.Phil	University Of Madras	Human Resources
4	K.Umadevi	M.Com M.Phil	University Of Madras	Finance

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,

Entry level competencies- Students with +2 With Accountancy And  
Commerce

Socioeconomic status- Middle Income Group

Language proficiency- English

Other Languages Tamil , Hindi . Sanskrit. French

### 3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes

Choice Based Credit System Has Been Introduced In The  
Academic Year 2008- 2009with Non-Major Elective And Soft  
Skill.

**4. Trends in the success and drop out rates of students during the past two years**

<b>Year</b>	<b>Success Rate</b>	<b>Dropout rates</b>
2006-2009	52.8%	10%
2007-2010	80%	2.86%

**5. Learning resources of the departments - library, computers, laboratories and other resources**

Library , Computer , Providing News Paper [ Business Line ]

**6. Modern teaching methods practiced and use of ICT in teaching – learning**

Aptitude Test , Grand Master Style Of Question And Answers Sessions

Use Of Ict In Teaching

Guest Leture With Lcd, Power Point Presentation Slide Show Etc.,

**7. Participation of teachers in academic and personal counseling of students**

Yes , Special Meetings Were Held With The Parent Regarding Their Wards Attendance , Behavior And Academic Performance.

**8. Details of faculty development programmes and teachers who have been benefited during the past two years**

Seminars, Conferences are organized by the departments of the college.

Intra departmental seminars are conducted to help students to gain in depth knowledge. Sometimes inter departmental seminars are held to widen the horizon of knowledge. This ensures that the students not only acquire specialized knowledge of their subject, but get acquainted with the basic knowledge, current trends and goings-on of other disciplines too.

I) Ms. Ms. M.Jemima Mercy

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Application of Statistical Tools & Techniques of Research	University of Madras & 17 <sup>th</sup> and 18 <sup>th</sup> December 2009

II) Ms. K.Uma Devi

<b>Sl No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	National Level Seminar “Service Industry, A Swot Analysis”	Anna Adarsh College for Women, 22 <sup>nd</sup> September 2005

**9. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

Lecture Method – Role Play , Case Studies Demonstration Method , Discussion Session Oral Question Asked At The Beginning Of Each Session , Black Board Method , Written Test , Repititon Of Definitions - Orally By The Student , Conversation Techniques To Vocabulary , Skit , Seminar , Assignment , Quiz , Peer Teaching Method.Students Annual Journal “Focus” Published Every Academic Year – Where In Surveys Are Conducted.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

The Department Has Entered Into An Agreement With The Institution Of Company Secretaries Of India. The Institute Of Company Secretaries Of India Is Established By The Act Of Parliament And It Functions Under The

Administrative Control Of Ministry Of Corporate Affairs , Government Of India. The Department Also Conducts Foundation Course For Acs Students.

Outcome:

As The Institution Is A Corporate Member Of Institution Of Company Secretaries Of India , The Faculty Of The Department Are Getting Opportunities To Attend Seminar And Conferences Conducted By Institute Of Company Secretaries Of India.

**11. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

Name Of The Staff	Title Of The Study
1. Ms. M.Jemima Mercy	Human Resource development in Hotel Industries
2.Ms.G.Varalakshmi	Human Resource

**12. Placement record of the past students and the contribution of the department to aid student placements**

B.Com[Cs]	Batch(2006 – 2009)
1. Sindhuja	RR Donaly
2.Soundharya	RR Donaly
3.Christina Joseph	Optimist
4.Meena	Coalesce Technologies Pvt.Ltd

**12(B) Contribution of department to aid student**

The Department Conduct Aptitude Test , Stress Interviews Etc., which enables the student to attend interview and get placed.

**13. Plan of action of the department for the next five years:**

- To conduct national seminars
- Organize various guest lectures in collaboration with institute of company secretaries of india
- To use information communication technologies tools in teaching methods

## **DEPARTMENT OF FINANCE & ACCOUNTING (EVENING)**

### **14. Faculty profile - adequacy and competency of faculty**

<b>Sl. No</b>	<b>FACULTY MEMBER</b>	<b>QUALIFICATION</b>	<b>UNIVERSITY</b>	<b>REMARKS/ SPECIALISATION</b>
1	Dr. Mrs. Kanakarani	M.A., M.Phil., Ph.D., PGDCA	Bharathiar University, Mother Teresa Women's University	Economics
2	Mrs.M.R.Vidhya	M.com, M.Phil	Madurai Kamaraj , Alagappa University	Finance

### **15. Student profile – entry level competencies, socioeconomic status, language proficiency etc.,**

Entry level competencies- Students with +2 qualification

Socioeconomic status- All economic status

Language proficiency- English

### **16. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes**

As our college is affiliated to the University of Madras any change in the course as introduced and implemented by the University authorities is followed with immediate effect. During the past two years university has introduced CBCS both in UG & PG level. As per the revised Syllabus the subjects are handled by the Staff.

### **17. Trends in the success and dropout rates of students during the past two years**

Trends in the success : NA

### **18. Learning resources of the departments - library, computers, and other resources**

Students use library, internet to learn their subject. E-Journals and Reference materials from leading Libraries.

**19. Modern teaching methods practiced and use of ICT in teaching – learning**

Projects, Presentations – Paper Presentations, Internet Search, Debates and Quiz.

**20. Participation of teachers in academic and personal counseling of students**

Special Tutorial Classes for academic weak students.

**21. Details of faculty development programmes and teachers who have been benefited during the past two years**

I) Dr. P. Kanakarani

<b>Serial No.</b>	<b>Name of the Seminar/ Conference/ Symposia Workshop, etc.</b>	<b>Place and Date</b>
1	Gender Inequalities and determinants of Intra -household allocation of resources	Punjab Association's Anna Adarsh College for Women, Chennai 19-21 <sup>st</sup> August 2009

**22. Participation / contribution of teachers to the academic activities including teaching , consultancy and research**

NIL

**23. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years**

Department is aspiring to become a full fledged research centre- hence the department proposes to entitle to collaboration with the National Bodies such as ICAI, ICWA, CII.

**24. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years**

NIL

**25. Placement record of the past students and the contribution of the department to aid student placements**

Students are advised to attend Soft Skill, Personality Development, and Computer Skill which enable them to face the Interview and Interactive session during their placement.

**26. Plan of action of the department for the next five years:**

- 4) To tie up with the professional accounting bodies so that the college can be made a part of their Study Centre.
- 5) To enter into MOU's with selected industries to enhance the employability of the students.

## Department of Computer Science(Evening)

### 1) Faculty Profile-Adequacy and competency of Faculty.

S. No	Name of the Faculty	Qualification	University	Remarks/ Specialization
1	Mrs. G.Umamaheswari	MCA, M.Phil	Bharathidasan University , Bharathidasan University	Database Management System, Programming languages, Web technology
2	Mrs. R.Jaya glory	M.Sc, M.Phil	Madras University, Madras University	Complex analysis, Applied Maths.
3	Mrs. T.Malarvizhi	MCA	Indira Gandhi National Open University	Operating Systems,Database management systems,C,C++,JAVA, Software Engineering, Microprocessor.
4	Mrs.M.Anita Priscilla Mary	MCA, M.Phil	Madras University, Vinayaka Mission University.	C,C++,DBMS, Software Engineering, Computer Graphics, Microprocessor
5	Mrs.K.Swarnalatha	M.Sc, M.Phil	Madurai Kamaraj University, Alagappa University	C,C++,JAVA, Oracle, Data Structures, Web Technology.

### 2) Student Profile- Entry Level Competencies, Socioeconomic Status, Language Proficiency etc,

I Elevel competencies

+2 with Maths, Physics, chemistry, biology/computer science

II SOCIO ECONOMIC STATUS: Middle Income Group / High Income Group.

III LANGUAGE PROFICIENCY: English, Tamil.

IV OTHER LANGUAGES : Hindi, Telugu, Sanskrit and French.

**3) Changes made in the Courses or Programme during the past two years and the contribution of the Faculty to those changes**

As our college is affiliated to the University of Madras any change in the course as introduced and implemented by the University authorities is followed with immediate effect. Choice based Credit System has been introduced from the academic Year 2007-2008 with Extra Disciplinary subjects, Internship, Elective and Soft Skill papers.

**SOFTSKILL:**

Soft Skill classes are conducted by the staff of the English Department for the overall development of the students. Besides, skilled persons in the Personality Development are invited to conduct classes on a regular basis so that the students get the exposure required to meet the demands of the society.

**4) Trends in the Success and dropout rates of Students during the past two years.**

<b>Year</b>	<b>Success Rate</b>	<b>Dropout rates</b>
2006-2009	98%	9.6%
2007-2010	98%	6.25%

**5) Learning Resources of the departments-Library, Computers, Laboratories and other Resources.**

**I LIBRARY:**

A Library is available in the Department of Computer Science with 350 Books converging to the Core and Elective Subjects along with

a reasonable collection of dissertations, project and Internship reports which are made available for students and staff. Students are also allowed to refer the National, International Journals and Magazines.

## II COMPUTER :

The Department of Computer Science has two computer labs with 48 systems connected by LAN. Internet facility at the speed of 512 KB – 1MBPS with unlimited downloading is available for the Post Graduate Students. The hardware and software resources are maintained with the help of a system administrator.

## III LABORATORIES:

The Digital and Microprocessor lab is well equipped and carefully maintained. The lab is provided for the students with Microprocessor and Digital Electronic kits. The equipments are given for the students in 1:2 ratio.

## VI OTHER RESOURCES:

Computer science is a growing field and changes in the field of hardware and software are so constant, the staff members are always encouraged to update their knowledge through self study, internet surfing and making use of the lab facilities. Staffs also attend short-term courses to familiarize themselves with new software. To provide an inspiring and exciting learning environment the

department's lecture teaching methodology are equipped with latest communication and multimedia teaching aids such as OHPs and LCD projectors. Tutor-ward system has been maintained to encourage students in their education. The students are provided with large spaced class rooms where seminars, group discussions, quiz programs are conducted for the academic development of students. Guest lectures by experts are arranged.

## **6) Modern Teaching Methods Practiced and use of ICT in teaching-learning**

### **I MODERN TEACHING METHODS:**

Modern teaching methods like Group discussions, seminars, demonstrating Practical programs, conducting internal examination and assignments make learning more effective for the students.

### **II USE OF ICT IN TEACHING:**

Uses of Computers for demonstrating Practical programs, Power Point presentation for explaining latest technologies are used by the faculty.

## **7) Participation of Teachers in Academic and personal counseling of Students**

To ensure the holistic development of students, the college has constituted Mentor Ward System. Functioning at the rate of 1 faculty for twenty-five students, it has proved very effective. The students meet their respective faculty every Saturday to discuss problems, if any, not only in academics but personal too. Counseling, if required, is given to students and problems resolved so that their is a stress-free atmosphere.

**8) Details of Faculty development programmes and teachers who have been benefited during the past two years:**

NIL

**9) Participation/Contribution of Teachers to the Academic Activities including teaching, consultancy and research.**

Introductory Sessions, Periodical revisions, Class Tests and Regular Internals, Black board Teaching , Discussion Session, Assignments, Seminars, Quiz, Study Materials are provided. Internet acts as a supportive medium and aid for teaching. The logical flows of practical programs with test data are explained in the laboratories.

**10) Collaboration with other Departments/ Institutions, at the State, National and International Levels, and their outcome during the past two years.**

Few computer training institutes sponsor the department association inter-collegiate competitions. These institutes recruit our students and offer them training for employment.

**11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the Faculty, during past two Years.**

NIL

**12) Placement record of the past Students and the Contribution of the Department to aid Student Placements.**

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
1	Sudha Parimala. S	2003-06	Working as a Project Engineer	Hewlett Packard
2	Jothi.N	2003-06	Executive	Abn Ambro
3	Uthra.N	2003-06	S/w Engineer	Bluewind Technologies
4	Aarthi Kumar	2003-06	S/w Engineer	Accenture
5	Divya.D	2004-07	Currently Pursuing MCA	
6	Priya.L	2004-07	Working Programmer A	In Cts
7	Anandhi.J	2004-07	Currently Doing Multimedia Course	
8	Mekala.G	2004-07	Working Programmer A	In Cts
9	Sridevi.M	2004-07	Working As Product Support Executive	Hov Services
10	Deepika Santhanam	2004-07	Currently Working As A Senior Recruiter	Panasia Hr Solutions Private Limited
11	Anandhi.M	2004-07	Currently Doing MCA	SRM College
12	Anusha.K	2004-07	Currently Doing MBA Final Year	
13	Nalini.D.L	2004-07	Working For Cognizant As Software Professional	
14	Vidhya	2004-07	Working As Programmer	In CTS
15	Sowmya Devi Reddy	2004-07	NIL	
16	Ramya Paravasthu	2004-07	Currently Doing MCA Final Year	
17	Latha.M	2004-07	NIL	

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
18	RajaLakshmi.A	2004-07	Working As Assistant Manager	In IDBI
19	Neha Sayana	2004-07	Currently Doing MCA Final Year	
20	Hemalatha.G	2004-07	Working As A Office Admin	Jade International
21	Mahalakshmi.T	2004-07	Currently Doing MCA Final Year	
22	Preethaa.K.M	2004-07	NIL	
23	Radhika.R	2004-07	Currently Doing MCA Final Year	
24	Kripa.K	2004-07	Working System Engineering	In Tcs
25	Ruth Metilda.T	2004-07	Home Maker	
26	Mythili.D	2004-07	NIL	
27	Sharadha.G		Currently Doing MSc food tech	In M.O.P Vaishnav College
28	Ilavarasi.R	2005-08	Currently Doing MCA Second Year	
29	Suchitra.M	2005-08	NIL	
30	Poornima Shalini.S	2005-08	Currently Doing Msc Final Year	
31	Santhiya Mohan	2005-08	Currently Doing MCA Second Year	
32	Saisathya Annamalai	2005-08	Currently Doing MBA	
33	Subhashree Vasudevan	2005-08	Working	In Igate
34	Poornima.S	2006-09	Currently Doing MCA	Panimallar Engineering College
35	Deepika.S	2006-09	Currently Doing MBA	In Saveetha Engineering College

<b>Sl. No</b>	<b>Name</b>	<b>Batch</b>	<b>Position</b>	<b>Name of the Organization</b>
36	A.Anitha	2006-09	Working	Allsec Technologies
37	Nandhini.G	2006-09	Currently Doing MSc Computer Science	In D.G.Vaishnav College
38	Manjula Kumari.V	2006-09	Currently Doing MCA	Panimallar Engineering College
39	Rekha.K	2006-09	Currently Doing MSc	
40	Kavitha.M	2006-09	Currently Doing MCA	

### **13) Plan of action of the Department for the next five years.**

The Department of Computer Science has to keep pace with the latest technology development and it aims in developing students with high academics to meet the requirements of the IT Industry. Hence the Faculty need to indulge in Research programmes and present research papers in National and International Conferences and Journals. As the syllabus is updated frequently, faculty development programmes need to be arranged for the department staff members. An International Conference is also a future plan of the department.

The department plans to set up a well equipped computer lab with latest software to enhance 1:1 student computer ratio. Digital Boards in class rooms can be set up to enhance advanced ICT teaching methods.

## Department of Computer Applications (Evening)

### 1) Faculty Profile-Adequacy and competency of Faculty.

S.No	Name of the Faculty	Qualification	University	Remarks/ Specialization
1	Mrs.R.Anandha Lakshmi	M.Sc., M.Phil	Madurai Kamaraj University, Mother Teresa University	Java
2	Ms.M.Maheswari	M.Sc.,	University of Madras	Graph Theory

### 2) Student Profile- Entry Level Competencies, Socioeconomic Status, Language Proficiency etc,

#### II) a) Entry level competencies

Candidates for admission to the first year of the Degree of Bachelor of Computer Application course shall be required to have passed the Higher Secondary Examinations(Academic / Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras.

II SOCIO ECONOMIC STATUS: Middle Income Group / High Income Group.

III LANGUAGE PROFICIENCY: English, Tamil.

IV OTHER LANGUAGES : Hindi, Sanskrit, and French.

### 3) Changes made in the Courses or Programme during the past two years and the contribution of the faculty to those changes

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### 4) Trends in the Success and dropout rates of Students during the past two years.

-

## 5) Learning Resources of the departments-Library, Computers, Laboratories and other Resources.

### I LIBRARY:

A Separate Library for BCA Students to access 1454 Books converging to their core and extra disciplinary Subjects. Students are also allowed to refer the National, International Journals and Magazines. Guest lectures and seminars are also arranged. Study of Extra-disciplinary subjects like Mathematics and Statistics are also applied in IT industries. Accountancy as a subject enhances their financial skills in finance related projects

### II LABORATORIES:

BCA Lab is well equipped with latest configuration computers with 1:2 Student System ratio.

#### Configuration of Computers in BCA LAB

S.NO.	PROCESSOR	CLOCK SPEED	RAM	HDD
1	Intel Pentium IV	24 GHz	512 MB ECC DDR RAM	36.4 GB Seagate 10,000 RPM SCSI HDD
2	Intel Pentium IV	1.8 GHz	128 MB DDR RAM	40 GB Seagate 7200 IDE HDD
3	HP Proliant	1.86 GHz	1 GB RAM	160 GB HDD
4	Intel Pentium D	2.66 GHz	512 MB DDR RAM	160 GB HDD

### III NEWS PAPER:

Newspapers like Deccan Chronicle, Business Line are provided for the Students to enhance their general awareness.

#### **IV PERSONALITY DEVELOPMENT:**

To enrich the personality of the students, the college provides Personality Enrichment Course with the help of Professionals.

#### **V OTHER RESOURCES:**

i) **Common Room:**  
NIL

ii) **Communication Room:**  
Soft Skill classes are conducted.

iii) **Workshop:**  
The Department has a Separate workshop for conducting Seminars, workshop and inter-collegiate programs.

iv) **Conference Hall and Auditorium:**  
A Conference Hall and Auditorium comprising of all the recent technologies like LCD to enthrall the audience

6) Modern Teaching Methods Practiced and use of ICT in teaching-learning

#### **I MODERN TEACHING METHODS:**

Conducting Internals, Assignments, applying effective searching and browsing techniques for collecting information, Question-Answer Sessions, Use of Power Point Slides for explaining Practical Problems. Every Semester, students are given opportunity to take seminars which increases their preparation and presentation skills in a particular topic.

#### **II USE OF ICT IN TEACHING:**

Uses of Computers for demonstrating Practical programs; introductory practical programs are referred from Internet.

### **7) Participation of Teachers in Academic and personal counseling of Students**

Tutor ward system is followed where the students are guided by the staff during crisis time or during the time of examination. The lecturers also take interest to produce 100% result. We conduct periodical tests, monitor and personally counsel the students for their different problems, which results in maintaining healthy and effective teacher-student relationship and Regular Parents-Teachers meet are organized by the Department.

### **8) Details of Faculty development programmes and teachers who have benefited during the past two years:**

NIL

### **9)Participation/Contribution of Teachers to the Academic Activities including teaching, consultancy and research.**

Lecture Method:

Introductory Sessions, Black board Teaching , Discussion Session, Periodical revisions, Class Tests and Regular Internals, Assignments, Seminars, Quiz and Study Materials are provided. Internet acts as a supportive medium and aid for teaching. The logical flows of practical programs with test data are explained in the laboratories.

**10) Collaboration with other Departments/ Institutions, at the State, National and International Levels, and their outcome during the past two years.**

NIL

**11) Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the Faculty, during past two Years.**

NIL

**12) Placement record of the past Students and the Contribution of the Department to aid Student Placements.**

NA

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**13) Plan of action of the Department for the next five years.**

- 6) To keep pace with the latest technology development and to develop students with high academics to meet the requirements of the IT Industry.
- 7) To enter into MOU's with selected industries to enhance the employability of the students.

### **D. Declaration by the Head of the Institution**

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the Peer team visit.

**Signature of the Head of the institution with seal:**

Place: Chennai – 40.

Date: