

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

PARK'S COLLEGE (Autonomous)

1.2 Address Line 1

CHINNAKKARAI

Address Line 2

PALLADAM ROAD

City/Town

KARAIPUDUR (village panchayat),
TIRUPUR

State

TAMIL NADU

Pin Code

641605

Institution e-mail address

info@parkscollege.in

Contact Nos.

0421-2916792

Name of the Head of the Institution:

Dr. A. MURUGAVEL

Tel. No. with STD Code:

0421-2212900

Mobile:

+91 9789268879

Name of the IQAC Co-ordinator:

D. R. RAMYA

Mobile:

+91 7200747300

IQAC e-mail address:

iqac@parkscollege.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____ - _____

1.4 Website address:

www.parkscollege.ac.in

Web-link of the AQAR:

www.parkscollege.ac.in/download/AQAR.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺			
2	2 nd Cycle	A	3.01	2011	2016
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

01-05-2005

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

2013-14

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

- i. AQAR 2012-13 submitted to NAAC on 15/07/2013
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) COSTUME DESIGNING AND FASHION (B.Sc . C.D.F.)

1.11 Name of the Affiliating University (for the Colleges)

BHARATHIAR UNIVERSITY,
COIMBATORE

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

Autonomy by State /Central Govt. / University BHARATHIAR UNIVERSITY

Obtained 12b. 2f status by UGC

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (<i>Specify</i>)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	3
2.4 No. of Management representatives	2
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	2
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	1

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Organised NAAC sponsored National Seminar Successfully
- Made soft skill programmes compulsory for all the students.
- More placement & training programmes were conducted by external experts
- Emphasizing faculty student ration throughout the year
- Ensuring the quality of academic by getting feedback from students/alumni and parents

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2013-14

Plan of Action	Achievements
<ul style="list-style-type: none"> • UGC Visit to our college for the conferment of the extension of Autonomy. • Certificate courses to be introduced • Automation of the Library • Organising NAAC Sponsored National Conference • Upgrading the Internet Capacity • Purchase of Books in the Library • Subscription of Online journals 	<ul style="list-style-type: none"> • UGC visited our college on 26/7/13 & 27/7/13 and has given the conferment of the extension of the autonomy till 2018-19 (i.e., 6 Years) • In process • Library is fully digitalised, internet & Wi-fi facilities, Delnet, J-Gate, E- journals, Reprographic facilities are available. • We have organized a NAAC Sponsored National Conference on 30/9/13 & 1/10/13 • Internet capacity has increased to 12MB from 2MB • 1008 Books were purchased this year in the library. • New subscription in Process.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

It has been approved by statutory body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7	1	7	
PG	5		5	
UG	11	1	12	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3			
Others	30			
Total	56	2	24	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	-

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

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

*Please provide an analysis of the feedback in the Annexure

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

Concerned boards convene yearly BOS meetings and the syllabus of the courses are revised according to emerging trends and innovative needs of industry and other career sectors

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

B.Com. (I.T)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	61	21	1	-

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	-	1	-	-	-	-	-	12	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

10

-

- All the faculty members in the institution are working as full time. The expert speakers have been invited from across the state to deliver Guest Lecture to inculcate recent, emerging techniques and concepts to the students.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	22	-
Presented papers	22	33	-
Resource Persons	-	1	14

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

LCD Presentation, Demonstrative learning through models & dressforms, case study, black-board methods, industrial visits, mind mapping, role play, quiz, brain storming, workshops, seminars, co-operative learning etc.

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

180

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

Photocopy/ online

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

80

80

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	41	2.44	14.63	63.41	2.44	82.93
B.Com(CA)	102	7.84	71.57	14.71	-	94.12
B.Com (EC)	24	-	87.50	12.50	-	100
BBA	14	-	42.86	57.14	-	100
BBA (CA)	30	-	40.00	33.33	-	73.33
B.Sc Maths (CA)	11	36.36	54.55	9.09	-	100
B.Sc. (CS)	66	13.64	51.52	24.24	-	89.39
BCA	51	13.73	62.75	9.80	-	86.27
B. Sc (IT)	48	31.25	50.00	4.17	-	85.42
B.Sc (CD&F)	17	47.06	29.41	-	-	76.47
MBA	30	6.67	86.67	3.33	-	96.67
M.Com	12	-	66.67	16.67	-	83.33
M.Sc (CD&F)	16	93.75	6.25	-	-	100

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

- Separate tutors are allotted for each class to monitor the performance and analyse the difficulties of the students in the academic activities
- Remedial classes were arranged for the week students
- Subject wise feedback is collected from students in order to analyse the level of teaching & understanding.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	3
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	3
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	-	-	-
Technical Staff	5	-	-	-
Library	4	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty members are encouraged to publish research papers in journals
- Conducting workshops, seminars & conferences on recent developments and opportunities in the technology inventions.
- Motivating students to carryout projects in the emerging area of industry and social aspects

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	8	-
Non-Peer Review Journals	-	-	-
e-Journals	3	1	-
Conference proceedings	3	31	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			1
Sponsoring agencies		1. ICT Chennai 2. Management			T.N. Govt. (Organised by Bharathiar University. Coimbatore)

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- 28 cadets passed in Certificate exam C
- 35 cadets indulged in temple service during festival occasions
- 12 cadets participated in state level camp
- 50 NSS students participated in the Andipalayam tank cleaning work organised by Dinamalar Paper
- 50 NSS volunteers participated in a Blood Donation awareness day meeting, AIDS awareness day rally and child labour awareness rally.
- 75 volunteers took part in serving at Sabarimala for 10 days through Akila Bharatha Ayyappa Seva Sangam.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 Acres			5 Acres
Class rooms	42	06	Management	48
Laboratories	6	-	-	6
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.5	Management	1.5
Others	-	-	-	-

4.2 Computerization of administration and library

- Fully Digitalised Library
- Internet and Wi-Fi facility
- Delnet , J-gate, e-journals are available in the library
- Reprographic facilities are available
- ICT enabled controller section

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25189	26,00,000	983	3, ,00,000	26172	29. ,00,000
Reference Books	250	28,000	25	4,250	275	32,250
e-Books	---	---	---	---	----	----
Journals	81	1,00,000	--	--	81	1,00,000
e-Journals	02	87,500	--	--	02	87,500
Digital Database	01	50,000	---	---	01	50,000
CD & Video	240	25,000	---	----	240	25,000
Others (specify)	----	----	----	-----	-----	-----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	200	3	2MB	2	2	P4	P4	-
Added	50	1	10MB	2	2	Core 2 Duo	Core 2 Duo	-
Total	250	4	12MB	4	4	-	-	-

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

- A Special training for the faculty members was conducted to enhance knowledge as technology upgradation
- A basic computer training is given to the staff members

4.6 Amount spent on maintenance in lakhs :

i) ICT

2

ii) Campus Infrastructure and facilities

5

iii) Equipments

1

iv) Others

2

Total :

10

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Library, hostel accommodation, bus transport, career guidance and counselling, NSS and NCC activities and avenues for sports and games are additional student support infrastructure in our college.
- Grievances Redressal Cell is working for students support
- Parent teachers meeting
- Scholarships to students from the management

5.2 Efforts made by the institution for tracking the progression

- Regular observation and monitoring
- Feedback from students
- Involvement of the faculty through counselling systems.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil.
1663	105	25	122

(b) No. of students outside the state

(c) No. of international students

1

Men	No	%	Women	No	%
	1230	69.57		538	30.43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
87	82	40	1241	-	1450	69	98	49	1303	-	1519

Demand ratio

Dropout % - 3.5

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

- Soft skill programmes has been made mandatory to improve their communication & aptitudinal skills
- The placement cell provides Training & guidance to the students throughout the year by arranging the workshops on different aspects like competitive examinations, Interview techniques & career based counselling

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The placement cell of our college takes initiative and arranges campus interviews
- Along with proper training & coaching the placement cell provide counselling & career guidance to every student
- In this academic year 400 students were placed in various organisations
- Students are also encouraged to take up part time jobs, so that they can earn while they learn

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
28	542	252	146

5.8 Details of gender sensitization programmes

- Anti- Ragging Cell is effectively functioning and has curbed Ragging.
- For the safety of women students, we have an Anti-Women Harrassment Cell.
- Main functions of women cell is to sensitize through various programmes.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	826	43,43,750
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- Attain Global Excellence in the field of education and training and produce professionals of world standards to face the competitive tomorrow.
- Accept and adhere the latest emerging technologies without crossing of our rich culture.

Mission:

- Create human assets with high ethics who would considerably contribute for the betterment of the nation.
- Provide the curriculum that best matches the requirements of the individual, industry and the society.
- Keep quality education affordable and reachable to all segments and sections of the society.
- Welcome technological developments in full swing and implement the best of them constantly.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

- The BOS meeting will be held in the regular interval to analyze the syllabi & examination setup.
- Feedback on Curriculum development.
- Arranging workshops of various subjects for updation of the knowledge.

6.3.2 Teaching and Learning

- Student centered teaching method is recommended in our college.
- Bright & weak students were identified and special coaching is given to them
- Routine evaluation through class test, CIA (cumulative Internal Assessment), group discussions, home assignments etc.

6.3.3 Examination and Evaluation

- C.I.A. (Cumulative Internal Assessment) is conducted twice in a Semester.
- E.S.E. (End Semester Examination) is conducted by the C.O.E. of our college.
- The Question paper setters are 100% external.
- The examiners are 50% internal & 50% external.

6.3.4 Research and Development

- Motivating faculties to organise workshops, symposium.
- Motivating staff members and students to take research projects.
- Guiding the faculty to participate in conference, publish articles, books and research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is fully digitalised.
- ICT based examination cell.
- Each department is provided with computer with printer facility.

6.3.6 Human Resource Management

- All faculty members are involved in different activities.

6.3.7 Faculty and Staff recruitment

- In order to maintain the quality of education, the faculty are recruited after several steps of interviews like Personal interview, demonstration, subject skills (tested by the Dept. Head)
- This year 12 faculties were recruited.

6.3.8 Industry Interaction / Collaboration

- Each department has included an Industrial Expert as BOS member and according to their suggestions and needs, the change were made in the syllabus.
- Students are taken to the industrial visit
- Internship training for students (15 days) during the month of May.

6.3.9 Admission of Students

- Admission is made through Merit basis.
- In this academic year 554 UG students, 42 PG Students, 30M.Phil. & 2 Ph.D. candidates were admitted.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • P.F. • Free Transportation • O.D. for attending conferences, seminars, etc. • Free education for staff kids.
Non teaching	<ul style="list-style-type: none"> • Free education for their kids.
Students	<ul style="list-style-type: none"> • Scholarship for the needy & merit based students • O.D. for students attending seminars, participating sports in & outside the campus.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	EXPERTS	YES	
Administrative	YES	EXPERTS	YES	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The ERC (Examination Reforms Committee) meets regularly for reviewing & introducing reforms.
- The examination process has been entirely computerised enabling error-free and quick announcement of results.
- Results are announced in the college website www.parkscollege.ac.in

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

- Supported by providing resources

6.11 Activities and support from the Alumni Association

- Alumni meetings are conducted to get feedback regarding teaching- learning process, placement etc.
- Alumnus is called for seminars and talk shows.

6.12 Activities and support from the Parent – Teacher Association

- Regular P.T.A. (Parent Teachers Association) meeting is conducted once in a year to have discussion for overall development of the student.

6.13 Development programmes for support staff

- Our management renders a valuable support to staff through Provident Fund, provides free education for staff's children, free transport facility for staff members, free hostel accommodation for outstation staff members.

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

- All types of pollutions are partially restricted in our campus
- Plenty of trees, flower plants are planted and also properly maintained to make the campus eco-friendly.
- Gardeners are appointed exclusively for this purpose.
- Garbage bins are placed in the campus and are regularly maintained neatly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The grievance cell is strengthened by including various panels to look into the student's problems such as Academic, Health, Dropouts etc.
- The autonomous status of the institution enables us to introduce an industry oriented technology in the syllabus, so as to enable the students to face challenges in their future career.

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

- UGC visited our college on 26/7/13 & 27/7/13 and has given the conferment of the extension of the autonomy till 2018-19 (i.e, 6 Years)
- Library is fully digitalised, internet & Wi-fi facilities, Delnet, J-Gate, E- journals, Reprographic facilities are available.
- We have organized a NAAC Sponsored National Conference on 30/9/13 & 1/10/13
- Internet capacity has increased to 12MB form 2MB
- 1008 Books were purchased this year for library.

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

- Organising the interested students for community extension services like NSS, NCC, etc.
- Motivating students to celebrate women's day, Diwali, Pongal, national festivals etc.
- Placement Cell to provide Job Opportunities to students.
- Arranging guest lectures, workshops, seminars, symposiums to update the staff and students knowledge.

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

7.4 Contribution to environmental awareness / protection

- Employees are recruited exclusively to maintain the campus clean.
- Purified water is supplied to students
- 100 saplings were planted in and around the campus by the NSS Volunteers.

7.5 Whether environmental audit was conducted? Yes No

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

- Strength:
- Qualified faculties for each discipline.
 - Safety & Security, both for men and women students.
 - Student participation in sports & games is comparatively more.
- Weakness
- Students lack of interest for higher studies
 - Motherhood and other marital issues contribute to dropout rate.
 - Relatively less major & minor projects
- Opportunities
- Many students were placed in reputed organizations.
 - Management contribution as scholarships for the needy students & meritorious students.
 - Providing free education for teaching & non-teaching staff's children.
- Threats/challenges
- Challenges on bringing below average students into extraordinary students.
 - Encourage students to become entrepreneurs.

8. Plans of institution for next year

- Approach University to recognize more departments as research departments
- Encourage students to go for higher studies & research
- More number of seminars and conferences to be conducted.
- Encourage staffs to attend more number of FDP's, Seminars, Conferences etc.

Name D.R. Ramya

Name Dr. A. Murugavel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
