

*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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*Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponnudiraj, Assistant Adviser, NAAC*

# ***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](mailto: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, 2014 to June 30, 2015)

## 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

City/Town

TIRUPUR

State

TAMIL NADU

Pin Code

641605

Institution e-mail address

info@parkscollege.in

Contact Nos.

0421-2213318

Name of the Head of the Institution:

Dr. A. MURUGAVEL

Tel. No. with STD Code:

0421-2212900

Mobile:

+91 9789268879/ 91956656601

Name of the IQAC Co-coordinator:

S.SANNASI



Mobile:

IQAC e-mail address:

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

1.4 Website address:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	B <sup>++</sup>	80.80	2001	2009
2	2 <sup>nd</sup> Cycle	A	3.01	2011	2016
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

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 2011-12 submitted to NAAC on 08/05/2012
- ii. AQAR 2012-13 submitted to NAAC on 15/07/2013
- iii. AQAR 2013-14 Submitted to NAAC on 26/07/2014
- iv. AQAR 2014-15 Submitted to NAAC on 03/09/2015
- v. AQAR 2015-16 Submitted to NAAC on \_\_\_\_\_  
(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	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

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

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="1"/> Faculty <input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>
	No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC (INSTITUTION)	
Total Nos.	<input type="text"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text"/>

(ii) Themes

Continuous enhancement of quality in higher educational institutions

2.14 Significant Activities and contributions made by IQAC

- Made soft skill programmes compulsory for all the students.
- More placement & training programmes were conducted by external experts
- Emphasizing faculty student ratio throughout the year
- Ensuring the quality of academic by getting feedback from students/alumni and parents
- Special Coaching to attend Competitive Examinations

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• To introduce new UG courses to meet the requirement of the stakeholders</li><li>• To offer full time research programme in all discipline.</li><li>• To organize more number of seminars</li><li>• To approach various funding agencies to obtain grants and aid by submitting the project proposals</li><li>• To conduct online examination for mathematical skills and foundation course</li><li>• To render consultancy services to the organizations</li></ul>	<ul style="list-style-type: none"><li>• Application has been sent to Bharathiar university to start new courses and university has constituted a committee to visit the college for starting new course B.Sc Visual Communication.</li><li>• Obtained formal approval from Bharathiar University to offer Ph.D programme in PT/FT mode in commerce as well as in management</li><li>• 5 National seminars and 20 Regional seminars have been organized by various department in different titles</li><li>• Efforts have been taken to do consultancy services by the staff members. One faculty member is doing consultancy services to Senthil Seeds (P) Ltd Three Staff members have been Providing services to ESR Tex and ESWARA Process.</li></ul>

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	3		3	
M,Phil	4		4	
PG	5		5	
UG	11		11	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3		3	
Others				
<b>Total</b>	26		26	
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 convened BOS meetings and the syllabus of the courses were 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.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculties	Total	Asst. Professors	Associate Professors	Professors	Others
	81	64	16	1	-

2.2 No. of permanent faculty with Ph.D.

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
	31	-	-	-	-	-	-	-	31	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

- 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	8	20	
Presented papers	6	52	
Resource Persons		3	8

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

LCD Presentation, Demonstrative learning through models & dress forms, 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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	III %	
B.Com	54	11.00	46.00	22.00	19.00	98.00
B.Com(CA)	100	3.00	64.00	21.00	1.00	89.00
B.Com (IT)	17	13.00	60.00	26.00	-	88.00
BBA	26	-	23.00	54.00	3.80	81.00
BBA (CA)	26	-	31.00	58.00	3.80	92.80
B.Sc Maths (CA)	28	32.00	57.00	14.00	-	100.00
B.Sc. (CS)	82	9.75	39.20	14.63	-	63.41
BCA	48	4.17	60.42	8.34	-	72.92
B. Sc (IT)	51	9.81	49.02	21.57	-	80.40
B.Sc (CD&F)	26	27.00	46.00	3.80	-	77.00
MBA	18	11.00	89.00	-	-	100.00
M.Com	22	5.00	23.00	44.00	-	72.00
M.Sc (CD&F)	6	50.00	50.00	-	-	100.00

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

- Separate tutors are allotted for each class to monitor the performance and analyze 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 analyze 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	3-81
HRD programmes	2
Orientation programmes	-
Faculty exchange programme	2
Staff training conducted by the university	3
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	4
Others	2

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	13	-	-	-
Technical Staff	7	-	-	-
Library	2	-	-	-

## 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	19	8	-
Non-Peer Review Journals	-	-	-
e-Journals	5	1	-
Conference proceedings		28	-

#### 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 organizations

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 level
Number		5			20

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	-
Commercialized	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

- A meeting for 2nd year NSS volunteers are held on 15.07.2015 and discussed about activities for the year 2015-16. **Prof. S.ANANTHA KRISHNAN, Prof.G.JOTHI, Prof.M.SAMY SUNDARAM and Miss.K.THEZASVINI JYOTHI** participated in that program and give instructions to the students.
- From 1.08.2015 to 08-08-2015 Unit I NSS Volunteers cleaned the college ground, cycle shed, and front side of auditorium.

- On 15/08/2015 Independent Day celebration held at our college campus around 150 NSS volunteers participated in that event. The flag is hosted by our College Principal Prof.Dr.A,Murugavel. The volunteers distributed the sweets to all the participants.
- On 30/08/2015, 06/09/2015 and 13/09/2015 all the three Sunday a batch of 50 students engaged in the Tank Cleaning work at villages Kariapudur, iduvai and nearby villages and 3 NSS programme Officers Prof.S.Ananthakrishnan, Dr.M.SamySundaram and Prof.K.Thezasvini Jyothi participated in that event.
- Parks College NSS , Medical Care centre and Tirupur Lotus Eye Hospital Organized a two days Eye Screening and Medical Camp in our college Auditorium on 19/09/2015 and 20/09/2015. Around 1000 students in the college and all the teaching and non teaching staffs are being benefited.
- From 01/10/2015 all the Four NSS Programme officers resigned their job, and Prof.B.Sasikumar of Computer Science Department, Prof.V.Praveena of Tamil Department, Prof.KarthickRaja of English Department, and Prof.Raja of Commerce Department are taking charge as New NSS Programme officers.
- NSS PO's meet at Bharathiar University participated by one of our Programme Officers Prof.B.Sasikumar on 30/01/2016.
- An Child Labour Awareness Rally at Palladam held on 29/01/16 organised by Hands in Hands a NGO organisation, 75 NSS volunteers are participated in that event along with NSS programme officers Prof.B.Sasikumar of Computer Science Department, Prof.V.Praveena of Tamil Department, Prof.KarthickRaja of English Department.
- From 14/03/2016 to 23/03/2016 NSS Special camp was organised at Poomlaur, Pallipalayam Village Amman Kalyana Mandapam. A Batch of 120 NSS Male volunteers and 80 NSS Female volunteers participated in this event. The activities include EYE camp, Dental check-up camp, Skin Care Camp, temple cleaning, School Campus cleaning, Self Motivation Program, Entrepreneur Development program etc. All the NSS programme officers Prof.B.Sasikumar of Computer Science Department, Prof.V.Praveena of Tamil Department, Prof.KarthickRaja of English Department, and Prof.Raja of Commerce Department actively participated in that event.

- An Election Awareness Rally at Palladam held on 30/03/16 organised by Election Commission of India, 75 NSS volunteers participated in that event along with NSS programme officers Prof.B.Sasikumar of Computer Science Department, Prof.KarthickRaja of English Department, and Prof.Raja of Commerce Department.
- on the 24/06/2015 Enrolment of 1<sup>st</sup> Year cadets was completed.
- on 19.06.2016, 16 NSS Girls Volunteers along with NSS Programme Officer Prof.V.Praveena Participated in Service in the One Day free Varmam Therapy Training at Vathsalya Bhavam, Tirupur.
- on 08.07.2016 the Around 80 NSS Volunteers & Programme Officer Prof.P.Raja, Prof.C.Karthick Raja Participated in Blood Donors Day Celebrations Rally from Thennampalayam to Tirupur Collector Office.
- On 26.07.2016 the Around 243 NSS Volunteers & 2 NSS Programme Officer Participated in Maatinam Kaaka Awareness Programme at Hindustan College of Arts & Science, Coimbatore.
- On 04.08.2016 the Helping Hands: Blue & Black pens were sold among our college Staff & Students for the Rehabilitation of Mrs.Sumathi (Physically Challenged) for Rs.3640/-
- On 22.08.2016 the Dengue Awareness Programme.
- On 07.09.2016 the Campus Cleaning.
- On 28.09.2016 the Two NSS Volunteers of our college Participated in Pre-Republic Day selection at Bharathiar University.
- On 02.10.2016 the NSS Programme Officer Prof.R.Raja acted as Chief Guest along with NSS Volunteers in the Social Welfare Celebrations Organized by Vithaigal Social Welfare Organization at Sirupooluvapatti, Tirupur.
- On 10.06.2015 all our Cadets have participated in the firing practice at Mathukarai.
- On 21.06.2015 all our cadets have participated in the International Yoga Day held on PSG College at Coimbatore.
- On 03.07.2015 RDC selection camp was held at Kovai Arts and Science College, Coimbatore.
- On 04.07.2015 NCC Sports Selection Camp (Foot Ball) was held at Govt arts college, Coimbatore.
- On 08.07.2015 Sport Selection Camp for KABADI was held at Salem, our cadet N.DURASAMY of 2<sup>nd</sup> B.SC Maths Participated and Secured Second place in Kabadi with Medal.
- From 20.07.2015 to 31.07.2015 RDC training camp was held at Karpagam University, Coimbatore. One cadet Participated in the Camp.

- On 29.07.2015 our NCC cadets participated in the condolence meet of our honourable former president Dr.A.P.J ABDUL KALAM.
- From 01.08.2015 to 10.08.2015 CATC Camp held at **Tamilnadu Agricultural University**, Coimbatore. 28 numbers of our cadets have participated.
- On 07.08.2015 our NCC cadets given the guard of honour to Mr.THIRUNAVUKARASU, Deputy Commissioner of Police, Tiruppur District on the occasion of Science exhibition organized by pudhiya thalaimurai channel in our college.
- **INDEPENDENCE DAY** was celebrated on 15.08.2015 at 9.15 am with ceremonial parade in our college campus with our beloved principal Dr.A.MURUGAVEL, Caption .I.JAYASEELAN Associated Ncc Officer .SUO V.SUNDRA MOORTHY. Was the parade commander
- On 12.08.2015 our cadets have Participated NIC CAMP held at UTTARKAND.
- On 31-10-2015 Conducted the FDP for Staff members in topic of “**Innovation in teaching Methodology**” in our Seminar Hall with our beloved Principal Dr.A.MURUGAVEL.
- On 31-10-2015 Conducted the FDP for Staff members in topic of “**Awareness on Assessment and accretion by NAAC**” in our Seminar Hall with our beloved Principal Dr.A.MURUGAVEL
- On 14.11.2015 All our cadets have Celebrated NCC Day with our beloved Principal Dr.A.MURUGAVEL,Caption .I.JAYASEELAN Associated Ncc
- On 19.12.2015 All our cadets have participated in TOBACCO RALLY from Railway Station to Chikkana Arts
- On 21.12.2015 All our Cadets have attended the duty in TIRUPUR THIRUPATHI TEMPLE.
- REPUBLIC DAY was celebrated on 26.01.2016 at 09.15 AM with Ceremony parade in our college campus with our beloved principal DR.A.MURUGAVEL,NCC CARETAKER D.BALAJI.
- On 28.02.2016 our 2<sup>nd</sup> year completed their ‘B’ Certificate Examination held on PSGR Krishnamal Women’s College, Coimbatore.
- On 02.03.2016 2<sup>nd</sup> year cadets have received rank from NCC CARETAKER D.BALAJI.
- On 18.03.2016 our cadets have participated the rally in ‘**Aatral Seamipu Vizhipunarvu Perani**’ from PARKS COLLEGE to Karaipudur.
- On 09.03.2016 seminar was conducted and 140 Members participated from various college in topic of “ **Current issue in Teaching & Learning in English**” conducted by English Department.

- On 4/3/2016 the seminar has been conducted and 100 Members participated from various college in topic of “**Problems and Prospects of Women Workers in Unorganized Sector in Tamilnadu**” conducted by Commerce Department.
- On 4/3/2016 the seminar has been conducted and 107 Members participated from various college in topic of “**Problems and Prospects of Women Workers in Unorganized Sector in Tamilnadu**” conducted by CD & F Department.
- On 11-3-2016 the seminar has been conducted and 130 Members participated from various college in topic of “**ICT in Modern Management**” conducted by CD & F Department.

## 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 Digitalized Library
- Internet and Wi-Fi facility
- Del-net , 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 (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	26,420	31,15,000	67	26,487	26,487	31,29,345
Reference Books	250	28,000	---	---	250	28,000
e-Books	---	---	---	---	---	---
Journals	81	1,00,000	---	---	81	1,00,000
e-Journals	02	87,500	---	---	02	87,000
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 Centers	Computer Centers	Office	Departments	Others
Existing	250	4	10MB	2	2	Core 2 Duo	Core 2 Duo	-
Added	50	1	1MB	1	2	Dual Core	Dual Core	-
Total	300	5	11MB	3	4	-	-	-

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

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

4.6 Amount spent on maintenance in Rs.in lakhs :

i) ICT	3
ii) Campus Infrastructure and facilities	5
iii) Equipments	1
iv) Others	2
<b>Total :</b>	<b>11</b>



## 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 counseling systems.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil.
1613	85	6	4

(b) No. of students outside the state

---

(c) No. of international students

1

Men	No	%	Women	No	%
	1307	68.90		590	31.10

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
71	1520	-	216	-	1814	63	1427	179	179	-	1669

Demand ratio

Dropout %

#### 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 & aptitude 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 counseling

No. of student beneficiaries

1410

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 counseling 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 408 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	480	238	170

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	194	7,91,500.00
Financial support from government	160	6,67,600.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organized / 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

Yes

#### 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 updating 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
- 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.
- Motivating faculties to organize 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 digitalized.
- 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 15 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 478 UG students, 26 PG Students, 6 M.Phil. & 4 Ph.D. candidates were admitted.

### 6.4 Welfare schemes for

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

### 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 computerized enabling error-free and quick announcement of results.
- Results are announced in the college website [www.parkscollege.ac.in](http://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, and 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

- Library is fully digitalized, internet & Wi-Fi facilities, Del-net, J-Gate, E- journals, Reprographic facilities are available.
- We have organized five national level seminar by Various Department (Commerce, management, computer Science, Costume Design & Fashion and the Department of English
- Internet capacity has increased to 11MB form 10MB
- 67 Books were purchased this year for library.
- Preparation of Self Study Report is under Process.

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

- Organizing 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

- Special coaching to the students for appearing in the civil service Examination
- Introduce need based courses of native district
- Plan to introduce the new course B.Sc (Visual Communication)
- Encourage staff members to have more concentration on research and extension activities
- Plan to adopt a cluster to extend facilities as a village adoption programme.

Name S,Sannasi

*S Sannasi*

Signature of the Coordinator, IQAC

Name Dr. A. Murugavel

*A. Murugavel*

Signature of the Chairperson, IQAC

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**Abbreviations:**

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

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