

**QUEEN MARY'S COLLEGE  
(AUTONOMOUS)  
CHENNAI -4**

**ANNUAL QUALITY ASSURANCE REPORT  
2014- 2015**



**SUBMITTED TO  
NATIONAL ASSESSEMENT AND ACCREDITATION COUNCIL  
DECEMBER 2015**

## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC ACADEMIC YEAR 2014-15 (June 1, 2014 to May 31, 2015 )

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.

### Part – A

**AQAR for the year**

2014-2015

### 1. Details of the Institution

1.1 Name of the Institution

QUEEN MARY'S COLLEGE (AUTONOMOUS)

1.2 Address Line 1

KAMARAJAR SALAI

Address Line 2

MYLAPORE

City/Town

CHENNAI

State

TAMIL NADU

Pin Code

600004

Institution e-mail address

[chennaiqmc@rediffmail.com](mailto:chennaiqmc@rediffmail.com)

principal@queenmaryscollege.com

Contact Nos.

044- 28445910

044-28444995

Name of the Head of the Institution:

Dr.R. AKTHAR BEGUM

Tel. No. with STD Code:

044-28444995

Mobile:

9940093120

Name of the IQAC Co-ordinator:

Dr.Malathi.E

Mobile:

91 - 9677680484

IQAC e-mail address:

iqacqmc@gmail.com

1.3 NAAC Track ID

TNCOGN10007 DATE 22.09.2014

OR

1.4 NAAC Executive Committee No. & Date:

NA

1.5 Website address:

www.queenmaryscollege.com

Web-link of the AQAR:

[http://www.queenmaryscollege.com/lqac.](http://www.queenmaryscollege.com/lqac)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 star	-	29.04.1999	-
2	2 <sup>nd</sup> Cycle	B+		20.05.2005	-
3	3 <sup>rd</sup> Cycle	A	3.10	14.09.2015	13.09.2020

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01.07.2004

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\_\_\_\_\_2009 to 2010\_ \_\_\_\_\_ (25/09/2013)
- ii. AQAR\_\_\_\_\_2010 to 2011\_\_\_\_\_ (25/09/2013)
- iii. AQAR\_\_\_\_\_2011 to 2012\_ \_\_\_\_\_ (25/09/2013)
- iv. AQAR-----2012 to 2013\_\_\_\_\_ (24/12/2013)
- v. AQAR.....2013 to 2014\_\_\_\_\_ (04/05/2015)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

.

1.11 Name of the Affiliating University (*for the Colleges*)

University of Madras

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC of Queen Mary's College has been actively involved in maintaining quality with in this prestigious institution. This year being the Centenary year for the college many activities were planned for the year involving both current students and alumnae.

Orientation programme for first year students was conducted on 23<sup>rd</sup> June 2014. The programme helped the students to get a feel of the place, inform them about college rules, timings and day order system. Our former Principal, Dr.V.Kanthimathi, warmly welcomed the freshers followed by a talk by Dr.Karpagam, Additional Controller of Examinations, Dr.Abhiramasundari, Associate Professor, Department of Music taught the students the college song. A Lecture on what is expected of a student and the process of learning to develop their overall personality was given by Dr.K.Kasthuri, Associate Professor, Department of Home Science. A focus on social awareness was also imparted to the incoming batch. The student union member played a key role in showing the different places in the campus. The aim was to make the students confident to face the environment.

A seminar on Emotional Health : Strategies on increasing EQ was conducted on 01.09.2014 Mrs.Inba Subramanian,Psychologist and student counsellor introduced the topic to the students.Mrs.Jaya Parthiban Former Senator,Datin Paduka,Malaysia and Mrs.Vijayakumari Pillai ,Project Co-Ordinator,UNICEF ,Malaysia addressed the gathering

Periodical meetings were held with department IQAC representatives and data were compiled. Student's feedback on various aspects of college was collected analysed and report was prepared.

A workshop on effective use of e-resources for learning ,teaching and research was conducted on 17.12.2014 by the Library in collaboration with IQAC.PG and research students were benefitted by this program.

Student feedback on the course ,teaching and administration was conducted in every department and the consolidated analysis for the entire college was done by the IQAC team.

#### 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 \*

Enclosed Annexure ( i )

2.15 Whether the AQAR was placed in statutory body    Yes  No   
Management     Syndicate     Any other body   
(College Council)

## 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	10			
M.Phil	13			
PG	18			
UG	23			
PG Diploma	NIL			
Advanced Diploma	NIL			
Diploma	NIL			
Certificate	NIL			
Others	NIL			
<b>Total</b>	64			
Interdisciplinary	Nil			
Innovative	Nil			

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

Pattern	Number of programmes
Semester	41
Trimester	Nil
Annual	

- 1.3 Feedback from stakeholders\* (On all aspects)
- |                    |                          |                          |                                     |                                     |                                |                          |                                     |
|--------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------------|--------------------------|-------------------------------------|
| Alumni             | <input type="checkbox"/> | Parents                  | <input checked="" type="checkbox"/> | Employers                           | <input type="checkbox"/>       | Students                 | <input checked="" type="checkbox"/> |
| Mode of feedback : | Online                   | <input type="checkbox"/> | Manual                              | <input checked="" type="checkbox"/> | Co-operating schools (for PEI) | <input type="checkbox"/> |                                     |

*\*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.

Yes . The curriculum was revised in the year 2014-15 for home science and chemistry subjects to update the syllabi and make it job oriented

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

An interdisciplinary instrumentation centre sponsored by DST-FIST was inaugurated on 21.08.2014 by the former president of india Dr.A.P.J.Abdul kalam. The first instalment of Rs.57.5 Lakhs has been used in the purchase and installation of seven sophisticated instruments namely FT-IR,UV spectrometer, electro-chemical workstation, lycophilizer, Trinocular research microscope, atomic absorption spectrometer.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
202	147	55	nil	nil

2.2 No. of permanent faculty with Ph.D.

122

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
-	53	-	-	-	-	-	-	-	53

2.4 No. of Guest and Visiting faculty and Temporary faculty

53

53

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	84	159	44
Presented papers	51	125	22
Resource Persons	7	15	13

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

- Internship training
- Industrial visits
- Workshops
- Lecture series by renowned scientists
- Viewing and discussion of documentaries and movies

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Double valuation method is followed for PG and M.Phil.
- Revaluation of papers
- Copy of answer sheets is given on request
- Online publication of End of semester results
- Mark sheets printed with photograph of the student

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

All the faculty members are involved in curriculum restructuring and syllabi revision

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

COURSE UG-2013	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG-ARTS	449	31	37	19		87.08
UG-SCIENCE	644	29	38	15		82.61
UG-COMMERCE	180	55	30	12		97.22
PG-ARTS	108	73	14			87.96
PG-SCIENCE	156	78	7			85.26
PG-COMMERCE	22	75	20			95.45
M.PHIL-ARTS	37	88	6			94
M.PHIL-SCIENCE	32	100				100

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

- Student feedback on teachers and infrastructure obtained annually
- Seminars and conferences for teaching faculty to inspire their quality of teaching
- Sports programme for teaching and non teaching staff

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	38
UGC – Faculty Improvement Programme	NIL
HRD programmes	01
Orientation programmes	19
Faculty exchange programme	NIL
Staff training conducted by the university	01
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	20
Conferences organized by Departments	09

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	43	67	-	-
Technical Staff	2	6	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Renowned scientists are invited for motivational talk on research

Students are encouraged to publish in Eduventure Research Journal of Queen Mary's College (National Journal published half yearly- ISSN

Articles in Tamil are published in Ootru, a Tamil journal

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03		
Outlay in Rs. Lakhs	<b>8,54,000</b>	<b>15,50,000</b>		-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		6	2	
Outlay in Rs. Lakhs	4,30,000	9,50,000	7.30 Lakhs	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	96	24	15
Non-Peer Review Journals	09	19	-
e-Journals	02	-	-
Conference proceedings	31	35	-

#### 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

Fund sanctioned during the academic year 2014-2015

S.No	Name of the faculty	DURATION	Name of Funding Agency	Total Grant received Rs.
1	Dr.Bavani Govindarajulu Zoology	18 months	UGC	4,95,000/-
2	Dr.Sarojini Physics	18 months	UGC	2,35,000
	TOTAL			<b>7,30,000</b>

Ongoing projects during the academic year 2014-2015

S.No	Name of the faculty	Name of Funding Agency	Total Grant received Rs.
1	Dr. D.Vijayalakshmi Economics	UGC	Rs.32,500
2	Dr.stella maragatham Mathematics	UGC	Rs.2,900
3	Dr.D.Jayalakshmi Physics	UGC	Rs.3,05,000
4	Dr.R.Rajakumari Physics	UGC	Rs.2,42,000
	TOTAL		Rs.5,83,400

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	01	04	01	-	01
Sponsoring agencies	UGC	UGC, DST, CICL, SEMMOZHI PAIYILARA GAM			AUTONOMOUS

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

37

3.13 No. of collaborations

International

National

01

Any other

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs :

From Funding agency

64,80,000

From Management of University/College

-

Total

6480000

3.16 No. of patents received this year Nil

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
			05	01		

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

101

272

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

15

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

JRF

8

SRF

-

Project Fellows

-

Any other

1(ICSSR)

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="100"/>	State level	<input type="text" value="914"/>
National level	<input type="text" value="100"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="101"/>	Any other	<input type="text" value="03"/>

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

In service training for school teachers association
Entrepreneurial development programme for students
Training and manufacture of jute products
Coastal cleaning

## 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	17.4	-	-	17.4
Class rooms	98	07	State Govt	105
Laboratories	33	-	-	33
Seminar Halls	03	-	-	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		7	DST-FIST	5,00,000
Others			-	

#### 4.2 Computerization of administration and library

##### Accounts Office

Salary bills, Arrear bills, financial statements have been computerised

##### Examinations Office

Intranet facilities are used

Examiner's panel, Examiner selection and Hall tickets are computerised

CA marks are computed and included in End of semester mark sheet

Declaration of results online

##### Library

Digital library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24500	1225000	75	15000	24575	1240000
Reference Books	4350	400000	150	145000	4500	545000
e-Books	NLIST	5000	27000	5000	97000+ (Through N- LIST)	15000
Journals	16	12500	32	90000	48	102500
e-Journals	NLIST	3000	3000	Open access	6000+ (Through N- LIST)	NA
Digital Database	Open access				Open access	NA
CD & Video	75	7500	NIL		75	7500
Others (specify) BRAILLE BOOKS	90	30000	30	9770	120	39770

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	139	03	13	NIL	NIL	25	75	
Added	36	03	10	NIL	NIL		36	
Total	175	06	23	NIL	NIL			

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

Internet access available to staff and students in 10 blocks

Internet upgradation in progress

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	30,00,000
iii) Equipments	40,000
iv) Others	<input type="text"/>
<b>Total :</b>	30,40,000

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The first year students are made aware of student support services through orientation programme

5.2 Efforts made by the institution for tracking the progression

Tutorial system is followed where each student is assigned to a staff (tutor) throughout her period of study. The tutor offers counselling and guidance to the student on a one to one basis. The tutor maintains a record of all activities and marks of the student.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6450	770	96	

(b) No. of students outside the state

20

1%

(c) No. of international students

Men	No	%	Women	No	%
	0	0		3	0.1

Last Year						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
473	560	35	1112	-	2180	490	580	46	1130	20	2248

Demand ratio : Arts 1:2; Science:1:8; Commerce : 1:15      Dropout % UG 5% PG 2%

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

Competitive examination papers with power point,  
Coaching for SLET,NET and UPSC.  
A free UPSC coaching centre is available for aspiring women students and is run by the Government

No. of students beneficiaries 50%

5.5 No. of students qualified in these examinations

NET	<span style="border: 1px solid black; padding: 2px 10px;">6</span>	SET/SLET	<span style="border: 1px solid black; padding: 2px 10px;">5</span>	GATE	<span style="border: 1px solid black; padding: 2px 10px;">-</span>	CAT	<span style="border: 1px solid black; padding: 2px 10px;">-</span>
IAS/IPS etc	<span style="border: 1px solid black; padding: 2px 10px;">-</span>	State PSC	<span style="border: 1px solid black; padding: 2px 10px;">2</span>	UPSC	<span style="border: 1px solid black; padding: 2px 10px;">-</span>	Others	<span style="border: 1px solid black; padding: 2px 10px;">-</span>

5.6 Details of student counselling and career guidance

The students counselling and career guidance cell offers counselling and assistance to students. The College Doctor offers her services in this cell. This cell also helps with internship and training programme for students

No. of students benefitted 782

### 5.7 Details of campus placement

<b>On campus</b>			<b>Off Campus</b>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	760	307	680

5.8 Details of gender sensitization programmes NIL

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

		<b>2013</b>	<b>2014</b>
1	SC students scholarship	1,855	2064
2	BC / MBC students scholarship	2,135	2501
3	Special scholarship for SC students studying in hostel	150	155
4	Chief Minister Merit Scholarship	5	5
5	Jaigopal Garodia Memorial Scholarship	120	120
6	Tamil Nadu Educational Trust Scholarship	12	12
7	Central – Sector Scholarship	-	-
8	Adidraavidar welfare prizes, Under Graduate and Post Graduate Scholarship	17	17
<b>Total students</b>		<b>4,294</b>	<b>4874</b>

OTHER SCHOLARSHIPS- UGC, RAJIV GANDHI SCHOLARSHIP, SELF HELP GROUP, FARMER SCHOLARSHIPS.

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

65

5.13 Major grievances of students (if any) redressed: grievances taken care by the counselling cell

1. Health issues
2. Issues during public transport travel
3. Other personal issues

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

#### **Vision Statement**

The college enshrines in its vision the ideal of democratization of education by drawing into its ambit women from the deprived sections of society and empowering them with an education that hones life skills and employability.

#### **Mission Statement**

As educating a woman is tantamount to educating a family, the mission of the college is to have programmes that ensure the all round development of its students. The goal in view is an education that transforms young women and equips them to face challenges in their personal and professional lives: the college endeavours to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment.

6.2 Does the Institution has a management Information System

The leadership includes the Principal as the Head of the Institution, the members of the Council which includes the Heads of all departments, Librarian, Doctor and the Controller of Examination. Periodical meetings of the Council and frequent interactions with the Staff members and Students' Union ensure the organization's management system development, implementation and continuous improvement.

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

#### 6.3.1 Curriculum Development

The curriculum of the College is generally reviewed once in three years for UG, once in two years for PG and M.Phil courses. While reviewing the syllabus socially relevant and job oriented contents are given due importance. Annual meeting of Board of Studies and Academic Council ensures changes whenever the need arises. Academic audit was done during the month of February 2014.

#### 6.3.2 Teaching and Learning

For effective teaching, the modern teaching aids used in the class rooms are Desk and laptop Computers, LCD Projector, OHP, Television and CD players. Under Tamil Nadu Students Welfare Scheme all the U.G students are given laptop to facilitate effective learning enable easy access to internet. Considering the fact that a large percentage of our students are from rural areas, the laptops give them an opportunity to use the computer for preparing their assignments: they also become conversant with power point presentations.

### 6.3.3 Examination and Evaluation

The method of evaluation followed in the Semester examinations

- i) UG – Single valuation completely by external examiners.
  - ii) P.G - Double valuation by both external and internal examiners.
  - iii) M.Phil - Double valuation by both external and internal examiners.
- Revaluation of papers
  - Copy of answer sheets is given on request
  - Online publication of End of semester results
  - Mark sheets printed with photograph of the student

### 6.3.4 Research and Development

Faculty are encouraged to pursue Faculty development programme for Ph.D

A centralised instrument facility sponsored by DST-FIST was inaugurated

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Digital library block is available for students to access various e-books and journals.

A new centralized instrumentation facility is open for research scholars and faculty usage.

### 6.3.6 Human Resource Management

At the end of each academic year the workload for each department is prepared and sent to the Directorate of Collegiate Education. Vacancies are notified and may be filled during transfer counselling.

### 6.3.7 Faculty and Staff recruitment

As we are a Government Institution the process of recruitment is done by the Government through Teachers Recruitment Board. Non teaching staff are recruited through employment exchange

### 6.3.8 Industry Interaction / Collaboration

Tourism IHM travel, air port Madurai for internship of students. E-ticketing

IGCAR, Kalpakkam

CLRI, Chennai

University of Madras

Zoological Survey of India

State Bank of India, Chennai

### 6.3.9 Admission of Students

The college strictly follows the norms and guidelines prescribed by the Government of Tamil Nadu. The students are selected for admission to various courses at U.G and P.G level through single window counseling. Marks secured by the candidates in subject concerned in Higher Secondary for UG courses and Part III marks in degree courses for PG are the main criteria for admission. The college conducts entrance test and interview for the admission to M.Phil and Ph.D courses. The prospectus provides details of the College. The different courses offered and their eligibility criteria are available in the prospectus, website and college calendar.

Each department has an admission co-ordinator, admission in-charge staff for the process of admission. There are about five staff members who act as public relation officers to guide students and parents during the admission process

6.4 Welfare schemes for

TEACHING	<ul style="list-style-type: none"> <li>• Government insurance scheme</li> <li>• General and contributory pension schemes</li> <li>• Maternity leave</li> <li>• Loan facilities</li> <li>• Festival advance</li> </ul>
NON TEACHING	<ul style="list-style-type: none"> <li>• Government insurance scheme</li> <li>• General and contributory pension schemes</li> <li>• Maternity leave</li> <li>• Loan facilities</li> <li>• Festival advance</li> </ul>
STUDENTS	<ul style="list-style-type: none"> <li>• Study Abroad Programme</li> <li>• Scholarships</li> <li>• Financial aid</li> <li>• Free lunch in hostel for deserving students</li> <li>• Free bus pass and subsidised students train pass</li> <li>• Special ladies buses for QMC students with a terminus inside the campus</li> <li>• Free Government laptops for students</li> <li>• Medical aid by College doctor</li> <li>• Tuition fee waived for all students by Government</li> </ul>

6.5 Total corpus fund generated

15 lakhs- accumulated fund

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	AGENCY	INTERNAL	
Academic	Yes	Staff from other colleges	Yes	staff
Administrative	Yes	DC, Auditor General Office, Government	Yes	staff

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?

- Double valuation method is followed for PG and M.Phil.
- Revaluation of papers
- Copy of answer sheets is given on request
- Online publication of End of semester results
- Mark sheets printed with photograph of the student
- Supplementary examination for arrear in single paper for outgoing students

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

NA

#### 6.11 Activities and support from the Alumni Association

- The college has a very active OSA comprising of many illustrious alumnae
- OSA funds for the appointment of Guest faculty and support staff
- OSA also provides scholarship for deserving and meritorious students
- OSA members meet every afternoon of Wednesday throughout this year to plan and raise funds for centenary celebrations
- The annual general body meeting of the OSA is held every year in the month of february

#### 6.12 Activities and support from the Parent – Teacher Association

- The college has a very active PTA
- PTA funds for the appointment of Guest faculty and support staff
- PTA meetings are conducted regularly
- The tutors meet parents individually and discuss the development of their ward

#### 6.13 Development programmes for support staff

Use and handling of fire extinguishers for Laboratory assistants

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

- Campus cleaning
- Go- green campaign
- segregation of e-waste & bio- degradable waste
- Solar powered block
- Solar powered street lights

## 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.

**Fostering global competencies among students:** College provides Business English Certificate Course and Soft skill programmes to the students in order to equip them to compete in global competitions. As a result, three of our students in PG (one each in Physics, Commerce & Mathematics) have been selected to study at UK universities for their 3<sup>rd</sup> / 4<sup>th</sup> semester sponsored by TANSICHE (Tamil Nadu State Council for Higher Education).

**Contribution to national development:** The College has activities grouped under NSS, Rotaract, Youth Red Cross, Rotaract and Exnora through which outreach programmes are undertaken in the community.

SECURITY- CCTV, SOLAR PANEL has been installed

Adolescence counselling cell has been inaugurated during this academic year

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

- Orientation and leadership programme for students
- Increase in research activities
- Precentenary year celebrations

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

- Weekly assembly- Every Wednesday morning 8.30 to 9.00 am. This is a harmonious and healthy practice followed since the inception of the institution in 1914. The objective is to meet all the faculty and students in one place and to disseminate the information and activities of the college to all staff and students.
- Compulsory extension activity- NSS, Exnora, Youth Red Cross Society, Legal Service Cell, Rotaract and Red Ribbon Club. Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills

#### 7.4 Contribution to environmental awareness / protection

- Green Audit
- Energy conservation- Solar plant for 10kVA and 5 dawn dusk solar street lights
- One block fully powered by solar power
- Rain water harvesting
- Reverse Osmosis drinking water
- UG students have a compulsory environmental studies as a subjects in their curriculum

7.5 Whether environmental audit was conducted?

Yes

No

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

#### **Strengths**

Beautiful campus facing the marina

Good quality academic programs

Special courses like Indian Music and Physical Education are offered

Well structured mentoring system

Highly qualified enthusiastic staff

Good library facilities

Research Journal- Eduventure (ISSN 2319-1791)

Bioinformatics Facilitation Centre

UPSC - Free coaching centre for Women

College band

Social service league school

Digital Library

Clinic with a Doctor on campus

College Hostel

Staff and Students Co-operative Stores

#### **Weakness**

Lack of infrastructure- Dilapidated age old buildings

Inadequate insufficient classroom and lab facilities.

Lack of administrative staff and support staff

Inadequate smart class room and AV equipment

Insufficient hostel, toilet and drinking water facility

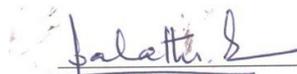
#### **Opportunities**

Increase in research activities

Plans of institution for next year

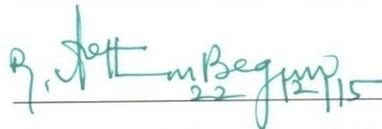
Modernising administration – e governance  
Automation of admission  
Enhance Research Collaborations  
MOU with Colleges and Universities abroad  
Enhancing existing ties with Australian Universities  
Development of Infrastructure

Name DR. MALATHI.E.



22/12/15  
Signature of the Coordinator, IQAC  
CO-ORDINATOR  
INTERNAL QUALITY  
ASSURANCE CELL  
QUEEN MARY'S COLLEGE  
CHENNAI

Name DR. R. AKTHAR BEGUM



Signature of the Chairperson, IQAC  
PRINCIPAL  
Queen Mary's College (A)  
Chennai - 600 004.

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# ACADEMIC CALENDER 2014-2015

## **June 2014**

Admission of students to various UG Courses

College begins for the academic year 2014-15 on 18.6.2014

Parent Teacher's Association was conducted on 18<sup>th</sup> June

College begins for first year students on 23.6.2014

Orientation Programme for first year on 23.06.2014

## **July 2014**

Photo Exhibition on "Life and achievements of Curies" by Dept of Chemistry on 04.07.2014

## **August 2014**

Intercollegiate quiz competition for Students of Govt. Arts and Science College, on 12.8.2014

National Library Day celebrations on 12.08.14

Independence celebrations on 15.08.2015

State level Intercollegiate science exhibition on "Go Green", conducted by Dept. of Physics on 2.8.2014 inauguration by Former President APJ Abdul Kalam

'Chennai 375', Madras Day celebration by Dept.of History on 28.8.2014

## **September 2014**

Seminar on Renal Alert – Nutritional Care, Awareness and Detection of Kidney Disease by Dept. of Home Science on 4.9.2014

Teacher's Day celebrations- 05.09.14

Adolescence Counselling cell- 23.09.14

'TOUREX' celebration on World Tourism Day was celebrated by Dept.of Geography on 27<sup>th</sup> and 28<sup>th</sup> September

## **October 2014**

International Students Day Celebrations

'World UNO Day' celebrated by Dept. of History on 24<sup>th</sup> October 2014

Seminar on Nutrition Software “DietCal- A tool for dietary assessment and planning by Dept. of Home Science on 10<sup>th</sup> Oct'

Sardar Vallabhai Patel birthday on oct 30<sup>th</sup>

### **November 2014**

Semester Examinations

College reopens for the even semester on 24<sup>th</sup> November 2014

### **December 2014**

Regional seminar on Crystallography conducted by Dept.of Physics on 4.12.14

Mahakavi Bharathiar birthday celebrated on 11.12.2014 by Dept.of Tamil.

College Bazaar was conducted by Dept.of Commerce on 9<sup>th</sup> ,10<sup>th</sup>,11<sup>th</sup> of December 2014.

### **January 2015**

Mail Complaint Service and LSS Wing conducted by Dept. of History 12<sup>th</sup> January 2015

EDP Roadmap conducted by Dept.of Commerce on 19<sup>th</sup> January 2015

20.01.15 – Job fair

Wildlife week celebrations by the Department of Zoology

### **February 2015**

One day seminar on “Biochemistry in Vedas and Upanishads, held on 19.2.2015 conducted by Dept.of Biochemistry.

Fine Arts celebrations from 22<sup>nd</sup> to 24<sup>th</sup> February

Semmozhi Conference conducted by Dept.of Tamil ,on 25<sup>th</sup> ,26<sup>th</sup> 27<sup>th</sup> February 2015

### **March 2015**

National Workshop on Women and Gender Justice –Issues and Challenges organized by Dept.of History in collaboration with National Human Rights Commission on 19<sup>th</sup> March 2015.

### **April 2015**

Semester Examinations

