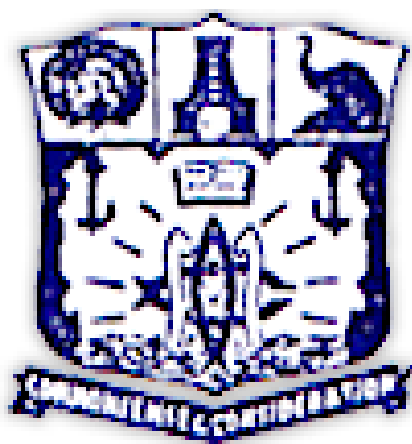# QUEEN MARY'S COLLEGE (AUTONOMOUS) CHENNAI

ANNUAL QUALITY ASSURANCE REPORT

2013- 2014

SUBMITTED TO

NATIONAL ASSISSEMENT AND ACCREDITATION COUNCIL

MAY 2015

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC ACADEMIC YEAR 2013-14 (June 1, 2013 to May 31, 2014)

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

2013-2014

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 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/Iqac.

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	4 star	-	29.04.1999	-
2	2nd Cycle	B+		20.05.2005	-
3	3rd Cycle			LOI dated 22.09.2014 submitted.	

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 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR _____2008 to 2009_____ _____ (25/09/2013)
   ii.   AQAR_____2009 to 2010_ _____ (25/09/2013)
  iii.   AQAR_____2010 to 2011_____ (25/09/2013)
  iv.   AQAR_____2011 to 2012_ _____ (25/09/2013)
   v.   AQAR------------2012 to 2013_____(24/12/2013)

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   24

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   2

2.4 No. of Management representatives   0

2.5 No. of Alumni   2

2. 6 No. of any other stakeholder and

   community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   30

2.10 No. of IQAC meetings held   10

2.11 No. of meetings with various stakeholders: No.   10   Faculty   6

        Non-Teaching Staff Students   1   Alumni   1   Others   1

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.   1   International   [ ]   National   0   State   0   Institution Level   √

    (ii) Themes   Improving Quality in Higher Education

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 precentenary year for the college an ambitious plan of 100 activities were planned.
>
> Orientation programme for first year students was conducted. This was followed by a Leadership programme for union office bearers and class representatives. IQAC helped in the conduct of International conference on the multiculturalism and the social fabric in India, Australia and America. The conference was sponsored by UGC
>
> Periodical meetings were held with department IQAC representatives and data were compiled. Students feed back on various aspects of college was collected, analysed and report was prepared

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)

Provide the details of the action taken

The future plans recommended in AQAR 2012-13 were carried out.

Steps were taken to enhance research activities in the College

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	12	1		
PG	18			
UG	23			
PG Diploma	NIL			
Advanced Diploma	NIL			
Diploma	NIL			
Certificate	NIL			
Others	NIL			
Total	63	1		

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	40
Trimester	nil
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.

> Yes . The curriculum was revised in the year 2012-13 hence only minor changes were made based on the feedback from staff and students The curriculum for the new programme M.Phil chemistry was formed.

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

> Steps were taken to form a interdisciplinary instrumentation centre sponsored by DST-FIST

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
-	28	-	-	-	-	-	-	-	28

2.4 No. of Guest and Visiting faculty and Temporary faculty   48

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	89	93	48
Presented papers	89	93	48
Resource Persons	5	14	3

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 Syllabus was framed for the new course M.Phil chemistry

2.10 Average percentage of attendance of students

80%

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	20
UGC – Faculty Improvement Programme	05
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	08
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	06
Conferences organized by Departments	35

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	50	60	-	-
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	3	4	2	10
Outlay in Rs. Lakhs	**8,54,000**	**15,50,000**	**1700000**	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	6	7	7
Outlay in Rs. Lakhs	4,30,000	9,50,000	**1684000**	-

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

S.No	Name of the faculty	DURATION	Name of Funding Agency	Total Grant received Rs.
1	Dr.P. Vasanthi Beulah Maths	18 months	UGC	80,000
2	Dr.Bavani Govindarajulu Zoology	18 months	UGC	4,95,000/-
3.	Dr. M. Thenmozhi History	12 months	TANSCHE	1,00,000
4	Dr.Sarojini Physics	18 months	UGC	2,35,000
5	Dr.S.Jayalakshmi Physics	18 months	UGC	4,00,000
6	Dr.R.Rajakumari Physics	18 months	UGC	3,24,000
7	Dr.R.Bhavani Geography	18 months	UGC	50,000
	TOTAL			**1684000**

MAJOR PROJECTS

S.No	Name of the faculty	Year	Name of Funding Agency	Total Grant received Rs.
1	Dr. V.Jaisee Geetha Dept of Sociology	2013-16	IIPA (Indian Institute of Public Admin)	3,50,000
2	Dr. K. UshaNandhini Dept. of Chemistry	2013-16	DST-SERB	13,50,000
				1700000

COMPLETED PROJECTS

S.No	Name of the faculty	Duration	Name of Funding Agency	Total Grant received Rs.
1	Dr. N. Kalaivani, Tamil	3 years	UGC (Major)	3 ,04,000
2	Dr.ChandraVenkatasubramanian Home Science	3 years	NONI Foods International (Major)	5,00,000
3	Dr.Chandra enkatasubramanian, Home Science	3 years	State Social Welfare Board (Minor)	50,000
4	Dr.Lokanayaki, Tamil	18 months	UGC (Minor)	1,00,000/-
5.	Mrs. N. Jansi Rani, Mathematics	18 months	UGC (Minor)	75,000/-
6	Dr.S.Kalavathi, Sociology	18 months	UGC (Minor)	40,000/-
7	Dr.R.Girija, Chemistry	18 months	UGC	1,85,000
8	Dr. Aruna, Chemistry	18 months	UGC	1,90,000
9	Dr. S. Sarojini, Physics	12 months	TANSCHE	15,000
10	Dr. S. Sarojini Dept.of Physics	12 months	TANSCHE	15,000

14,74,000

3.7 No. of books published   i) With ISBN No. [16]   Chapters in Edited Books [88]

ii) Without ISBN No. [05]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [01]

DPE [ ]   DBT Scheme/funds [01]

3.9 For colleges   Autonomy [√]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE ☐ CE ☐ Any Other (specify) ☐

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	03	04	04	-	-
Sponsoring agencies	UGC	UGC, ICSSR TNSCST TANSCHE			

3.12 No. of faculty served as experts, chairpersons or resource persons | 41 |

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 | 3384000 | From Management of University/College | - |

Total | 3384000 |

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 | 52 |
| 14 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 10 |

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

JRF | 20 | SRF ☐   Project Fellows | 1 | Any other | 1(ICSSR) |

3.21 No. of students Participated in NSS events:

University level | 225 | State level | 34

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 | 04

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 | 68 | Any other | 02

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	96	02	State Govt	98
Laboratories	30	-	-	30
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	14	4	UGC	18
Value of the equipment purchased during the year (Rs. in Lakhs)		7 lakhs		
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
>
> Inauguration of New digital library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books					100272	
Reference Books					4500	
e-Books					5000 +97000+ (Through N-LIST)	
Journals					600 (BACK VOLUMES)	
e-Journals					6000+ (Through N-LIST)	
Digital Database						
CD & Video					75	
Others (specify)					SPL.COLLEC TION- 6000	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	90	03	10	NIL	NIL	15	75	
Added	36	NIL	NIL	NIL	NIL		36	
Total	96	03	10	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

   ii) Campus Infrastructure and facilities   1200000

   iii) Equipments   60000

   iv) Others

Total :   1260000

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 were 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
5592	770	94	

(b) No. of students outside the state   20

1%

(c) No. of international students

	No	%			No	%
Men	0	0	Women		2	0.1

Last Year						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
473	560	35	1112	-	2180	350	687	28	1192	30	2268

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 6   SET/SLET 5   GATE -   CAT -

IAS/IPS etc -   State PSC 2   UPSC -   Others -

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 internsip and training programme for students

No. of students benefitted   460

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	850	260	530

5.8 Details of gender sensitization programmes

Workshop on Ethnicity, Genocide and Conflict Resolution on Jan 31st 2014

Theatre program on Gender and Violence as part of 16 program against gender based violence on Dec 10th 2013

5.9 Students Activities

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

State/ University level   60   National level   8   International level ☐

No. of students participated in cultural events

State/ University level   12   National level ☐   International level ☐

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

Sports : State/ University level   10   National level ☐   International level ☐

Cultural: State/ University level   1   National level ☐   International level ☐

5.10 Scholarships and Financial Support

		2012	2013
1	SC students scholarship	2,251	1,855
2	BC / MBC students scholarship	949	2,135
3	Special scholarship for SC students studying in hostel	143	150
4	Chief Minister Merit Scholarship	4	5
5	Jaigopal Garodia Memorial Scholarship	153	120
6	Tamil Nadu Educational Trust Scholarship	22	12
7	Central – Sector Scholarship	22	-
8	Adidravidar welfare prizes, Under Graduate and Post Graduate Scholarship	22	17
Total		**3,413**	**4,294**

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

5.11   Student organised / initiatives

Fairs   : State/ University level [2]   National level [-]   International level [-]

Exhibition: State/ University level [2]   National level [-]   International level [=]

5.12   No. of social initiatives undertaken by the students [54]

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.

    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 is planned

6.3.5   Library, ICT and physical infrastructure / instrumentation

A new digital library block was inaugurated. Students can access various e-books and journals

Two class rooms have been added

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	- Government insurance scheme - General and contributory pension schemes - Maternity leave - Loan facilities - Festival advance
NON TEACHING	- Government insurance scheme - General and contributory pension schemes - Maternity leave - Loan facilities - Festival advance
STUDENTS	- Study Abroad Programme - Scholarships - Financial aid - Free lunch in hostel for deserving students - Free bus pass and subsidised students train pass - Special ladies buses for QMC students with a terminus inside the campus - Free Government laptops for students - Medical aid by College doctor - Tuition fee waived for all students by Government

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 $\boxed{/}$ No $\boxed{}$

For PG Programmes   Yes $\boxed{/}$ No $\boxed{}$

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 3rd / 4th semester sponsored by TANSCHE (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

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

7.5 Whether environmental audit was conducted?   Yes $\boxed{/}$ No $\boxed{}$

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
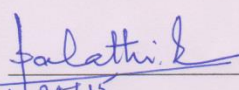Insufficient hostel, toilet and drinking water facility
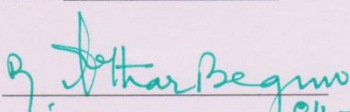
Opportunities
Increase in research activities

8. **Plans of institution for next year**

- Celebration of centenary year
- Manual students feedback to be automated
- Academic audit
- Reforms in conduct of Examinations
- Enhance research collaborations
- Introduction of eco friendly practices in the campus

Name Dr.MALATHI.E

Name Dr.AKTHAR BEGUM.R

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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