

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1. Name of the Institution

ANNAI COLLEGE OF ARTS & SCIENCE

1.2 Address Line 1

ANAKUDI ROAD

Address Line 2

KOVILACHERI

City/Town

KUMBAKONAM

State

TAMILNADU

Pin Code

612 503

Institution e-mail address

acasdmn@gmail.com ,
annaicollege@rediffmail.com

Contact Nos.

0435-2453037, 9894742025

Name of the Head of the Institution:

DR.R.RAJKUMAR

Tel. No. with STD Code:

0435-2453007

Mobile:

9442628956

Name of the IQAC Co-ordinator:

MANJULA.V

Mobile:

9894742025

IQAC e-mail address:

annaiartsiqac@gmail.com

1.3 NAAC Track ID

TNCOGN18315

(For ex. MHCOGN 18879)

1.4 Website address:

www.annaicollege.com

Web-link of the AQAR:

www.annaicollege.com/pdf/AQAR201516.pdf

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.55	2015	MAY 01,2020
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

25/02/2015

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

2016-17

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 _____ 08/07/2016 _____ (DD/MM/YYYY)
- ii. AQAR _____ NA _____ (DD/MM/YYYY)
- iii. AQAR _____ NA _____ (DD/MM/YYYY)
- iv. AQAR _____ NA _____ (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) NA

1.11 Name of the Affiliating University (for the Colleges) BHARATHIDASAN UNIVERSITY

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>

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.	<input type="text" value="07"/>	Faculty	<input type="text" value="05"/>
Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>
Students		Others	<input type="text" value="-"/>

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

- Seminar on personality development and interview skills
- Workshop on entrepreneurial development program
- Workshop on stress management –Yoga
- Workshop on 720” appraisal and feedback system
- Workshop on Financial education & self employment
- Seminar on recent amendments in taxation with special references to GST
- Seminar on cultivation of Azolla & spirulla

2.14 Significant Activities and contributions made by IQAC

1. Academic calendar prepared as a benchmarks for various activities.
2. The academic audit was held quarterly such as Aug,Jan, Mar of the year
3. Motivating teachers to participate in research and extension activities to enhance the quality of teaching and learning.
4. Coaching for competitive examinations like TNPSC, Bank Exams.
5. Feedback on academic and administrative activities from various stakeholders.
6. Paperless administration.
7. Conducted 22 Add on programs to enhance technical skill of the student.
8. Promoting teachers to participate in Faculty Development Programmes
9. Monitoring course file, service clubs activities, department club activities, remedial measures etc.,
10. Conducting representative meeting and addressing students grievances.
11. Field trips and industrial visits.
12. Training in cooking, stitching, Mobile Services, Laptop services, jewellery making.
13. Ensuring of Anti-ragging committee is functioning and maintenance of campus discipline.

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
To obtain Autonomous status	.The report prepared and submitted to UGC
Inducing research culture	33 articles have been published by the faculty members, in peer review journals, during the academic year 2016-17
Eco friendly approach	Various Awareness programs are conducted through NSS, Nature Club and volunteers of AGE club
To impart paperless governance	We bought hi-fi education software from leading agency.
Encouragement of cultural participation	'Annai Kalai Siragugal' has participated as a state nominee at National level Meet in Haryana
Promoting skill based Add on Programmes	45 programmes have been conducted as Add on programmes for all departments, to enhance employable skills of the students
Feedback from students	Feedback was collected from the students, parents in the prescribed format, analysed and required action was taken as per the suggestions.
To arrange Guest Lectures	All the departments have arranged Guest Lectures in the subjects of concern with eminent Professors and Teachers for the benefit of students.
To arrange NSS camps	To organize NSS Special camps. Our NSS units have organized special camps at Kallur, Veppathur, Anakudi villages.

** Attach the Academic Calendar of the year as Annexure.*

.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed before the management committee and the management has approved the AQAR and recommended the same for sending to NAAC office.

The Management approved the plan of action and gave consent to implement them.

Part – B

Criterion – I

I. 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	02	-	02	-
PG	10	-	10	07
UG	15	01	16	45
PG Diploma	01	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	28	01	29	52

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	22
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 (ANNEXURE II)*

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

NO

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 faculty

Total	Asst. Professors	Associate Professors	Professors	Others
141	137	04	NA	07

2.2 No. of permanent faculty with Ph.D.

32

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
137	-	04	-	-	-	-	-	141	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

03

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	19	28	-
Presented papers	33	24	-
Resource Persons	-	3	2

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

- Planning of lessons using registers.
- Using language lab to help improve pronunciation & communication skills in English.
- Arranging Industrial Visit to enrich technical knowledge of the student.
- Conducting various activities like Ads-Zap, Spell Bee, Quiz, Essay Writing etc., through dept clubs.
- Use of ICT enabled classrooms

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

180

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

PG- Double valuation

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

02

-

-

2.10 Average percentage of attendance of students

96

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	First class	Second class	Third class	Pass %
B.LITT	-	-	-	-	-	-
B.A(ENG)	46	-	35	02	-	80
B.COM(APP)	113	10	64	15	-	79
BBA	69	04	30	32	-	97
B.SC(MATHS)	24	05	15	-	-	83
B.SC(PHY)	16	-	15	-	-	94
BCA	83	35	35	-	-	90
B.SC(IT)	19	06	02	-	-	100
B.SC(COM.SCI)	71	08	47	-	-	77
B.SC(CHEM)	20	01	08	-	-	45
B.SC(M.BIO)	06	02	04	-	-	100
B.SC(BIO-TECH)	07	03	04	-	-	100
B.SC(BIO-CHEM)	-	-	-	-	-	-
B.SC(HM&CS)	25	06	10	03	-	76
B.SC(VIS.COM)	06	-	03	-	-	50
MBA	109	02	95	-	-	87
MCA	126	-	-	-	-	-
M.SC(COM.SCI)	12	03	09	-	-	83
M.SC(IT)	08	04	04	-	-	100
M.SC(BIO-TECH)	04	01	03	-	-	100
M.SC(MATHS)	06	01	02	-	-	50
M.A., (ENGLISH)	29	-	29	-	-	100

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

- Conducting Bridge courses for first year students.
- Deputation Register.
- Council of Employees.
- Class Committee Meeting
- Syllabus Completion Report
- Internal Audit
- Lesson plan Register
- Club activities Register

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	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	01
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	05
Intra campus FDP	20

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	08	-	-	07
Technical Staff	11	-	-	02

Criterion – III

3. Research, Consultancy and Extension

Workshop was organised to specifically train our faculty in the use of SPSS package. A distinguished professor from M.S University, Tirunelveli, was the resource person for the workshop. It greatly helped the young researchers. A seminar was organised by IQAC to help young researchers, both student researchers as well as faculty researchers, to gain insight into the art of writing research articles.

IQAC has been encouraging undergraduate students also to take up mini projects and internships. As a result of their attempts at working on mini projects, they have been emboldened to attend national as well as international conferences and participate in poster presentation.

The other area where the IQAC chips in with its interventionist strategy is the area of the student development. The IQAC has designed a feedback form and it is periodically administered to the students. This feedback input helps the IQAC to identify the areas where the given curriculum fails to live up to the expectations of the students.

On the basis of this feedback, Quality Circles are organised in every department, with a representative of the IQAC. The instructional strategies are reviewed in such Quality Circles and appropriate improvements are proposed in the Quality Circles.

On the basis of feedback from the alumni, parents and employers, appropriate add on programmes are designed by Quality Circles.

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	31	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	15	-

3.5 Details on Impact factor of publications:

Range 1-1.5 Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	-	01	-	-	
	Sponsoring agencies	-	-	-	-	

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: 6

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2	1	-	-	-	-	1

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

• **Service Clubs**

S.No	Date of the Event	Title of the Event
1	20.07.2016	Yoga Awareness Programme
2	29.07.2016	Temple Cleanising Work
3	05.08.2016	Thaipal Vara vizha
4	03.01.2017	temple Cleaning Program
5	22.07.2016	Ground Water Management
6	09.08.2016	Sapling Plantation at Kovilacheri village
7	12.12.2016	Karuvelamaram Vanishing Project
8	15.06.2016	Eye Camp
9	27.06.2016	Women Self Hygiene Programme
10	10.07.2016	World Population Day Awareness Rally
11	21.09.2016	Muthiyorkalvi
12	01.09.2016	Blood Group Identification Camp
13	12.08.2016	AIDS Awareness Programme
14	09.12.2016	Human Rights Awareness Rally
15	12.01.2017	Pongal Vizha
16	26.01.2017	Republic Day
17	24.06.2016	Tobacco Awareness Programme
18	3.07.2016	Solid Waste Management
19	05.08.2016	Thaipal Vara vizha
20	13.12.2016	Women's Hygiene Programme
21	20.01.2017	Temple Cleaning
22	10.08.2016	Helmet Wearing Awareness Programme
23	29.08.2016	Solid Waste Management
24	23.12.2016	World Farmer's Day Awareness Programme
25	11.07.2016	Blood donation Camp
26	25.07.2016	Mega veterinary camp
27	26.07.2016	Kargil Day - Rally
28	12.08.2016	Clean India Project
29	15.08.2016	Coconut Sapling Plantation
30	15.12.2016	Blood Camp
31	23.06.2016	Open defecation Awareness Programme
32	29.07.2016	Temple Cleaning Programme
33	30.08.2016	Blood camp
34	08.12.2016	Road Safety Rally

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	10.33ACRES	-	MANAGEMENT	10.33ACRES
Class rooms	81	10	MANAGEMENT	91
Laboratories	11	01	MANAGEMENT	11
Seminar Halls	01	01	MANAGEMENT	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	121	203	MANAGEMENT	324
Value of the equipment purchased during the year (Rs. in Lakhs)	14,00,000	22,00,000	MANAGEMENT	36,00,000
Others	2,00,000	2,05,000	MANAGEMENT -	4,05,000

4.2 Computerization of administration and library

Office: Tally,ERP-9 is used for accounts.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24,320	46,41,007	2,198	6,77,630	26,518	54,08,637
Reference Books	3,271	6,74,600	1,497	1,68,266	3,159	7,52,866
e-Books	-	-	-	-	-	-
Journals	-	-	20	18,755	20	18,755
e-Journals	42	1,77,,789	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	510	3,250	328	738	135	3,988
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	573	4	290	-	-	30	17	-
Added	-	1	-	-	1	22	-	-
Total	573	5	290	-	1	52	17	-

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

ERP software purchased for students correspondence and e-Governance

4.6 Amount spent on maintenance:

i) ICT

1,63,000

ii) Campus Infrastructure and facilities

18,72,000

iii) Equipments

1,65,000

iv) Others

-

Total :

22,00,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC associates with various service clubs motivates the students to join various Service clubs like NSS, YRC, RRC, Rotract etc.,
- IQAC associates with Nature Club and Annai Green Environment Club to create the awareness about Green campus.
- Scholarship like Annai New Revolution & Government Scholarship is provided to the students.
- Students encourage participating in intercollegiate sports and extracurricular activities.
- Parent teacher meetings.
- Support for slow learners.
- Financial assistance is given to economically backward students.

5.2 Efforts made by the institution for tracking the progression

- Conducting continuous internal test (CIA) for every units along with three examination namely Pre, Mid, End Semester.
- Students Progression in examination is reviewed and discussed with parents, slow learners are tracked out and arrangements are made for remedial measures.
- Conducting Alumni Meet, Written Feedback from the alumni are collected and action taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1337	620	04	NIL

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
-	-

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
NIL	163	NIL	464	02	629	NIL	989	NIL	2156	03	3148

Demand ratio 1:0.6

Dropout % 3

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

Our student's supports cell tie ups with Elite IAS Academy to conduct the coaching classes for competitive examination like TNSPC and bank examinations.

No. of students beneficiaries

152

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

-

5.6 Details of student counselling and career guidance

Our Students Supports Cell organises the class committee meeting to know the student's grievances and appoints counsellor to rectify the psychological problems of the students.

Our Placement cell tie-ups with the leading agency to provide the Career Guidance especially Final year students.

No. of students benefitted

495

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
5	400	128	48

5.8 Details of gender sensitization programmes

Our college women welfare cell conducts self defence training programme in nearby village to enhance the women's security awareness.

The cell organises the workshop for Napkin Preparation to enrich entrepreneurship opportunity.

The cell also conducts medical vaccination to the women and it conducts cookery Workshop, beautician course to our students as well as nearby village people.

To make legal awareness to women, it conducts the seminar on the topic of 'women Rights'

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
Financial support from institution	42	3,36,000
Financial support from government	1158	78,25,495
Financial support from other sources	61	2,74,500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

_____NIL;_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

1. A dream to build a college for rural population and to provide education for empowerment of students who are economically and socially challenged.
2. To provide world class education at third world rates.
3. To move towards the realisation of university status in which would be promoted to shape the students to become rounded, healthy citizens of our great nation.

MISSION

1. To design curricular objectives to valorise diversity and inclusion.
2. To devise class room instructional strategies to coach the slow learners towards enhanced performance in University Examinations.
3. To provide add on courses like computer literacy, soft skill etc to improve their career options.
4. To provide value education to transform the students into healthy citizens.
5. To sensitize students towards the environment issues of sustainable development.

6.2 Does the Institution have a management Information System

Yes

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

6.3.1 Curriculum Development

Annai College of Arts and Science is affiliated to Bharathidasan University and the syllabus is prescribed by the affiliating University. The Board of Studies of the University revises the syllabus once in three years.

The IQAC has suggested a wide range of add on programmes, to meet the curricular challenges, identified by the IQAC. The Add on Programmes are finalised by the department concerned.

6.3.2 Teaching and Learning

- Faculty members use ICT enabled classroom, audio-visual aids etc
- Group discussion, Role Plays, Seminar with Current issues, debate, Business Quiz for Management Studies, Writing assignments for each unit to promote the active participation of the students.
- Learning is made student centric through interactive teaching .methods,business quiz, seminar to encourage students.

6.3.3 Examination and Evaluation

- I. IQAC Association with examination unit organises the internal examination namely pre, mid, end semester conducted and marks are analysed, remedial examinations conducted if necessary.
- II. Conducting model Viva voce and practical exams.
- III. Providing subject related assignments and projects to the students to impart current affairs.

6.3.4 Research and Development

During the year 2016-17, 33 faculty members are publish research articles in reputed journals, the registration fees and travelling allowance are bear by the management.

Department of Management Studies conducted international level Conference through 27 research papers are published.

Frequent research oriented lectures by eminent academicians.

6.3.5 Library, ICT and physical infrastructure / instrumentation

All the final year classes are ICT enabled

Additional building constructed for meet over the physical infrastructure demands.

6.3.6 Human Resource Management

ACE- Annai Council of Employees are redressed the grievances of teaching and non teaching.

Parent – teacher meeting organised to intimate the status of the students.

6.3.7 Faculty and Staff recruitment

A nominee from University representative, Principal of our college, Head of the respective department, members from the management and two external experts are the members of Recruitment Panel.

The Panel recruits ,based on trial teaching and qualifications of the candidate.

6.3.8 Industry Interaction / Collaboration

- The college has an active placement cell which interacts the college and industries.
- The departmental heads constantly links with reputed industries and they are taken initiatives for industrial visit in department wise.
- Various departments have linkages with academic institutions and industries.

6.3.9 Admission of Students

The admission is carried out as per the norms laid down by the Government of Tamil Nadu and the affiliating University. The admission to various UG and PG programs, offered by our college, is based on the marks obtained in the qualifying examination. The Counselling Team plays a great role in helping the students to make their choice of subjects.

The students are classified on the basis of community, religion, and gender to comply the government policy on reservation. By these efforts, we are able to increase the student strength mainly in the category of women, minority community and SC/ST sections.

Our college has a well defined procedure to review the status of admission. Before the registration of the candidates to the affiliating University, the entire particulars of the admitted students are updated in our tailor made database and the software created by our team of post graduate students.

6.4 Welfare schemes

Teaching	9
Non teaching	9
Students	11

WELFARE SCHEMES FOR STAFF MEMBERS

1. CHILDREN EDUCATION ALLOWANCE

As a goodwill measure, the Management has decided to extend financial support to the employees, with children, for their school studies. A sum of Rs. 200/- per month shall be sanctioned as **CHILDREN EDUCATION ALLOWANCE** to the employees who fulfilled the following conditions.

- * Employees, who completed five years of continuous service in this Institution, are eligible to draw children.
- * CEA of Rs. 200/- shall be paid for studies from LKG to +2 only.
- * CEA shall be paid only up to two children
- * If the spouse of an employee is also working in this Institution, any one of them is eligible to draw CEA.

2. CASUAL LEAVE

All regular, full-time employees are entitled to Casual Leave of up to 12 working days in a calendar year. The leave has to be applied and approved at least one day in advance. Employee can take one CL per month and if it is not availed, it can be carried forward to the next month.

3. MATERNITY LEAVE

Female employees, who have been working in the same institution for not less than two years continuously, without any break in the service, will be eligible for 45 days of Maternity Leave and they are eligible to receive half of their salary.

4. PATERNITY LEAVE

Male Employees will be granted Paternity Leave for four working days. The leave should be availed within two weeks from the birth of the child. This will be applicable up to a maximum of two confinements.

5. SHORT LEAVE

An employee can take three permissions per month for one hour, with the approval from the respective Department Head and Principal.

6. COMPENSATORY Offs

An employee, who has worked on a holiday, is eligible for a Compensatory Leave.

7. SCHOLARSHIP FOR RESEARCH

The liberal management has helped many researchers with financial support to pursue their Ph.D. Programmes. They also pay travel fare and registration fee for participating in seminars and workshops.

8. SABBATICAL LEAVE

Sabbatical Leave of 30 Days of paid leave is available to undertake research or other appropriate study related to an individual's academic or professional field. Sabbatical Leave can be availed by the staff when he/she agrees to continue service for three years after completing the research degree.

9. TRAINING PROGRAMS

The Management periodically arranges special coaching classes for the faculty members to appear for the SET/NET examinations. Tie ups have been made with leading agencies, especially for this purpose.

WELFARE SCHEMES FOR STUDENTS:

Our college spends substantial amount of money for helping students who cannot economically help themselves. Fee waiver for differently abled students, meritorious sports persons, economically challenged students and high academic achievers are provided by the Management.

In addition to the fee concession given by the Management, Charitable Trusts such as DISHA, Rajagiri - Pandaravadai Internal Association, KISWA, JISWA, support education of the needy students. A student run “New Revolution” Scheme also supports poor students.

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	IQAC
Administrative	-	-	Yes	Internal auditors

6.8 Does the University/ Autonomous College declare 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?

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

6.11 Activities and support from the Alumni Association

1. Tree plantation
2. Book donation to Book Bank scheme & Department library
3. Student scholarship
4. Coaching for students
5. Employment assistance
6. Consultancy and
7. Guest lectures

6.12 Activities and support from the Parent – Teacher Association

Parents are invited by the departments to interact with the faculty on the progress of wards. These Parents-teachers meetings provide valuable inputs for appropriate curriculum improvement.

6.13 Development programmes for support staff

- Orientation programmes conducted for non teaching and drivers.
- MS-Office, Tally, Yoga, Mediation classes conducted for non teaching staff members.

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

- Use of solar energy
- Energy Audit
- Recycling of paper waste
- Rain water harvesting
- Plantations
- Vermi composting
- Bee keeping

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.

- Academic and administrative audit introduced.
- Introducing Bio technology department as research department.
- Introducing coaching classes for coaching classes for competitive examination like TNSPC, bank examinations, TANCET etc.,
- Introducing PG course in Micro Biology Department.
- To permanent affiliation in BCA department

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

- Consultancy services conducted like Bee hive and Mushroom cultivation.
- Various Social activities conducted with the association of service clubs to nearby villages.
- With association of AGE club, Nature club awareness programs conducted for green campus.
- Periodic verification of time table, monitoring and verifying the completion of portions
- Encourage teachers to undertake Major and Minor projects
- The institution provides ICT enabled facilities, field trips and industrial visits.
- Counselling facility is arranged for the needy students

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

- Academic and administrative audit
- New annexure building for physical demands

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

7.4 Contribution to environmental awareness / protection

- Regular Trekking Camps are arranged in the deep forests of Kodaikanal and Ooty to make the student aware of different Eco systems and the need to conserve Eco system.
- AGE takes initiatives in making the campus green and clean. Regular campus cleaning, planting trees and gardening are carried out by AGE volunteers. They also recycle the paper waste, collected from the campus and prepare paper bags and cup out of the recycled paper.
- Our service clubs undertaken the Prosopis Juli Flora vanishing project to nearby places.
- Services clubs distributes the sapling to nearby villages.
- Inter departmental competitions are arranged and Environmental day, Ozone day, etc. were celebrated for creating awareness.
- Tree saplings were planted as part of Environment Day celebrations in association with NSS & Nature Club.

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:

- Consistently scoring above 80% in University Examination
- Highly committed to local community welfare, through outreach programmes, organised by service clubs.
- ADD ON programmes that hone the students' employability skills and knowledge.
- Special coaching for traditional folk dance and music, to make the students creative and enhance their talents.
- Special coaching for competitive examinations
- Education at low cost.
- Well-qualified and dedicated faculty.

WEAKNESSES

- Poor student strength in science programmes.
- Finding it difficult to appoint qualified staff in certain programmes like English, Mathematics due to rural location.

OPPORTUNITIES

- The threat of entry of too many players in the field of higher education has compelled us to shed extra flab like wasteful bureaucratic expenditures and offer education at competitive price

THREAT

- Proliferation of colleges, leading to declining admission.

8. Plans of institution for next year

- To introduce online assignments and feedback.
- Laboratories to be equipped with new equipments.
- To obtain Autonomous grade.
- To build well equipped language lab.
- To undertake major and minor research projects.
- Digitalization and up-gradation of the Departmental Libraries.

Name MANJULA V

V. Manjula

Signature of the Coordinator, IQAC

Name RASKUMAR R

R. Raskumar

Signature of the Chairperson, IQAC



PRINCIPAL
ANNAI COLLEGE OF ARTS & SCIENCE
KOVILACHERY, KUMBakonam-612 503

Annexure I

(Academic Calendar)

Annai College of Arts & Science
Kovilacheri, Kumbakonam

CALENDAR 2016-17

SUMMARY

Number of working days	: 100
Number of Department Seminars	: 35
Number of Club Activities	: 41
Number of Pre- Semester	: 1
Number of Mid- Semester	: 1
Number of End- Semester	: 1
Number of Class Committee Meeting	: 9
ODD Semester Re- opening for II & III year	: 01.06.2016
ODD Semester Re- opening for I year	: 04.07.2016
Last Date for fees payment	: 15.06.2016
Last working day	: 08.10.2016
Last date for dues clearance	: 11

Date	Day	June-2016
1	Wednesday	Commencement of Placement Training for III year Commencement of Personality development classes for II Year
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	World Environment Day
6	Monday	
7	Tuesday	
8	Wednesday	World Brain Tumor Day World Ocean Day
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	HOLI DAY
13	Monday	
14	Tuesday	Class Committee Meeting
15	Wednesday	World Father's Day
16	Thursday	Commencement of Classes for odd semester for II & III year

Date	Day	June-2016
17	Friday	Women Welfare Cell- Workshop for Napkin Preparation in Kovilacheri Village
18	Saturday	
19	Sunday	HOLI DAY
20	Monday	
21	Tuesday	Open defecation awareness Rally – YRC in Kovilacheri Village
22	Wednesday	BHM Seminar
23	Thursday	BCA Seminar
24	Friday	Unit I Completion for II & III years Bio-science Workshop Tobacco Awareness Programme in Kovilacheri Village - NSS unit-I
25	Saturday	
26	Sunday	HOLI DAY
27	Monday	Women’s Cleanliness Awareness program in Kovilacheri Village Rotract Club
28	Tuesday	Class committee meeting
29	Wednesday	Physics Seminar Self Defense Training Programme in Anakudi - WWC
30	Thursday	CS- Seminar Consumer Awareness Programme – Identification of Quality - CCC

Date	Day	July-2016
1	Friday	Sapling distribution Anakudi Village – Leo Club
2	Saturday	
3	Sunday	International Co-operation Day
4	Monday	
5	Tuesday	Commencement of UG Classes for I-year Rain water Harvesting Awareness – Kovilacheri Village – Nature Club
6	Wednesday	Ramzhan Holiday
7	Thursday	Self – help group workshop – Anakudi Village – NSS Unit – I
8	Friday	
9	Saturday	
10	Sunday	HOLI DAY
11	Monday	World Population Day Rally Rotract Club
12	Tuesday	BCA-Seminar Jute bag Preparation training, Kovilacheri Village - WWC
13	Wednesday	Maths- Seminar
14	Thursday	Plastic Awareness Programme Kovilacheri - Leo Club
15	Friday	Kamarajar Birth Day Eng Seminar II Unit Completion for II & III Year Water Tank Cleaning in Anakudi Village - YRC Class Committee meeting

Date	Day	July-2016
16	Saturday	
17	Sunday	HOLI DAY
18	Monday	Pre- Semester Begins
19	Tuesday	
20	Wednesday	Unit I Completion for I Year Women's Cleaningness Awareness Programme in Anakudi - NSS Unit - II
21	Thursday	Consumer Citizen Club- Meeting
22	Friday	
23	Saturday	
24	Sunday	HOLI DAY
25	Monday	Vis-Com- Seminar
26	Tuesday	BBA-Seminar Kargil Victory Day Rally - Rotract Club
27	Wednesday	International Seminar Series - Bioscience
28	Thursday	Chemistry Seminar Temple Cleaning in Anakudi – NSS Unit – 2
29	Friday	Blood Donation Camp in Kovilacheri - YRC Class Committee Fourth meeting
30	Saturday	
31	Sunday	HOLI DAY

Date	Day	Aug-2016
1	Monday	
2	Tuesday	IT-Seminar
3	Wednesday	World Friendship Day
4	Thursday	CS-Seminar
5	Friday	Thaipal Vara Vizha in Kovilacheri -NSS Unit II Unit II Completion for I Year
6	Saturday	
7	Sunday	HOLI DAY
8	Monday	Environment Awareness regarding Toilet usage-Kovilacheri-Leo Club
9	Tuesday	Plantation-Kovilacheri to College – Nature Club
10	Wednesday	Helmet wearing Awareness Program in Anakudi Village – NSS Unit III
11	Thursday	
12	Friday	Unit- III completion for II & III Year Vaccination medical Camp-WWC Class Committee meeting
13	Saturday	
14	Sunday	HOLI DAY
15	Monday	Independence Day

Date	Day	Aug-2016
16	Tuesday	Physics Seminar
17	Wednesday	Maths Seminar
18	Thursday	Nethaji Memorial Day IT Seminar
19	Friday	BHM- Seminar Eye Camp – Leo Club
20	Saturday	Veterinary Medical Camp – Anakudi – NSS – Unit III
21	Sunday	HOLI DAY
22	Monday	Muthiyor Kalvi – Rctract Club
23	Tuesday	BCA-Seminar Unit III Completion for I Year
24	Wednesday	Tamil Seminar Disaster Management Workshop in Anakudi - YRC
25	Thursday	Gokulastamy - Holiday
26	Friday	
27	Saturday	National Sports Day - Inter School Meet
28	Sunday	HOLI DAY
29	Monday	Eye camp- Kovilacheri – NSS Unit I
30	Tuesday	BBA-Seminar Cookery Class(Workshop)-WWC Class committee meeting
31	Wednesday	Commerce Exhibition

Date	Day	Sep-2016
1	Thursday	National Level Conference- Bio-Science
2	Friday	National Level Conference- Bio-Science Unit IV Completion for II & III years
3	Saturday	
4	Sunday	HOLI DAY
5	Monday	Vinayagar Chaturthi Teachers Day
6	Tuesday	Mid-Semester Begins
7	Wednesday	Establishment of Vegetable Plantation Area in Anakudi Village-Leo Club
8	Thursday	World Literacy Day
9	Friday	IT- Seminar
10	Saturday	
11	Sunday	HOLI DAY
12	Monday	Saree Decoration workshop – Rrotract Club
13	Tuesday	Bakrid Festival
14	Wednesday	Maths Seminar Temple cleaning NSS Unit II - Kovilacheri
15	Thursday	Aringar Anna Birth Day CS- National Level Seminar Unit IV Completion for I Year Entrepreneurship Program an Kovilacheri Village – CCC Class Committee meeting

Date	Day	Sep - 2016
16	Friday	English Seminar Ozone Awareness Programme -NSS Unit-I - Kovilacheri
17	Saturday	
18	Sunday	HOLI DAY
19	Monday	BHM- Seminar
20	Tuesday	Tamil Seminar
21	Wednesday	Commerce-One Day Workshop
22	Thursday	Chemistry Seminar
23	Friday	BCA- Seminar (National Technical Meet-D)
24	Saturday	
25	Sunday	HOLI DAY
26	Monday	Dehydration Awareness Program in Anakudi - YRC
27	Tuesday	Bio-Science- Workshop
28	Wednesday	Bio-Science- Workshop
29	Thursday	Vis-Com- Seminar
30	Friday	Unit V Completion for I, II & III Year Commerce Seminar Class Committee meeting

Date	Day	Oct-2016
1	Saturday	
2	Sunday	Gandhi Jayanthi
3	Monday	End Semester Begins
4	Tuesday	Cleaning work Kovilacheri Village – Nature Club
5	Wednesday	BHM-Seminar/Nature Day- Anakudi Village Cleaning work – YRC Sapling Distribution to Kovilahceri Village – Nature Club
6	Thursday	Beautician Course- WWC
7	Friday	Water Tank cleaning Anakudi Village – Leo Club Class Committee meeting
8	Saturday	Last Working Day
9	Sunday	HOLI DAY
10	Monday	Saraswathi Pooja
11	Tuesday	Vijayadasami World Sight Day
12	Wednesday	Moharam pandigai
13	Thursday	Yoga Awarness Day
14	Friday	World Standards Day
15	Saturday	

Date	Day	Oct - 2016
16	Sunday	World Food Day HOLI DAY
17	Monday	Last date for due clearance
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	HOLI DAY
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Diwali
30	Sunday	HOLI DAY
31	Monday	

CALENDAR - 2016-17 -Even SEMESTER		
DATE	DAY	Dec-16
01.12.2016	Thursday	World AIDS Day
02.12.2016	Friday	
03.12.2016	Saturday	World Handicapped Day
04.12.2016	Sunday	HOLIDAY
05.12.2016	Monday	Commencement of Classes For Even Semester
06.12.2016	Tuesday	Ambedhkar Memorial Day
07.12.2016	Wednesday	
08.12.2016	Thursday	Road Safety Rally- Kovilacheri - YRC
9.12.2016	Friday	Human Rights Awareness Rally- Anakudi - NSS Unit I
10.12.2016	Saturday	Human Rights Day
11.12.2016	Sunday	HOLIDAY
12.12.2016	Monday	
13.12.2016	Tuesday	Women Hygiene Programme – Anakudi - NSS Unit - II
14.12.2016	Wednesday	World Energy Day
15.12.2016	Thursday	Blood Camp - Leo

DATE	DAY	Dec-16
16.12.2016	Friday	Chemistry Department Seminar
17.12.2016	Saturday	
18.12.2016	Sunday	HOLIDAY
19.12.2016	Monday	I Unit Syllabus Completion
20.12.2016	Tuesday	Last Date For Fees Payment
21.12.2016	Wednesday	IT Department Seminar
22.12.2016	Thursday	CS Department Seminar
23.12.2016	Friday	World Farmer's Day/ Agriculture Awareness Programme- Kovilacheri - NSS Unit-III
24.12.2016	Saturday	National Consumer Day/ Rally- Anakudi - CCC
25.12.2016	Sunday	Holiday Christmas
26.12.2016	Monday	
27.12.2016	Tuesday	BHM Department Seminar/ Women Rights Seminar-WWC
28.12.2016	Wednesday	BCA Department Seminar
29.12.2016	Thursday	CS Department Seminar
30.12.2016	Friday	BBA Department Seminar
31.12.2016	Saturday	

DATE	DAY	Jan-17
01.1.2017	Sunday	New Year
02.1.2017	Monday	
03.1.2017	Tuesday	Bio-Science Department Seminar/ Temple Cleaning- Kovilacheri - YRC
04.1.2017	Wednesday	II Unit Syllabus Completion
05.1.2017	Thursday	Pre Semester
06.1.2017	Friday	Pre Semester
07.1.2017	Saturday	
08.1.2017	Sunday	HOLIDAY
09.1.2017	Monday	Pre Semester
10.1.2017	Tuesday	Pre Semester
11.1.2017	Wednesday	Pre Semester
12.1.2017	Thursday	Pre Semester
13.1.2017	Friday	Pogi Festival
14.1.2017	Saturday	Pongal Festival
15.1.2017	Sunday	Thiruvalluvar Day
16.1.2017	Monday	Kanum Pongal

DATE	DAY	Jan-17
17.1.2017	Tuesday	
18.1.2017	Wednesday	BCA Department Seminar/ Sexual Harrasment Rally- WWC
19.1.2017	Thursday	CS Department Seminar
20.1.2017	Friday	Physics Department Seminar/ Kallur Temple Cleaning - NSS Unit- I
21.1.2017	Saturday	
22.1.2017	Sunday	HOLIDAY
23.1.2017	Monday	English Department Seminar
24.1.2017	Tuesday	BBA Department Seminar/ Consumer Awarness and Rights- Anakudi
25.1.2017	Wednesday	Maths Department Seminar
26.1.2017	Thursday	Republic Day
27.1.2017	Friday	Chemistry Department Seminar
28.1.2017	Saturday	World Science Day
29.1.2017	Sunday	HOLIDAY
30.1.2017	Monday	Commerce Department Seminar
31.1.2017	Tuesday	Tamil Department Seminar

DATE	DAY	Feb-17
01.2.2017	Wednesday	Vis-Com Department Seminar
02.2.2017	Thursday	Bio-Science Department Seminar
03.2.2017	Friday	III Unit Syllabus Completion/ Rotract club
04.2.2017	Saturday	
05.2.2017	Sunday	Cultural Begins
06.2.2017	Monday	
07.2.2017	Tuesday	
08.2.2017	Wednesday	
09.2.2017	Thursday	
10.2.2017	Friday	Annual Day
11.2.2017	Saturday	
12.2.2017	Sunday	HOLIDAY
13.2.2017	Monday	
14.2.2017	Tuesday	BHM Department Seminar/ YRC AIDS Awareness Programme
15.2.2017	Wednesday	Physics Department Seminar/ NSS Unit - I -Plantation - Kovilacheri
16.2.2017	Thursday	Chemistry Department Seminar

DATE	DAY	Feb-17
17.2.2017	Friday	Mahavir Jayanthi
18.2.2017	Saturday	
19.2.2017	Sunday	HOLIDAY
20.2.2017	Monday	IT Department Seminar
21.2.2017	Tuesday	Tamil Department Seminar/ NSS Unit - II Self Defense Programme- Anakudi
22.2.2017	Wednesday	English Department Seminar
23.2.2017	Thursday	Commerce National Level Seminar
24.2.2017	Friday	Maths Department Seminar/ Field Visit- Kumbakonam- CCC
25.2.2017	Saturday	
26.2.2017	Sunday	HOLIDAY
27.2.2017	Monday	
28.2.2017	Tuesday	NSS Unit- III Helmet Awariness Programme

DATE	DAY	Mar-17
01.3.2017	Wednesday	Vis- Com Department Seminar
02.3.2017	Thursday	Bio-Science Department Seminar
03.3.2017	Friday	IV UNIT SYLLABUS COMPLETION/ Retract Jewell Making Cholapuram
04.3.2017	Saturday	
05.3.2017	Sunday	HOLIDAY
06.3.2017	Monday	Mid Semester
07.3.2017	Tuesday	Mid Semester
08.3.2017	Wednesday	Mid Semester/ Women's Day-WWC
09.3.2017	Thursday	Mid Semester
10.3.2017	Friday	Mid Semester
11.3.2017	Saturday	
12.3.2017	Sunday	HOLIDAY
13.3.2017	Monday	Physics Department Seminar
14.3.2017	Tuesday	BCA Department Seminar
15.3.2017	Wednesday	Maths Department Seminar/ World Consumer Day/ Awarness Programme- CCC Anakududi

DATE	DAY	Mar-17
16.3.2017	Thursday	Tamil Department Seminar
17.3.2017	Friday	English Department Seminar
18.3.2017	Saturday	
19.3.2017	Sunday	HOLIDAY
20.3.2017	Monday	
21.3.2017	Tuesday	
22.3.2017	Wednesday	
23.3.2017	Thursday	
24.3.2017	Friday	V Unit Syllabus Completion
25.3.2017	Saturday	
26.3.2017	Sunday	HOLIDAY
27.3.2017	Monday	End Semester
28.3.2017	Tuesday	End Semester
29.3.2017	Wednesday	End Semester
30.3.2017	Thursday	End Semester
31.3.2017	Friday	End Semester

DATE	DAY	Apr-17
01.4.2017	Saturday	International children's books day
02.4.2017	Sunday	HOLIDAY
03.4.2017	Monday	Remedial Examination
04.4.2017	Tuesday	Remedial Examination
05.4.2017	Wednesday	Remedial Examination
06.4.2017	Thursday	Remedial Examination
07.4.2017	Friday	World health day/ Last working day
08.4.2017	Saturday	
09.4.2017	Sunday	HOLIDAY
10.4.2017	Monday	
11.4.2017	Tuesday	
12.4.2017	Wednesday	Last date for no due clearance
13.4.2017	Thursday	
14.4.2017	Friday	
15.4.2017	Saturday	

DATE	DAY	Apr-17
16.4.2017	Sunday	HOLIDAY
17.4.2017	Monday	Commencement of Even Semester Examination
18.4.2017	Tuesday	
19.4.2017	Wednesday	
20.4.2017	Thursday	
21.4.2017	Friday	
22.4.2017	Saturday	
23.4.2017	Sunday	HOLIDAY
24.4.2017	Monday	
25.4.2017	Tuesday	
26.4.2017	Wednesday	
27.4.2017	Thursday	
28.4.2017	Friday	
29.4.2017	Saturday	
30.4.2017	Sunday	HOLIDAY

Annexure II

(Feed Back System)

**ANNAI COLLEGE OF ARTS AND SCIENCE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
STUDENT'S FEEDBACK ON TEACHER**

NAME OF THE STUDENT:		STAFF 1					STAFF 2					STAFF 3					STAFF 4					STAFF 5				
S.No	Particulars	agree	Agree	Neutral	Disagree	disagree	agree	Agree	Neutral	Disagree	disagree	agree	Agree	Neutral	Disagree	disagree	agree	Agree	Neutral	Disagree	disagree	agree	Agree	Neutral	Disagree	disagree
1	The teachers is punctual to the class.																									
2	The teacher comes with full handouts.																									
3	The teacher engages the class for the full duration and completes the course in time.																									
4	The teacher covers the entire syllabus.																									
5	The teacher uses modern teaching aids such as ICT,Demostration,web resources etc.,																									
6	Teacher is clear in giving directions and explaining what is expected on assignments and tests.																									
7	Teacher pays attention to academically weaker students.																									
8	The teacher communicates clearly.																									
9	The teacher likes and respects students.																									
10	I have learned a lot from this teacher about this subject.																									
11	The tacher uses polite words while taking class.																									
12	The teacher have ability to linking subject to life experience.																									

13	The teacher's attitude towards the students was friendly and helpful.																							
14	The teacher encourages participation in class.																							
15	I trust this teacher. Teacher tries to model what teacher expects of students.																							

What is one thing that you can suggest to help this teacher improve?

Date : _____

signature of the student

A REPORT ON STUDENT'S FEEDBACK ANALYSIS

In our college, for the academic year 2016-2017, we have collected feedback on teachers from all students who are studying in our college, by circulating questionnaires through Manual method by setting five point scale set of questions

We have formed the set of questions in the following aspects such as teachers punctuality, handouts, class engagement, syllabus covering, utilization of ICT, Assignments and Tests, caring weaker students their communication, practical Examples, friendly attitude, Student motivation etc.

We have formed 15 questions above said areas by setting five scale point MCQS.

After the analyzing the collected data, we have reached the following, findings are as follows:

82% of the students are strongly agreed with the punctuality of the teacher to attend the class.

63% of the students are agreed with the teacher coming with handouts to the class.

77% of the students are strongly agreed with the teacher engagement in the class.

63% of the students are strongly agreed with the syllabus coverage by all teacher.

69% of the students are agreed with the utilization of ICT done by all teachers.

65% of the students are neutrally agreed with attention of weaker students.

69% of the students are neutrally agreed with the attention of weaker students.

64% of the students are neutrally agreed with guidance of assignment and conducts test by all the teachers.

65% of the students are strongly agreed with usage of the polite words by the teacher.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

STAFF FEEDBACK FORM

1. Name of the Department:
2. Gender: a) Male b) Female
3. Marital Status: a) Married b) Unmarried
4. Age: a) Below 31 b) Above 31
5. Work load per week: a) Below 17 b) Above 17
6. Teaching Experience: a) Below 10 years b) Above 10 years

STATE YOUR AGREEABILITY TOWARDS THE FOLLOWING FACTORS:

HS – HIGH SATISFACTION, MS- MEDIUM SATISFACTION, LS-LOW SATISFACTION

S. No	Teaching	HS	MS	LS
1.	The institute emphasis on research than teaching			
2.	The course equalizes my teaching work load			
3.	I have the authority to choose the subject			
4.	I have the authority to choose my teaching methods			
5.	I can employ my own skill in teaching methods			
6.	I can confident on my knowledge on the content I teach			
7.	The institution provides enough support materials for teaching and writing			
8.	The students are having good knowledge on the subjects			
9.	I have enough contacts with my students			
10.	Students approach me at any time when they have problem			

S. No	Research	HS	MS	LS
1.	The Institute encourage research/ publications			
2.	The Institute continuously encourage research activities			
3.	The Institute provides financial support to carry out research			
4.	The Institute provides research assistants			
5.	There is availability of equipments for research			
6.	I have support of colleagues for research			
7.	I am satisfied with the amount of research work carried			
8.	I have published my research works			
9.	The Institute provides me research leave			
10.	I am given time to carry out research duties			
S. No	Payments	HS	MS	LS
1.	The Institute pay high salary in comparison to other institutes			
2.	The institute allow to do work outside for additional income			
3.	The Institute follow fairness on merit payments			
4.	The Institute provide provident fund benefits			
5.	The Institute provide other benefits (Flexibility of working hours)			
6.	There is a good job security			
7.	The Institute allow union for the staff			
S. No	Promotions	HS	MS	LS
1.	There is politics in promotion			

2.	The promotion is attached only towards teaching			
3.	The promotion is attached only towards research			
4.	The promotion is attached only towards community service			
5.	The promotion is based only self appraisal form			
S. No	Management and Leadership	HS	MS	LS
1.	The management conducts faculty meetings often			
2.	The management encourages departmental meetings			
3.	I have good relationship with departmental head			
4.	I get good support from the departmental head			
5.	I get good feedback from the departmental head			
S. No	Co-Workers Behaviour	HS	MS	LS
1.	I get good support from my colleagues in the department			
2.	I get good support for the activities which is carried in the dept			
3.	I have good academic communication among colleagues			
4.	I have good personal relationships with colleagues			
5.	I have good personal friendships with colleagues			
6.	I get good clerical support in the dept			
7.	I get good support from administrative personnel			
S. No	Physical conditions and support facilities	HS	MS	LS
1.	The management provides funds for travel to professional meetings			
2.	The management provides funds for attending conferences			
3.	The management provides freedom to use photocopying facilities			

4.	The management provides funds to make telephone calls			
5.	The management provides good stationery supplies			
6.	The management provides funds for quality office equipment (computer)			
7.	The locality of the college is good			
8.	The management provides good parking facilities			
9.	The college/Institution has good/ attractive building / office			
10.	There exist pleasantness of working environment			
S. No	General Job Satisfaction	HS	MS	LS
1.	Overall reputation of the institution is high			
2.	The institute provides better personal career			
3.	I have the opportunity to use my skills/abilities			
4.	I have good sense of accomplishment			
5.	I have opportunity to have a significant impact on others			
6.	I have good recognition for work within the college			

S. No	JOB STRESS	HS	MS	LS
1.	I am subject to personal harassment at work			
2.	I have unachievement deadlines			
3.	If work gets difficult, my colleagues will help me			
4.	I am given supportive feedback on the work I do			
5.	I have to work very intensively			
6.	I am pressured to work for long hours			
7.	I have to work very fast			

8.	I have realistic time pressures			
9.	I find my job stressful			
10.	In general, I am not particularly proud or satisfied with my job			

S. No	OPINION ON STUDENTS	HS	MS	LS
1.	Student's participation on classroom is good			
2.	Student's discipline is good			
3.	Students have punctuality			
4.	Students have their own career planning			
5.	Student's have good general knowledge skill.			

STAFF FEEDBACK ANALYSIS

In our college, as the part of IQAC feedback process, we have conducted a survey on both teaching and non teaching staff members through a questionnaire. There were a population of **101** staff members (both teaching and non teaching) we have sample size as **82** and we circulate the questionnaire to staff members in the month of Mar 2017 and collected the respondents questionnaire.

As we segregated the questionnaire under the following headings such as teaching, research, payments promotions, management and leadership, Co-worker behavior, physical conditions and support facilities, job satisfaction and job stress.

Under the each heading, we have average 7 questions; all are 3 point scale closed end questions.

After the collection of respondent's questionnaire, we starts the analyzing the data by quantitative analysis. As per the analysis, we come to the following conclusions.

- There were 48 male respondents and 34 female respondents.
- There were 52 married and 30 unmarried respondents.
- 42 respondents were age group of below 31, 40 were above 31.
- Out of 82 respondents, there were 67 respondents have above 17 hours per week as work load and 15 respondents have below 17 hours per week as work load.
- Out of 82 respondents, 32 respondents have above 10 years experience and 50 respondents have below 10 years experience.

While answering the questions which comes under “teaching” heading the responses as follows,

Most of the staff members were **highly satisfied** with all questions.

While answering the questions which comes under “research” heading the responses as follows

Most of the staff members were **moderately satisfied** with all questions.

While answering the questions which comes under “payments” heading the responses as follows

Most of the staff members were **moderately satisfied** with all questions.

While answering the questions which comes under “promotions” heading the responses as follows

Most of the staff members were **moderately satisfied** with all questions.

While answering the questions which comes under “Management and leadership” heading the responses as follows

Most of the staff members were **moderately satisfied** with all questions.

While answering the questions which comes under “Co workers behavior” heading the responses as follows

Most of the staff members were **highly satisfied** with all questions

While answering the questions which comes under “physical conditions and support facilities” heading the responses as follows

Most of the staff members were **highly satisfied** with all questions

While answering the questions which comes under “job stress” heading the responses as follows

Most of the staff members were **low satisfied** with all questions

While answering the questions which comes under “opinion on students” heading the responses as follows

Most of the staff members were **highly satisfied** with all questions



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PARENT'S FEEDBACK FORM

NAME:

AGE:

EDUCATION:

OCCUPATION:

STUDENT'S NAME:

DEPT:

MAKE A TICK MARK IN THE APPROPRIATE CELL

S.NO	PARTICULARS	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
1.	Getting admission in the college for my ward is a matter of pride for me.					
2.	the admission process in the college is fair and accurate					
3.	My ward is improving his knowledge based through interaction with professors in the college.					
4.	The atmosphere in the college is conducive for learning.					
5.	the teachers of the college are co operative					
6.	Transport facilities are good and timely.					
7.	The changes introduced in the college in the recent years are progressive.					
8.	There is a positive change in the behavior of my ward after joining the college.					
9.	The discipline of the college is good.					

ANALYSIS OF PARENT'S FEEDBACK

In our college for academic year 2015-2016, we have collected feedback from parents of the students who are studying in our college, by circulating questionnaire through manual method by setting five scale point scale set of questions.

We have formed the set of questions in the following aspects such as, admission teacher's quality, environment of the college, transport facilities and the discipline of the college.

After the analyzing the collected data, we have reached the following, findings are as follows:

- 87% of parents are strongly agreed with admission procedure of the college is fair and accurate.
- 80% of parents are strongly agreed with knowledge of the students is improved by the interaction with professor of the college.
- 78% of parents neutrally agreed with atmosphere of the college is conducive for learning.
- 69% of parents strongly agreed with transport facilities are good and timely.
- 88% of the parents agreed with discipline of the college is good.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM OF THE EMPLOYER

NAME OF THE EMPLOYER:

NAME AND ADDRESS OF THE ORGANISATION:

.....

.....

.....

PLEASE TICK (v) APPROPRIATE OPTION FOR EACH PARAMETER

S.NO	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE
1.	Inclination to adopt new technology				
2.	Communication skill				
3.	Independent thinking and problem solving				
4.	Leadership skill				
5.	Professional attitude				
6.	Ethics				

ANALYSIS OF THE EMPLOYER'S FEEDBACK

In our college, as the part of IQAC feedback process, We have conducted a survey on employer through a questionnaire.

After the collection of respondent's questionnaire, we starts the analyzing the data by quantitative analysis as per the analysis we come to the following conclusions.

69% of the employers felt that adaption of new technology of the college is excellent.

71% of the employers said that communication skill of the staff members and students are good.

73% of the employers said that independent thinking and problem solving capacity of the management is very good.

79% of the employers said that leadership skill of the college is very good.

75% of the employer said that professional attitude of the college is good.

78% of the employer said that ethics quality of the college is excellent.



ALUMNI FEEDBACK FORM

We shall be thankful to and appreciate you, if you can spare some of your valuable time to fill up this feedback form and give us your valuable suggestions for further improvement of the Institute. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of the Institute. Hence your feedback on Institute will help us to improve our approach in Academics.

Name of the Alumni			
Degree [√]			
Branch			
Passing Year			
Professional Details			
Organization Name			
Designation			
Joined Year			

Dear Alumni,
 Please give your overall assessment of our Institute academics. Please rate us on following criterion :
 1-Unsatisfactory(UN), 2- Satisfactory(S), 3- Fair(F), 4- Good(G), 5- Very Good(VG)

Sr.	Details	VG	G	F	S	UN
1	Admission Procedure					
2	Fee structure					
3	Environment					
4	Infrastructure					
5	Faculty					
6	Project Guidance					
7	Quality of support material					
8	Training & Placement					
9	Library					
10	Canteen Facilities					
11	Hostel Facilities					
12	Overall Rating of the College					

13	Alumni Association/ Network of Old Friends					
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Please suggest any skills you want our Institute should focus on for grooming of students. All of your suggestions are welcome.

Suggestions:

Relevance of curriculum in your Job:

-

-

-

-

Need any change in curriculum and syllabi:

-

-

-

-

Improvements in teaching and learning Process:

-

-

-

-

Have you learned the basic concept through your Project?

Any other suggestions/comments:

Signature

ANALYSIS OF ALUMNI FEEDBACK FORM

In our college, as the part of IQAC feedback process, we have conducted alumni meet on department wise. In that meet, we have conducted a survey on alumni through a questionnaire.

Population: 963

Sample size: 300

After the collection of respondent's questionnaire, we starts the analyzing the data by quantitative analysis as per the analysis we come to the following conclusions.

76% of the alumni said that admission process of the college is very good.

66% of the alumni said that fees structure of the college is good.

63% of the alumni agreed that environment of the college is good.

84%of the alumni agreed that infrastructure of the college is very good.

72% of the alumni agreed that faculty involvement of the college is very good.

62% of the alumni said that canteen facilities are good.

69% of the alumni agreed that library facilities of the college are very good.