

# Annual Quality Assurance Report (AQAR)

For The Academic Year

## 2017-2018

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

Nagarbhavi, Bangalore - 560 072 India



Internal Quality Assurance Cell (IQAC)

**MAHENDRA ARTS & SCIENCE COLLEGE**  
(Autonomous)

KALIPPATTI(Po), NAMAKKAL(Dt) - 637501, TAMILNADU

# Annual Quality Assurance Report (AQAR) – 2017-2018

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

MAHENDRA ARTS & SCIENCE COLLEGE

1.2 Address Line 1

KALIPPATTI (Po)

Address Line 2

TIRUCHENGODE (Tk)

City/Town

NAMAKKAL (Dt)

State

TAMIL NADU

Pin Code

637 501

Institution e-mail address

principal@mahendraarts.org  
mahendraarts1999@gmail.com

Contact Nos.

04288-288302, 04288 - 288301

Name of the Head of the Institution

Dr.S.Arjunan

Tel. No. with STD Code

04288-288302

Mobile

+91 9894264220

Name of the IQAC Co-ordinator

Mrs.P.Sujatha

Mobile

+91 9677643860

IQAC e-mail address

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date

1.5 Website address

Web-link of the AQAR

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	'A'	3.05	2016	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				

1.7 Date of Establishment of IQAC

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC  
 AQAR 2015-2016 submitted to NAAC on 02/11/2017  
 AQAR 2016-2017 submitted to NAAC on 23/03/2018  
 AQAR 2017-2018 submitted to NAAC on 28 /12/2018

1.10 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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

PERIYAR UNIVERSITY,  
SALEM, TAMIL NADU

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

Autonomy by State/Central Govt. / University

Autonomy by Central Government

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	10
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	--
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	--
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	02
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	05

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

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Teaching and Learning Pedagogy.

## 2.14 Significant Activities and contributions made by IQAC

- Department Extension Activities
- Orientation Programme for Freshers
- Orientation for the newly recruited faculty members about the quality measures, IQAC and related activities
- Faculty Development Programme
- Feedbacks from Stakeholders

## 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
Academic Audit	Conducted for all department
Staff Appraisal	Done
To Improve Research Activities	Done
Motivation to Apply for Funded Research Projects	Organized Meetings
Applied For B.Voc	Waiting for approval
Applied For NIRF	Secured 96 <sup>th</sup> All India Rank
To Enhance Employability	Placement trainings were given
To Improve Research Activities	Various meetings were convened to develop research environment

\* Attach the Academic Calendar of the year as Annexure - I.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- Awareness programmes were organized
- Meetings were conducted to improve Research activities
- Performance appraisal was prepared
- Academic calendar
- The plan of action prepared in the beginning of the Academic Year was executed.

## 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
Ph.D	04	--		
PG	11	--		
UG	13	--		
PG Diploma	--	--		
Advanced Diploma	--	--		
Diploma	06	--		
Certificate	04	--		
Others	--	--		
<b>Total</b>	38	--		

Interdisciplinary	--	--		02
Innovative	--	--		01

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

- The college offers UG & PG programmes under the Choice Based Credit System and Semester Pattern.
- UG & PG students can choose Elective Courses in the respective programmes as well as Non-Major Elective Courses.

##### (ii) Pattern of Programmes:

Pattern	Number of programmes
Semester	24
Trimester	--
Annual	--

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

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

*\*Analysis of the feedback - Annexure-II*

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

Nil

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

Nil



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
138	115	14	09	--

2.2 No. of permanent faculty with Ph.D.

27

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
22	22	--	--	--	--	--	--	22	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

--

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	58	29	23
Presented	02	--	--
Resource Persons	--	03	--

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

- Implementation of ICT in Teaching and Learning has been encouraged in the institution.
- Faculty Development Programme
- Assignments in the form of workbook
- Visual charts and posters
- Mathematical Model
- Field Work Training
- Smart Classes
- Aptitude Test
- Demonstration of Equipments

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)

- 100% External Question paper setters
- Question paper scrutiny board
- Dummy number system in the end semester examination
- Central Valuation
- 100% External Examiners for valuation
- Result published within 20 days of end semester examinations
- Photocopy of the Answer scripts
- Mark Statements issued with photograph of students
- Conduct of supplementary examination

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

40	10	--
----	----	----

2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction (%)	I Class (%)	II Class (%)	III Class (%)	Pass %
B.A., TAMIL	38	15.79	63.16	7.89	2.63	89.47
M.A., TAMIL	05	80	20	-	-	100
M.Phil., TAMIL	19	10.53	84.21	-	-	94.74
B.A., ENGLISH	66	-	33.33	60.61	-	93.94
M.A., ENGLISH	08	-	62.5	12.5	-	75
M.Phil., ENGLISH	07	-	85.71	-	-	85.71
B.Sc., MATHEMATICS	135	30.37	44.44	17.78	-	92.59
M.Sc., MATHEMATICS	41	12.20	65.85	12.19	-	90.24
M.Phil., MATHEMATICS	24	37.50	58.33	-	-	95.82
B.Sc., PHYSICS	64	64.06	28.13	4.68	-	96.87
M.Sc., PHYSICS	15	53.34	33.33	-	-	86.67
M.Phil., PHYSICS	11	-	81.82	18.18	-	100
B.Sc., CHEMISTRY	80	-	68.75	-	-	68.75
M.Sc., CHEMISTRY	10	-	90	-	-	90
M.Phil., CHEMISTRY	01	-	-	-	-	0
B.Sc., BIO TECHNOLOGY	69	10.14	68.16	10.14	-	88.44
M.Sc., BIO TECHNOLOGY	13	23.08	69.23	-	-	92.31
M.Phil., BIO TECHNOLOGY	03	-	-	-	-	0

B.Sc., COMPUTER SCIENCE	71	5.63	32.39	52.12	-	90.14
B.C.A	58	5.17	67.24	22.41	-	94.82
M.Sc., COMPUTER SCIENCE	14	42.86	57.14	-	-	100
M.Phil., COMPUTER SCIENCE	05	-	100	-	-	100
B.Com.,	51	7.84	58.82	10.2	-	76.86
B.Com CA.,	98	-	70.41	10.2	-	80.61
B.B.A	28	-	78.57	-	-	78.57
M.Com.,	14	-	100	-	-	100
M.Com CA.,	12	-	83.33	-	-	83.33
M.S.W	14	71.43	28.57	-	-	100
M.Phil., COMMERCE	07	-	57.14	-	-	57.14

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

- Feedback from all the Stakeholders
- Remedial Classes
- Faculty Evaluation Report
- Logbook
- Counselling
- Mentoring
- Internal Audit
- Training classes

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	02
Orientation programmes	05
Faculty exchange programme	05
Staff training conducted by the university	02
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	05
Others	02

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	10	--	--	--
Technical Staff	05	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

- To promote research activities, Mahendra Educational Institutions publishes yearly journal titled “International Journal of Advanced Science and Engineering” (Print ISSN: 2454-9967, Online ISSN: 2349-5359, quarterly journal)
- Faculty members are encouraged to participate and present research papers in various research forums
- Special permission is granted for research related activities.
- Faculty members are motivated to approach various funding agencies to promote research culture in the campus
- Faculty members are honoured by special incentives for their research contributions.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs	--	30	30,00,000	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs	--	2.95	1.475	--

#### 3.4 Details on research publications: 154

	International	National	Others
Peer Review Journals	110	15	--
Non-Peer Review Journals	--	29	--
e-Journals	--	--	--
Conference proceedings	12	--	--

#### 3.5 Details on Impact factor of publications

Range  Average  *h*-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Lakhs)	Received (Lakhs)
Major projects	14-19	DST-FIST	30	30
Minor Projects	16-18	UGC	2.93	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify) Management sponsorship	17-18	Mahendra R&D	3	3
Total			35.93	33

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	01	01	--	02
Sponsoring agencies	Self	Self	Self	--	Self

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
5	1	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	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="20"/>	Any other	<input type="text" value="--"/>

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

- Students visited government schools and handled classes
- Students visited orphanages and aged homes
- Conducted awareness programme on Dengue and plastic eradication
- Clean India campaign.

## 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	460012.7 sqm	--	Own fund	4600127 sqm
Class rooms	110238 sqft	--	Own fund	110280 sqft
Laboratories	34730 sqft	--	Own fund	34730 sqft
Seminar Halls	260059 sqft			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	03	DST-FIST	03
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.4,98,100		Rs.7,98,100
Others				

#### 4.2 Computerization of administration and library

<p>Computerization of Students Database</p> <p>Students Information System:</p> <ul style="list-style-type: none"><li>▪ Students Attendance</li><li>▪ Daily Absentee Report</li><li>▪ Consolidation of Students Attendance details</li></ul> <p>Computerization of Library:</p> <ul style="list-style-type: none"><li>▪ Routing Periodical Service</li><li>▪ E-Gate Register</li><li>▪ Bar code system</li><li>▪ INFLIBNET</li><li>▪ OPAC (Online Public Access Catalogue)</li><li>▪ E-Journals</li><li>▪ Collection of Competitive Examination materials</li></ul>
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#### 4.3 Library Services:

	Existing		Newly added		Total	
	No.	Value in Rs	No.	Value	No.	Value in Rs
Text Books	31092	9034884	68	18717	31160	9082120
Reference Books	3777	--	05	1889	3782	1134989
e-Books	95000	5900	--	--	95000	--
Journals	23	36000	14	29750	42	74680
e-Journals	6000	--	--	--	6000	--
Digital Database	--	--	--	--	--	--
CD & Video	1604	--	25	--	1629	--
Others(Specify)	--	--	--	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	350	240	4mbps	25	--	10	20	55
Added	30	30	--	--	--	--	--	--
Total	380	--	--	--	--	--	--	--

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

- **Workshops:**

- A workshop on the Effective utilization of Google was conducted by Department of Computer Science and Applications on 21<sup>st</sup> June 2017
- A workshop on Cloud Computing with Amazing Web service was conducted by Department of Computer Science and Applications on 19<sup>th</sup> July 2017
- A workshop on Mobile Application Development was conducted by Department of Computer Science and Applications on 25<sup>th</sup> July 2017
- A one day workshop on Tally induction Programme was organised and conducted by Department of Commerce and Computer Applications on 8<sup>th</sup> August 2017
- A workshop on Computer Hardware was conducted by Department of Computer Science and Applications on 23<sup>rd</sup> October 2017
- A workshop on Hands on Training –PHP Programming was conducted by Department of Computer Science and Applications on 22<sup>nd</sup> January 2018
- A workshop on Office Automation was conducted by Department of Computer Science and Applications on 7<sup>th</sup> March 2018

- **Competition conducted:**

- Efficient Programming Software Contest and Debugging on 11<sup>th</sup> August 2017

- **Lecture programmes:**
  - Paper Presentation and Marketing 10<sup>th</sup> August 2017
  - Multimedia and its application on 18<sup>th</sup> December 2017
  - Computer Hardware and Networking on 3<sup>rd</sup> January 2018
  - Multimedia Presentation and Web Designing 9<sup>th</sup> February 2018
  - Project and Development using dot net Technologies on 26<sup>th</sup> March 2018
- **Training programmes:**
  - Creative Writing skills Development on 28th August 2017
  - Mobile Phone Service 4<sup>th</sup> January 2018
  - Soft skills development 5<sup>th</sup> January 2018

4.6 Amount spent on maintenance in Lakhs:

i) ICT	3
ii) Campus Infrastructure and facilities	30
iii) Equipments	10
iv) Others	20
<b>Total:</b>	<b>63</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students are informed about students support services available in the college during the inaugural function of UG and PG courses
- Periodical meeting of the principal with class representatives
- Regular Meeting with students to enhance their academic/placement activities

#### 5.2 Efforts made by the institution for tracking the progression

- Mentorship
- Periodical Meeting with Parents
- Result analysis
- Special co-ordinators for students

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

UG	PG	M.Phil	Ph.D	Total
2601	308	68	04	2981

(b) No. of students outside the state

02

(c) No. of international students

01

Men	No	%	Women	No	%
	1622	54.4		1359	45.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	387	16	2485	1	2908	20	437	15	2509	2	2981

Demand ratio - 72.28

Dropout % - 5.63

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

Career Guidance and Counselling Cell organised awareness Programme on

- Aptitude Training Programme
- Bank Examination
- Carrier enhancement
- Competitive Examination coaching classes by M-TraCE
- Government sector opportunities to crack the civil service Examination
- Soft skill training programme

No. of students beneficiaries

All

#### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

#### 5.6 Details of student counselling and career guidance

- Career Guidance and Counselling Cell organised
  - Bridge to College and Career
  - Life Insurance
  - Entrance Examinations for Higher Education
- Programme on
  - Orientation Programme
  - Personality Development Programme
  - Awareness Programme on Government sector opportunities
  - Awareness Programme on Blue Whale Game
  - Collegiate Education and its Goal & Benefits of Autonomy
  - Foundations of Mathematics
  - Role of Fresher's at class room and campus levels
  - Building academic performance
  - Interpersonal skills
  - Gender equity
  - Leadership programme for Office Bearers

No. of students benefited

All

#### 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
22	698	622	11

## 5.8 Details of gender sensitization programmes

- Prevention of Sexual Harassment of Women Community
  - Awareness and Training Programme on Self- Defense Techniques (Martial Arts)
- Women Development Cell organised
  - A programme on Menstrual Disorders and Related Issues
  - 'Healthy Sanitation'
  - Workshop on Embroidery and Terracotta Jewellery
- Workshop/ Seminar/ Programme on
  - Breast Cancer Awareness
  - Gender Equity
  - Importance of Women in the Society

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from Institution	209	9,13,500
Financial support from Government	314	10,15,740
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

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

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

Education is a continuous process and Mahendra Arts & Science College will remain in the forefront and will strive to provide quality education coupled with the latest in infrastructure facilities, which will leave a long lasting impression in the minds and hearts of all the students, parents, staff and dignitaries who have been fortunate enough to be associated with it and have passed through the portals of this "Temple of Learning".

##### **MISSION**

- To impart quality education.
- To adopt new techniques and improve student's skills
- To train them to overcome any critical situation.
- To develop leadership qualities.
- To train them to become good citizens.

#### 6.1.2 Parents-Teachers Association

- Suggestions are invited from the parents through periodical PTA meetings at the Department level and the suggestions are reviewed and implemented based on their requirements
- Many of the PTA members are Entrepreneurs and they are supporting our students in various prospects of their career

#### 6.2 Does the Institution has a management Information System: Yes

1. Biometric system
2. Official Mail-ID created for all the Heads of the Departments
3. Students Information system

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

##### 6.3.1 Curriculum Development

- Skill oriented courses
- Value added courses
- Minor projects
- Major projects
- Institutional and industrial training
- Non Major electives

### 6.3.2 Teaching and Learning

- Paper presentation, videos, films, ICT learning, lesson plan, log book, internship industrial visit, field trip, project work, assignments and seminars.

### 6.3.3 Examination and Evaluation

- 100% external valuation, transparency, revaluation, dummy number system, supplementary exams for students those who have overall one arrear and two arrears in the end semester after result publication
- Central valuation system for model examinations and feedback from external examiners

### 6.3.4 Research and Development

- Launching research journals incentives for research publication motivation to carry out research work.

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

- OPAC
- Inlibnet
- E-Resources

### 6.3.6 Human Resource Management

- Encouragement given to take part in various social and academic activities of the college

### 6.3.7 Faculty and Staff recruitment

- Observation of demo classes
- Personal interview

### 6.3.8 Industry Interaction / Collaboration

- MOU with Industries and Institutions
- ICT Academy of Tamil Nadu, Chennai
  - Third Eye solutions, Salem
  - Alga Marine, Chennai
  - Vertis Bio Lab, Salem
  - Maha Spinners, Salem

### 6.3.9 Admission of Students

- Admission of students are made as per norms of Periyar University, UGC and Tamil Nadu Government

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Fee Concession for staff's children</li> <li>• Incentives for publication of Papers</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• Fee Concession for staff's Children</li> <li>• Free Uniform for Driver, Sweeper, Attenders</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Merit Scholarship</li> <li>• Fee concession for Class toppers</li> <li>• Fee concession for outstanding Sports students</li> <li>• Free Education for Economically Poor students</li> </ul>

### 6.5 Total corpus fund generated

As per the need, the Management will provide and support

### 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	Internal	Yes	IQAC
Administrative	Yes	Internal	Yes	IQAC

### 6.8 Does the Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- Result published within 20 days from the last date of Examinations
- Mark Statements issued with photo of students and more security features
- Supplementary Exam
- 100% External Examiners
- Question Paper Scrutiny Board



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

University Nominate members for Governing Council, Academic Council, Board of Study & Result Passing Board.

6.11 Activities and support from the Alumni Association

- A mock interview is conducted for the final year students by the alumni every year
- Group discussion for the final year students
- The alumni of Computer Science conducted placement training program

6.12 Activities and support from the Parent – Teacher Association

- A special orientation programme is conducted for the parents along with the newly admitted students on the opening day of the college for freshers.
- Regarding Attendance of the students
- Discipline in the campus
- Dress code
- Academics

6.13 Development programmes for support staff

- Skill development programme
- Orientation programme on Teaching methodology & Question Paper setting

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

- Awareness Programme on Global Warming
- Tree Plantation Programme
- Rain Water Harvesting System
- Implementation of Swach Bharath in the Campus
- Avoiding the usage of Plastics
- E-Waste Management

## 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.

- International Yoga Day
- Special Lectures by students of NSS
- Free Health Check up was conducted for Teaching and Non Teaching Staff
- Academic Counselling Cell (ACC) was formed
- Orientation on “Role of Fresher’s at Class room and at Campus Levels”
- Teaching Practice for students
- Guest Lectures for Students innovative programmes

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

Plan of Action	Achievements
Seminars and Workshops	Various State and National level Seminars and Workshops were conducted
Curriculum Development	Curriculum is framed to meet the present requirements and future scenario
Employability Enhancement of graduating students	Career Guidance and Placement activities
Faculty Empowerment	154 Research Articles of the faculty members were published in various reputed Journals with impact factor.
Eco-friendly Activities	<ul style="list-style-type: none"><li>• Eco Club organized</li><li>• Herbal Garden</li><li>• <i>Exsitu</i> Conservation and medicinal plants</li><li>• Bamboo garden</li></ul>
Students Development Activities	<ul style="list-style-type: none"><li>• Intra departmental competitions</li><li>• Quiz competitions</li><li>• Intercollegiate competitions</li><li>• Seminars and Workshops</li><li>• Industrial Visits</li><li>• In-plant Training Programmes</li></ul>
Sports Activities	Students actively participated in various sports events at College, University, State and National Level

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

- Maintenance of clean campus
- Placement training for students
- Conduct of on campus placement drives
- Training for Competitive Examinations

*\*Details in Annexure III*

7.4 Contribution to environmental awareness / protection

- Maintenance of Green house and Medicinal Plants Garden
- Rain water harvesting facility
- Cleaning Activities by NSS Students
- Conducted programme on Swach-Bharath
- Tree plantation Programmes conducted as Extension Activity
- Moral Education for the students to Create Social and Environmental Awareness
- Organized a campaign on Plastic Awareness and Road Safety
- Safety disposal of wastes

7.5 Whether environmental audit was conducted? Yes  No

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

**STRENGTHS:**

1. Committed and experienced faculty.
2. Updated curriculum and well stacked library
3. Well equipped Infrastructure
4. Well structured mentoring system.

**WEAKNESS:**

1. More students are from rural area and poor socio-economic status
2. Industry – Institute interactions

**OPPORTUNITIES:**

1. Designing curriculum on Skill Based education
2. Generation of revenue through consultancy
3. Motivation for pursuing higher studies

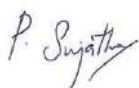
**CHALLENGES:**

1. Collaboration with renowned industries and institutions
2. Expose the students to meet global standards

## 8. Plans of institution for next year

- To increase the number of research projects from various funding agencies
- To develop few departments into incubation centres
- To design needed curriculum on skill based education

Name: Mrs.P.Sujatha



Signature of the Coordinator, IQAC

Name: Dr. S.Arjunan, Principal



Signature of the Chairperson, IQAC

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**MAHENDRA ARTS AND SCIENCE COLLEGE  
(Autonomous)**

**SCHEDULE FOR THE ACADEMIC YEAR 2017-2018**

**Working Days – ODD Semester**

JUNE – 2017

14, 15, 16, 19, 20, 21, 22, 23, 27, 28, 29, 30 - 12 Days

JULY – 2017

3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, **21, 24, 25, 26, 27, 28, 31** - 21 Days

AUGUST – 2017

1, 2, 3, 4, 7, 8, 9, 10, 11, 16, 17, 18, 21, 22, 23, 24, 28, 29, 30, 31 - 20 Days

SEPTEMBER – 2017

**1, 4, 5, 6, 7, 8, 11**, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27, 28 - 20 Days

OCTOBER – 2017

3, 4, 5, 6, 9, 10, 11, 12, 13, 16, **20, 21, 23, 24, 25, 26, 27** - 17 Days

**Total No. of Working Days - 90 Days**

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**Internal Assessment Examinations**

Internal Assessment Exam – I : 21, 24, 25, 26, 27, 28, 31 - July 2017

Internal Assessment Exam – II : 1, 4, 5, 6, 7, 8, 11 - September 2017

Model Examination : 20, 21, 23, 24, 25, 26, 27 – October 2017

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**Tentative Schedule for Nov/Dec – 2017 End Semester Examinations**

Submission of Examination Application without fine : 03-10-2017

Submission of Examination Application with fine : 06-10-2017

Internal Marks Entry : 07-11-2017

Commencement of Practical Examinations : 03-10-2017

Commencement of Theory Examinations : 03-11-2017



**MAHENDRA ARTS AND SCIENCE COLLEGE  
(Autonomous)**

**SCHEDULE FOR THE ACADEMIC YEAR 2017-2018**

**WORKING DAYS – Even Semester**

**DECEMBER – 2017**

6,7,8,11,12,13,14,15,18,19,20,21,22,26,27,28,2 - 17 Days

**JANUARY – 2018**

2,3,4,5,8, 9,10,11,12, 17,18,19,22,23,24,25,29,30 - 18 Days

**FEBRUARY – 2018**

1, 2, 5, 6, 7, 8, 9, 12, 13,14,15,16, 19,20,21,22,23,26,27,28 - 20 Days

**MARCH – 2018**

1,2,5,6,7,8,9,12,13,14,15,16,19, 20, 21,22,23,26, 27, 28 - 20 Days

**APRIL – 2018**

2,3,4,5,6,7,9,10,11,12,13,16,17,18,19 - 15 Days

**Total No. of Working Days - 90 Days**

Internal Examinations : 1,2,5,6,7,8,9 - FEBRUARY – 2018

Model Examinations : 10,11,12,13,16,17,18 - APRIL – 2018

**Tentative Schedule for Apr/May – 2018 End Semester Examinations**

Submission of Examination Application without fine : 12-02-2018

Submission of Examination Application with fine : 19-02-2018

Internal Marks Entry : 06-04-2018

Commencement of Practical Examinations : 26-02-2018

Commencement of Theory Examinations : 23-04-2018

**Controller of Examinations**

**Principal**

**ANALYSIS OF FEED BACK**

In order to enhance the Quality of the Institution and to provide better service to the students IQAC conducted survey to collect data from Students, Parents and Alumni. The Feedback form designed to measure the aspects such as Curriculum, Teaching learning process, Evaluation Process, Infrastructure, Academic atmosphere of the college, placement Training, Counseling, Library, Laboratories, Hostel, Value Added Course, Physical Education Co-Curricular and Extracurricular Activities NSS, YRC, RRC, MEC and WEC.

The summary of the feedback are given below:

- Regular communication regarding attendance and academic progress of the students is very good.
- Most of the parents were satisfied with the existing teaching learning process and curriculum followed in the college.
- Most of the parents were highly satisfied with the discipline aspects.
- Encouragement received towards higher studies and career enhancement is very good.
- The efforts taken by the college for the betterment of the students were highly appreciated.
- The students are much satisfied with extracurricular and co-curricular activities.

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**TRAINING AND PLACEMENT CELL – A ROAD MAP TO EMPLOYMENT...**

**1. Objective of the practice:**

The Training and Placement Cell of our college plays a pivotal role in counseling and guiding the students for their successful career placement which is a crucial interface between the stages of completion of academic program of the students and their entry into the suitable employment. The main objective is to guide the students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the industry.

**2. Need addressed and the Context:**

The motto of the Training and Placement Cell is to provide training and employment to the student's community those who opt for job. The cell provides training in all aspects so as to fetch those jobs in their respective fields.

**3. The Practice:**

Every department in our college focuses mainly of the employability of the students. In tune with that, they are implementing best practices as per the requirements of the industrial sectors / Institutions. Training and Placement Cell focuses on the maximum employability of our students fetching numerous scope of exploration in career opportunities.

To meet this target and fulfill the goals, the Training and Placement Cell provides the following:

- Adequate training to the aspirants after segregating the whole student community into four categories like Job, Entrepreneurs, Civil Services & Higher Education.
- Suitable Training is given periodically for the students who opt for placement in their thrust area.
- The unique feature of the Training and Placement Cell comprises of various programmes like Campus to Corporate (C<sub>2</sub>C) training Programme, Finance and Accounting in BPS (TCS), Global Business Foundation Skills (GBFS-Infosys), Associate Transactional Finance and Accounts in BPM (Infosys) Value added Course were successfully conducted every year.
- The best practice of every department plays a pivotal role in the incorporation of unique system of our Placement Cell. For instance, Diagnostic test is conducted for the 1<sup>st</sup> year students in the 1<sup>st</sup> week of July to assess their cognitive skills. The Placement Cell provides training as per their capability and moulds the individuals as per their needs.
- Industrial practices through “Pen and Paper” tests have gone a long way. In the present scenario, globalization has become the benchmark in every sector. To assist the students to be on par with the standards across the nation and the world, we have adopted this specific measure of giving “Online Aptitude Test” training. During placement drives, online tests have become mandatory. So our students are trained skillfully to come out successfully in the placement drives. Online test is also a time saving process.



- In addition to campus placements, the Training and Placement Cell organizes **Campus to Corporate (C<sub>2</sub>C)** programs like communication skills, presentation skills, career planning, group discussions, and mock interviews on a regular basis to enable the students to acquire the necessary traits to become the assets of the Industry. Many reputed national and multinational companies visit our college for campus recruitment.

#### **4. Evidence of Success:**

The success rate of our best practice also has been equally increasing along with the growing needs. We have implemented the Online Aptitude test in the year 2013. During the pooled campus interview, we felt the difference between our students and other college students by doing the Online Test. While filling the entry forms through online our college students are doing in a faster manner, when compared to other college students.

Once our students get adapted to online test practice, they will be guided to take free online tests provided by freshersworld.com, Careersity.com & Wheelbox.com. This would further enable them to get equipped as per the standards required by the industry.

This practice may serve as a propelling factor in the nearby institutions and also in the colleges at remote areas towards advancement in equipping their students to match their skills with the industrial sectors.

#### **5. Resources:**

Our college has a dedicated team in Training and Placement Cell to cater the student's placement needs while doing graduation and after graduation. The Training and guidance of the cell make them to feel secure. The Institute has an adequate infrastructure to support every stage of the placement process viz. arrangements for pre-placement talks, written tests, interviews, and group discussions etc. If a company desires to hold online tests for the candidates, the arrangements will be made in the computer center on prior intimation. Up to 350 students can take up the online test at a time.

- 4 Mbps Internet Connectivity & 380 computers available for doing online test.
- 250 seating Seminar Hall, 100 seating A/C Conference Hall, 540 seating Indoor Auditorium and 3000 seating open Auditorium.
- Accommodation: Guest House – 5 Double bed Rooms and 1 Suit Room.

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