

The Annual Quality Assurance Report (AQAR) of the IQAC-2012-13.

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	Asan Memorial College of Arts & Science
1.2 Address Line 1	Velachery-Tambaram Road
Address Line 2	Jaladampet
City/Town	Chennai
State	Tamilnadu
Pin Code	600100
Institution e-mail address	asanedn@gmail.com
Contact Nos.	22460216/22460032/22461418
Name of the Head of the Institution:	Dr. S. Ramanathan
Tel. No. with STD Code:	044-22460877
Mobile:	9677043483

Name of the IQAC Co-ordinator:

Mr. T. Milton

Mobile:

9884143887

IQAC e-mail address:

asaniqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

13421

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/59/RAR/28 dated 21-4-2012

1.5 Website address:

www.asaneducation.com

Web-link of the AQAR:

www.amcas.in/NAACAQAR2012-13.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	-	-	-	-
2	2 nd Cycle	B	2.87	2012	2017
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/03/2004

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 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 _____ - _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

(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

1.11 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*)

University of Madras

1.13 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="10"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="16"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="05"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>		
2.8 No. of other External Experts	<input type="text" value="-"/>		
2.9 Total No. of members	<input type="text" value="36"/>		
2.10 No. of IQAC meetings held	<input type="text" value="2"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="-"/>	Faculty	<input type="text" value="2"/>

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
NAAC Sponsored Seminar on Innovative Teaching Practices in Higher Education Conduct Training classes for Staff members to pass in UGC NET/SLET exams. Encourage Staff to pursue research and publish research articles.	-

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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	-	-	-	-
PG	4	-	-	-
UG	13	1	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	17	1	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	-

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

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

**Please provide an analysis of the feedback in the Annexure*

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

-

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

B.Com (CA)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
58	58	-	-	-

2.2 No. of permanent faculty with Ph.D.

8

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
11	-	-	-	-	-	-	-	11	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

8

34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	-
Presented papers	10	8	-
Resource Persons	2	-	-

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

- Usage of ICT,
- Group Discussion, Mind Mapping
- Case Study Method of Teaching

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

182

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

-

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

1

2

-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Shift I						
B.Sc. Hotel Management	44	11	76	9	-	96
B.Sc. Computer Science	50	20	40	-	-	60
B.Sc. Visual Communication	43	12	47	19	6	84
B.Sc. Microbiology	2	100	-	-	-	100
B.A. English	-	-	-	-	-	-
B.B.A.	56	3	43	34	-	80
B.Com.	67	3	57	21	-	81
M.C.A.	16	38	56	-	-	94
M.B.A.	58	2	95	3	-	100
M.Sc. Biochemistry	9	22	33	-	-	55
M.Sc. Microbiology	18	50	50	-	-	100
M.Phil. Biochemistry	6	-	50	-	-	50
M.Phil. Microbiology	6	-	66.6	-	-	66.6

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

Periodical meetings are conducted with teaching staff and students about the teaching methodology to be adopted. Suggestions are discussed with concerned persons and suitable teaching methods are followed.

Feed back from students are collected annually regarding the teaching methods of staff and IQAC committee suggests few latest teaching methods to staff members.

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	03
HRD programmes	-
Orientation programmes	4

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
Others	-

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	28	-	-	3
Technical Staff	7	-	-	3

Criterion – III

3. Research, Consultancy and Extension

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

Faculties are encouraged to do research and get minor and major research projects. For participating in Research Workshops and Seminars On Duty is given to the Faculty Members. Publication of Research papers both in National and International reputed journals are encouraged.

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	1	-	-	-
Outlay in Rs. Lakhs	10,000	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	8	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	12	2	-

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	Received
Major projects				
Minor Projects	1 year	TN SCST	10000	10000
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	-	-	10000	10000

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	1	2	2	-	-
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 :

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	-	-	-	-

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="-"/>
NCC	<input type="text" value="-"/>	NSS	<input checked="" type="checkbox"/>
		Any other	<input type="text" value="-"/>

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

- Staff & Students visited Nethaji Mercy Home, Velachery & donated a Refrigerator & a cash of Rs. 5000.
- Blind Home Visit for X-Mass celebration & Cancer Hospital visit.

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	11527 Acres	-	-	11527 Acres
Class rooms	42	-	-	42
Laboratories	6	-	-	6
Seminar Halls	3	-	-	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2	-	-	2
Value of the equipment purchased during the year (Rs. in Lakhs)	3,04,000	-	-	3,04,000
Others	-	-	-	-

4.2 Computerization of administration and library

Office Automation in Process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16486	104194.39	903	289970.25	17389	2611963.64
Reference Books	1580	228564	139	79750	1719	258314
e-Books	-	-	-	-	-	-
Journals	67	137930	4	2808	71	144538
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	75	-	10	-	85	-
Others (specify)	5	600	-	600	5	600

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	191	144	108	-	-	6	31	-
Added	-	10	-	-	-	-	-	-
Total	191	154	108	-	-	6	31	-

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

2

4.6 Amount spent on maintenance in lakhs :

i) ICT	13,71,294
ii) Campus Infrastructure and facilities	93,914
iii) Equipments	80,400
iv) Others	-
Total :	15,45,608

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are encouraged to interact and share their views and problems to improve the quality of services rendered to them.

5.2 Efforts made by the institution for tracking the progression

Constant feedbacks are collected from students regarding teaching of staff and their views are considered and suitable steps are taken to promote and develop the teaching style.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1244	187	-	11

(b) No. of students outside the state

225

(c) No. of international students

21

Men	No	%	Women	No	%
	955	66		487	34

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
419	127	25	709	-	1280	411	171	28	832	-	1442

Demand ratio 86% Dropout % 5%

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

IAS coaching classes conducted for students to appear for competitive exams.

No. of students beneficiaries

- 60 students

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

Counselling service is provided by a qualified professional on selected days every week.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	200	167	23

5.8 Details of gender sensitization programmes

Women Studies cell in our college conducts meeting for women students and counsels them to appear in various study activities.

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	-	-
Financial support from government	19	1,42,140
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: _____ - _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To educate individuals to become intellectually enlightened, professionally capable, morally upright and socially committed.

Mission: To equip young men and women with knowledge and skill

- To impart value based education and foster right attitude, good character and human values.
- To develop the learners personality and prepare him/her for the larger world outside.
- To conserve rich traditions and cultivate respect our heritage.

6.2 Does the Institution has a management Information System

-

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

6.3.1 Curriculum Development

Few Staff members are Subject experts in academic boards of various universities and have formulated new topics in the curriculum.

6.3.2 Teaching and Learning

Usage of ICT , Group dynamics, Mind mapping and case study method of teaching.

6.3.3 Examination and Evaluation

Adopting the pattern designed by University of Madras. Periodic Cycle tests are conducted in every month in all subjects.

6.3.4 Research and Development

Encourage the faculty members to involve in Research & Development Activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New computers are installed and students are allowed to use computers
- Magazines and journals are added.
- MBA has added a new e journal EBSCO for reviewing articles in internet.

6.3.6 Human Resource Management

- Group Insurance Scheme
- Equal Contribution of 12% to P.F.
- All the facilities are provided

6.3.7 Faculty and Staff recruitment

Qualified persons are recruited as per the UGC Norms.

6.3.8 Industry Interaction / Collaboration

- Research in collaboration with IIT, CLRI, Hospitals, Orchid Research & Development Centre by Biochemistry Department
- Tamilnadu Aids Control society, Chennai, Medox Biotech (INDIA)ltd.,Cancer institute adyar Chennai.
- Linkage with star classification hotels
- M.O.U. signed with leading companies like TATA AIG Insurance Co. Ltd., AVA Cholayil Health Care Pvt. Ltd., Formulated Polymers Ltd., Acuwealth Advisors, Krishnan and Natarajan Chartered Accountants.

6.3.9 Admission of Students

Following the norms of University of Madras in admission

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	2

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	-	-	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

University introduces automation in conducting the Examination related works.

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

Alumni Association meeting was conducted on 8th October 2012. Around 95 UG and PG alumni students participated and gave various suggestions for the improvement of the college. There is reunion and sharing of experiences. Their activities included giving a training session on interview skills for Final year students, arranging Vivekananda Day in the campus and sponsoring some of the academic events.

6.12 Activities and support from the Parent – Teacher Association

The parents are informed of the progress of their wards regularly. Once in a semester, there is a meeting and suggestions of the parents are discussed and implemented. PTA meeting were conducted on 5th October 2012 and 21st February 2013. Around 120 parents from various departments has actively participated and expressed their views and opinions for the improvement.

6.13 Development programmes for support staff

All the Non-teaching staff have been trained in Computer basics to help in office related work. An orientation programme was organized to tone up their performance.

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

Waste Management Awareness Seminar was organised on 6th October 2012. Hon'ble Mayor of Chennai Dr.Saidai Duraisamy inaugurated the biogas plant and the seminar and respected Minister for Animal Husbandry Sri.T.K.M.Chinnaiah graced the occasion.

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.

- Club activities
- Awareness programmes
- Care for the Under privileged

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

Enhanced Teaching methodology is adopted by staff members.

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

- Tutorial system
- Personality development programmes

7.4 Contribution to environmental awareness / protection

Installation of the biogas plant in the Campus

7.5 Whether environmental audit was conducted? Yes No

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

-

8. Plans of institution for next year

Propose to organise a NAAC Sponsored State Level Seminar on “Innovative Practices in Higher Education”

Mr. T. Milton
IQAC-Coordinator.

Dr. S. Ramanathan,
Principal.