

**INTERNAL QUALITY ASSURANCE CELL  
REPORT FOR THE ACADEMIC YEAR 2011 – 2012**

**INDO-AMERICAN COLLEGE,  
CHEYYAR-604407,  
THIRUVANNAMALAI DISTRICT,  
TAMIL NADU.**

**SUBMITTED TO  
National Assessment and Accreditation Council,  
Bangalore.**

**Internal Quality Assurance Cell, Indo-American College, Cheyyar.**

**Chairperson:**

**Dr.A.Mohamed Akbar, Principal.**

**Coordinator**

**Prof. S.Uvarajan, Vice-Principal & Head Department of Biochemistry & Bioinformatics.**

**Members from Management**

- 1. Mr.A.Radhakrishnan, Vice-President, Indo-American College, Cheyyar.**
- 2. Ms.G.Swathantra, Trustee, Indo-American College, Cheyyar.**

**Members**

- 1. Asst.Prof. J.Ezhilarasi , Head, Department of Commerce.**
- 2. Asst.Prof. M.Sivarajan , Head, Department of English.**
- 3. Asst.Prof. K.P.Sureshkumar, Head, Department of Computer Science.**
- 4. Asst.Prof. L.Thiyagarajan, Department of Computer Science.**
- 5. Asst.Prof. G.Gopinath , Department of Biochemistry & Bioinformatics.**
- 6. Asst.Prof. K.Srinivasan, Department of Commerce.**
- 7. Asst.Prof. S.Senthil , Head, Department of Mathematics.**
- 8. Asst.Prof. K.Jagannathan, Director of Physical Education.**
- 9. Asst.Prof. T.Shanmugasundaram , Head, Department of Tamil.**
- 10. Asst.Prof. M.Swaminathan, Department of Computer Science.**

**Office Assistant**

- 1. Mr.Janarthanam.**
- 2. Mr.J.Dhamodharan.**

**Students Representative**

- 1. Revathi II MSc Biochemistry**
- 2. Koteesswaran II MCA**
- 3. Sathiya II M.Com**

**Students Alumni Members**

- 1. Mr.K.Thandavamoorthy, Revenue Inspector, Kanchipuram.**
- 2. Mr.B.AgilanRaj, Sub-Inspector of Police, Royapettai, Chennai**
- 3. Mr.A.Shakeer, Tamilnadu Police (State Human Commission), Chennai**

**Members Local Society**

- 1. Mr. Sairam, Member, Parent –Teacher Association, Indo-American College, Cheyyar.**
- 2. Mr. Sridhar, Secretary, Rotary Club, Cheyyar.**

## **IQAC REPORT, FOR THE ACADEMIC YEAR 2011-12**

### **SUBMITTED TO NAAC**

#### **1. Activities reflecting the goals and objectives of the Institution:**

The main objective of the institution is to provide higher education to the poor rural students in and around Cheyyar, to develop their all round personality and to provide guidance and support in making them employable. The goal is to cherish the quality of education and to raise their standard of living.

- New courses, that could provide employment opportunities, have been introduced at nominal cost.
- Buses have been plied to all the areas to facilitate transportation at nominal fares.
- Government scholarships have been arranged for the students who are financially weak.
- The Management offers a scholarship to the poor and meritorious students to the tune of Sixty Thousand rupees every year from the endowment of Sai Ram Trust.
- Best performers in academic activities are promptly rewarded.
- Best performers in sports have been supplied the required training and essential nutrition.

#### **2. New academic Programmes initiated (UG AND PG):**

Communications have been sent to the university seeking fresh affiliation to M.A. (English) and M.Sc., (Mathematics), B.Sc (Physics), M.Phil (Commerce), M.Phil (Computer Science), M.Phil (Bio-chemistry) and M.Phil (Microbiology) courses.

#### **3. Innovations in Curricular Designed Transaction:**

The University has introduced (CBCS) Choice Based Credit System. It includes (CIA) Continuous Internal Assessment. The Internal Assessment is done based on the tests the students take, the assignments they submit and the papers they present. The attendance of the students is also taken into account for the award of Continuous Internal Assessment.

#### **4. Inter-disciplinary programmes started:**

According to the curriculum developed by the university and based on the collective interest of the students, the students can study two papers at the third and fourth semesters (one paper each semester) which belong to other disciplines. This inter-disciplinary programme is termed as Non-Major Elective. Additionally, the students are facilitated to Study Skill Based Subjects Based on the nature of their major subjects.

## 5. Examination Reforms Implemented:

The University has introduced the Choice Based Credit System (CBCS) which includes Continuous Internal Assessment (CIA). The minimum score for a pass in Theory paper is 30 out of 75 and there is no passing minimum for the Continuous Internal Assessment which is for 25 marks. The students have to secure 40 percent (totaling internal and external marks) to get a pass. The university follows single valuation for both the UG and the PG courses. The students can apply for revaluation of answer scripts if they fail in one paper. They are permitted to apply for revaluation of answer scripts if they failed in two papers that belong to the last semester. The university has introduced one Instant Supplementary Exam if the students have one arrear paper that belongs to any semester.

## 6. Candidates Qualified with NET/SLET/GATE etc.

Two of our staff members have been qualified with SLET and NET.

Mrs. K. Indira, Asst. Professor

Dept. of Commerce

Mr. K. Srinivasan Asst. Professor

Dept. of Business Administration

## 7. Initiative towards Faculty Development Programme:

Communications, pertaining to Faculty Development Programmes, Refresher courses and Orientation Programmes, have been circulated among staff. Interested candidates have been recommended for the Programmes. The Staff members are encouraged to participate in National and International Seminars and to publish research articles. The leave availed for such purpose is considered as 'On Duty'.

- On 11.09.2011, Prof. S. Uvarajan, the Vice-Principal and Head of the Department of Bio-Chemistry participated as a Resource Person in the State Level Seminar conducted by Sacred Heart College, Tirupattur and delivered a speech on **Neurotoxicity**.
- On 28-12-2011 and 29-12-2011, Prof. S. Uvarajan, Head of the Department of Biochemistry, Prof. M. Arulanandam and Prof. M. Thukkaraman participated in the ICMR sponsored two days National Level Seminar on **Natural products & Drug Discovery** organized by Department of Biotechnology, Arunai Engineering College, Thiruvannamalai.
- On 25.01.2012, Prof. S. Uvarajan, Head of the Department of Biochemistry, participated in the National Level Conference on **Emerging Trends in Bio- Science** organized by the Dept. of Biotechnology and Bio-Chemistry, Marudhar Kesari Jain College for Women.

- On 8th March 2012, Prof. S. Uvarajan, Prof. M. Arulanandam and Prof. G. Gopinath participated in the One Day Workshop in **Innovative Methodologies in Teaching of Life Sciences and Biomedical Science Laboratory Courses** organized by Department of Zoology, Arignar Anna Govt. Arts College, Cheyyar.
- On 6<sup>th</sup> Dec 2011, Ms.S.Asha and Ms.B.Ganga, Assistant Professors of Micro-Biology accompanied the students of II M.Sc., and III B.Sc., Microbiology to a National Seminar on **Recent Advances in Microbial Biotechnology** held at Sri Sankara Arts and Science College, Enathur, Kanchipuram.
- On 25<sup>th</sup> and 26<sup>th</sup> Jan 2012, Prof.B.Ganga accompanied the students of II M.Sc., and I B.Sc., to an Indo-UK Conference on **Shrimp Aquaculture Challenges and Innovative Solutions** held at Bharathidasan University, Thiruchirappalli.
- On 11 & 12 Feb 2012, Prof.S.Pasupathi & Prof.B.Ganga participated in a National Level Faculty Development Programme (FDP) held at Sri Vidhya Mandir Arts & Science College, Uthangarai.
- On 10<sup>th</sup> Feb 2012, Prof.D.Arulselvi attended a National Level Seminar on **Marine Microbes (MIC-BIO WINDHOVER -2012)** held at D.K.M College for Women (Autonomous), Vellore.
- On 7<sup>th</sup> March 2012, Prof. A Meenakshi, Asst. Prof. of Commerce presented a paper in the State Level Seminar on **Advertisement Ethics** held at S.R.M College, Kattankulathur.
- On 24<sup>th</sup> March 2012, Prof. J. Ezhilarasi, Head of the Department presented a paper in the National Level Seminar on **Mobile-Banking - An overview** organized by the Department of Commerce, Pondichery University at Karaikal Campus.
- On 18 September 2011, Prof. R.Sumathi, Assistant Professor in English participated and presented a paper in the National Level Seminar organized by Sacred Heart College, Thirupathur.
- On 01.11.2011 Prof.T.Shanmugasundaram, Head, Department of Tamil participated in the Workshop of National Testing Service held in the Adhiparasakthi Arts and Science College and gave his views in connection with the pattern of Questionnaire.
- On 28.12.2011, the staff of the Tamil Department participated in the National Seminar held in Deivanai Ammal Women's College, Vilupuram. Prof.E.Pachaiappan presented a paper on **Humanism in Mullai Poetry**, Prof. M.Kannan on **Thaadu Vuun Paravai** and Prof. Govarthanan on **Humanism Shown by Valluvar**.

- On 25.03.2012, Prof.T.Shanmugasundaram, Head, Department of Tamil, participated in the National Seminar organized by the Tamil Association, Tiruvannamalai and presented a paper on **Dr. MU.VA.vin Nal Vaazhvil Vaazhviyal Vizhumiangal.**

#### **8. Seminars / Workshops conducted:**

Seminars and workshops have been conducted Department wise. Resource persons are invited to give special lectures. Students are encouraged to present papers on their area of interest.

On 3<sup>rd</sup> March 2012, the Research wing of IQAC has organized a **National Level Workshop on Art of Research – A Platform for Research Scholars**, Experts from various fields were invited as resource persons.

- The first session was chaired by Dr. K. Sivajothi, Rtd. Head & Reader in English, Arignar Anna Govt. Arts College, Cheyyar. He gave a lecture on the pursuit of research in Arts and Humanities.
- In the second session, Dr. K. Kannan, Associate Professor, Department of Advanced Zoology & Bio-technology, Ramakrishna Mission Vivekananda College, Chennai, gave a lecture on the mechanics of research in the field of life sciences. He enlightened the audience with innovative ideas to research in the field of science, to tackle problems faced by science scholars and to remedy them.
- In the third session, Dr. J. Srinivasan, Associate Professor, Department of Management Studies, Muthurangam Govt. Arts College, Vellore lectured on the fundamentals of research, incorporating his lecture with the concepts of writing a thesis, complementing with references, writing bibliography, using software to calculate statistical values, etc.
- In the Fourth Session, Dr. I. Joshua, Associate Professor, Dept of Statistics, Madras Christian College, Chennai gave a lecture on the methods and software which can be helpful for the research scholars. He explained various types of software applications. More than one hundred participants participated and got benefitted by this seminar.

On 1<sup>st</sup> March 2012, Bio-Chemistry Department conducted a **National Level Seminar on Herbal Remedies and Health Management.**

- Dr. D. Narasimman, Associate Professor, Dept. of Botany, Madras Christian College, Chennai, gave an eminent speech on the wonders of herbal remedies.

- In the second session of the seminar, Dr. C. Sivasubramaniyan, Associate Professor, Dept. of Environment & Herbal science, Tamil University, Thanjavur, gave a lecture related to health sciences and stated strange facts about ornithological studies.
- More than 100 participants from various colleges, universities and institutions participated in the seminar. More than 20 papers and 10 posters were presented by the participants. Best papers and posters were rewarded.

On 22<sup>nd</sup> February 2012, the Department of Commerce conducted a **State Level Seminar on Recent Trends in Capital and Financial Market**. Dr. N. Ragavan Associate Professor, Department of Commerce, University of Madras, Chepauk, Chennai, has been invited as chief guest.

On 29<sup>th</sup> Feb 2012, the Department of Corporate Secretaryship conducted a **Workshop on Enhancing Soft Skills**. Dr. J. Srinivasan, Associate Professor, Department of Management Studies, Muthurangam Govt. Arts College, Vellore was invited as Chief Guest.

On 6<sup>th</sup> March 2012, the Department of Business Administration conducted a State Level Seminar on **Innovative Trends in Marketing**.

- Dr. J. Akbar Khan, Associate Prof. of Commerce, Abdul Hakeem College, Melvisharam was invited as chief guest and he delivered a lecture on **Recent Trends in Marketing**.
- In the second Session, Prof. J. Sriram (Prof. of Marketing) J.S.N School of Management, Kalakathur, Kanchipuram delivered a lecture on **B to B Marketing**. Prof L.Kuppusamy, former Principal of Govt. Arts College, Thiruvannamalai, and Indo-American College was invited as chair person.

On 5<sup>th</sup> Mar 2012, the Department of Computer Science conducted a **National Level Seminar on Emerging Trends in IT**.

On 27<sup>th</sup> February 2012, Department of Computer science organized a **National Level Seminar on Data mining Techniques & Embedded Systems**.

On 2<sup>nd</sup> March 2012, the Department of English conducted a one day **National Level Seminar on Study of Language and Literature**.

- In the First Session, Dr. V. Peruvazhuthi, Associate Professor in English, Govt. Arts College, Thiruvannamalai was invited as Resource Person. He delivered a Lecture on **Approaches to the Study of Literature**.

- Dr. Thomas Appadurai Sugirtharaj, Principal, Divya Arts and Science College, Chetpet addressed the second session. He gave a lecture on **The Universal Appeal of Shakespeare**.
- The third session was chaired by Dr. K.S. Purushothaman, the former Principal of Government Arts College, Krishnagiri, and Principal of RTG College, Polur. He delivered a lecture on the topic, **Looking beyond Future: Teaching Learning through Science Fiction**.
- The fourth session was meant for discussing pertinent issues related to language and literature. Teachers, Research Scholars and students from various colleges and universities presented papers.

On 28.02.2012, the Department of Tamil conducted a **National Level Seminar on Tamil Illakiangalil Manidha Vizhumiangal**. In this Seminar the Head, Linguistics of Tamil Department, Dr. Vivekanandha Gopal from Dravidian University, Prof. R. Pasubathy from Nandhanam Arts college, Prof. Dr.Balamurugan from Tiruvannamalai Arts College and Dr. Vedagamam from Tagore Arts College participated as resource persons. They gave lecture on various topics. 84 members presented their papers in 4 sessions and the papers were collected and the same were published as a book.

**9. Research Projects a) Newly implemented: b) completed:**

M.Sc., level Projects in Biochemistry, Microbiology, and Information Technology and MCA projects have been done by every student as a requirement of completion of the course.

**10. Patents generated, if any:**

Nil

**11. New Collaborative Research Programmes:**

Liaison with certain research organizations is maintained and the constant efforts taken will turn out to be fruitful in the near future to do some research programmes collaboratively.

**12. Research Grants received from various agencies:**

Nil

**13. Details of Research Scholars:**

Two staff members have registered for Ph D

Mr. K. Srinivasan Dept. of Commerce



Mr. S. Parthasarathy Dept. of Commerce

**14. Citation index of Faculty Members and Impact Factors:**

Nil

**15. Honors /Awards to the faculty:**

Nil

**16. Internal Resources generated:**

An amount of Rupees Two Lakhs has been generated as Internal Resource for the purpose of books, journals and equipments.

**17. Details of Departments getting SAP, COSIST (ASSIST) DIST. FIST etc. Assistance/ Recognition:**

Nil

**18. Community services:**

We have voluntary organizations like NSS, Citizen Consumer Club, Red Ribbon Club, and Youth Red Cross. They do all kinds of community services to the people at the neighboring villages. Our college has two NSS units. Mr. M. Arulandam, Asst.Prof of Biochemistry and Mr. S. Senthil, the Head of the Department of Mathematics are the Programme Officers. There are **Two Hundred** Volunteers in both the units. In addition to that, the departments too take efforts in serving the community.

- On 30.08.2011, the Communal Harmony week was celebrated Mrs. J. Ezilarasi, the Head of the Department of Commerce, was invited as Chief Guest.
- Our NSS Volunteers Mr. T. Charles Raj of I B.Sc Bio-Chemistry and Mr. S. Lakshmanan of I BBA attended the two days State Level Intensive Orientation Camp for NSS Volunteers held at Sri Sankara College, Kanchipuram.
- On 12.12.2011, a Blood Donation Awareness camp was organized. Dr. Santhosh gave a lecture motivating students to donate blood.
- On 16.12.2011, a Blood Donation Camp was organized. Our Volunteers donated 50 Units of Blood.
- An NSS Special Camp was organized at Vadamanapakkam Village, Thiruvannamalai District, for Seven Days between 23.01.2012 to 29.01.2012. 100 NSS Volunteers and 2 programme officers Mr. M. Arulandam and Mr. S. Senthil, Staff members E. Pachiyappaan and A. Asha participated in the camp.

## **RED RIBBON CLUB & YOUTH RED CROSS**

Our College has Red Ribbon Club, Mr. M.Arulanandan, Assistant Professor, Bio-chemistry, is the Programme officer.

- On 22<sup>nd</sup>sep'2011 and 23<sup>rd</sup> Sep '2011, a **10 Hour model Orientation programme** entitled "**Celebrating life**" was conducted. Mr. K. Rajendiran, the RRC District Manager, Thiruvannamalai was invited as Chief Guest.
- On 30<sup>th</sup> March 2012, our Programme Officer Prof. M. Arulanandam participated in a **one day University Level Celebrating Life Session Training for RRC Programme Officers** jointly organized by RRC Cell of the Thiruvalluvar University, Serkadu, Vellore and TamilNadu AIDS Control Society, Chennai.

## **CITIZEN CONSUMER CLUB**

Our college has Citizen Consumer Club with 200 student volunteers from various departments. The main aim of the club is to create awareness in the minds of the consumers and to avoid being exploited.

- On 21.09.2011, Prof. K. Srinivasan, Co-ordinator of Consumer Club accompanied by 6 of our students Indumathi of III B.Com, Bhuvaneshwari of III BBA, Munsur Ahmed of III BBA, S. Manikandan of III BBA, C. Anbarasu of III B.Com (cs) and C. Saravanan of III B.Com participated in "Consumer Festival Programme" conducted by SKP Engineering College at Thiruvannamalai.
- On 31.01.2012, V. Saravanan participated in 'consumer club' and presented a speech on "25 years achievement of consumer protection Act" and won the Second Prize. It was conducted by Prof. K. Srinivasan, co-ordinator of consumer club.

**19. Teachers and Officers newly recruited:**

Eight teaching and nine non-teaching staff have been newly recruited.

**Teaching Staff**

Mrs.V.Jayashree, M.A.,	Department of English
Mrs. E.Rajeshwari,M.A.,M.Ed	Department of English
Ms.A. Tamilselvi, M.Sc.,M.Phil	Department of Biochemistry
Ms.P.Nalini, MCA	Department of MCA
Mr.s.Pasupathi, M.Sc.,M.Phil	Department of Microbiology
Ms. G.Ganga, M.Sc.,M.Phil	Department of Microbiology
Ms.G.Rajathi, M.Sc.,M.Phil	Department of Commerce
Ms. P.Rubalakshmi, MBA,	Department of Commerce

**Non-teaching Staff**

Mr.Janarthanan, M.A  
Ms.Lavanya, B.Sc  
Ms.K.Nageshwari, B.Com  
Ms.V.Rekha, B.Sc  
Ms.J.Rajalaksmi, B.Sc  
Ms.K.Chitra  
Mr.S.Vijayakumar  
Mr.Raman  
Mr.S.Selvam

**20. Teaching: Non-teaching Staff Ratio:**

Teaching: 66

Non-teaching:38

Ratio: 66:38

**21. Improvement in the Library Services:**

Library Automation Software has been installed. Five systems in the library have been provided with BSNL Broadband internet connection. Language Software, CD ROMs, Dictionaries and Encyclopedias have been installed in it for the use of students.

## 22. New Books/ Journals subscribed and their Cost:

Library subscribes all kinds of journals and magazines to cater the needs of the students and staff of all discipline. Researchers' and Readers' choice of journals and magazines are taken into account and the same are subscribed. The library has been added with 750 new books this academic year. A separate Library has been maintained for the MCA Department as per the AICTE norms.

List of / Journals that have been subscribed:

Journals/ Magazine	Subscription	Cost
Competition Success Review	2yrs	Rs.430
India Today	1yr	Rs.780
Frontline	1yr	Rs.260
Sports Star	1yr	Rs.208
Education of Yoga	1yr	Rs.600
Advanced Biotech	2yrs	Rs.900
The Economic Challenger	1yr	Rs.500
Indian journal of Bio-chemistry and Bio-physics	1yr	Rs.1150
Proceedings in Mathematical Sciences	2yrs	Rs.500
Journal of Genetics	2yrs	Rs.250
Journal of Biosciences	5yrs	Rs.800
Indian Journal of Traditional Knowledge	1yr	Rs.450
Wisdom	3yrs	Rs.330
Time	1yr	Rs.2346
National Geographic	1yr	Rs.2375
Indian Journal of Finance	1yr	Rs600
Indian Journal of Marketing	1yr	Rs.900
Southern Economist	1yr	Rs.600
Employment News	1yr	Rs.350
Data Quest	1yr	Rs.600
Business World	1yr	Rs.780

A few National and International Journals are being subscribed.

- Journal of Computer Science Software Technology
- Journal of computer science and Information Engineering
- International Journal of Bio-Informatics
- International journal of Mathematical Sciences
- International Journal of Applied Business and Economic Research
- International Journal of Chemical Sciences

List of additional New Journals/ Magazines subscribed during 2011-12

Journals/ Magazine	Subscription Period
Down to earth (monthly)	1yr
Kisan World (monthly)	1yr
Journal of Science Education (Resonance)	1yr
An International Journal Of Scientific Transactions In Environment And Technovation (Quarterly)	1yr
Current science (Bimonthly)	1yr
Vaikarai	1yr
National testing service-India	1yr
Tamilnadu Nugarvor Kavasam	1yr

### 23. Courses in which student assessment of Teachers is introduced and the actions taken on students'

#### Feedback:

Students' feedback is obtained orally as well as in writing, and the same is scrutinized without prejudice. Our college has formed a committee to counsel the staff in case of grievances. Counselors are there in every department to redress the grievances of the students. There is tutorial system to supply the needs of the learners. Students are also encouraged to assess teachers during counseling.

### 24. Unit cost of Education:

#### UG Courses and their Unit Cost

Name of the Degree	Annual Fees
B.A., English Literature	Rs.9,000
B.Com	Rs.9,000
B.Com (Corporate Secretary ship)	Rs.9,000

<b>B.B.A</b>	<b>Rs.10,000</b>
<b>B.Sc (Biochemistry)</b>	<b>Rs.12,500</b>
<b>B.Sc (Microbiology)</b>	<b>Rs.12,500</b>
<b>B.Sc (Mathematics)</b>	<b>Rs.9,000</b>
<b>B.Sc (Computer Science)</b>	<b>Rs.17,000</b>
<b>B.C.A</b>	<b>Rs.17,000</b>

**PG Courses and their Unit Cost**

<b>Name of the Degree</b>	<b>Annual Fees</b>
<b>M.C.A</b>	<b>Rs.25,000</b>
<b>M.Com</b>	<b>Rs.15,000</b>
<b>M.Sc (Information Technology)</b>	<b>Rs.20,000</b>
<b>M.Sc (Computer Science)</b>	<b>Rs.20,000</b>
<b>M.Sc (Bio-chemistry)</b>	<b>Rs.20,000</b>
<b>M.Sc (Bio-Informatics)</b>	<b>Rs.20,000</b>
<b>M.Sc (Microbiology)</b>	<b>Rs.20,000</b>

**25. Computerization of administration and the process and examinations results, issue of certificates.**

All aspects of administration of the college and its constituent Departments have been computerized. In addition to the publication of the results in its website, the university sends results through results sheets to the college. Our institution has an institutional website ([www.iac-cheyyar.com](http://www.iac-cheyyar.com))

**26. Increase in the infrastructural facilities:**

New equipments have been purchased. The infrastructure of the laboratories has been developed by the addition of new equipments.

**27. Technology up gradation :**

Audio visual aids to assist teaching-learning have been purchased. Proposals have been sent to install a Language laboratory.

**28. Computer and Internet access and Training to teachers and students :**

All the laboratories of the departments have been facilitated with 24 hours Internet connection for the access of staff and students. Students' access to internet has been monitored to prevent

misuse. Staff and students who do not have exposure to computer and internet have been identified and imparted computer knowledge.

**29. Financial aid to students:**

Scholarships have been arranged for students every year. Our college helps students to avail scholarships for SC-ST and Peasants Welfare Scholarship.

- 206 SC students have availed a scholarship amount of Rs.6, 07,477 during 2011-2012.
- 348 Students have applied for Scholarships under Peasants Welfare Scheme to the state government and they will be availing the same in near future.
- Abboy Trust offers financial assistance, every year in the name of SAI RAM Trust Scholarship to the meritorious students and to the students with poor financial background to the tune of Rs.55, 000.

**30. Support from the Alumni Association and its activities:**

The Alumni Meet has been organized twice this academic year, on 13.08.11 and 08.02.2011. They came forward to help and guide their friends who are jobless and who are in the pursuit of higher studies. The alumni who have occupied executive positions in corporate sectors have met the students of their discipline to impress them with the availability of scope for their courses.

**31. Support from the Parent-Teachers Association and its activities:**

Parent Teachers Association Meeting was held on 10.10.2011 and 18.02.2012. Their complaints, grievances, ideas and suggestions have been duly recorded and taken into account. The Parent Teachers Association sponsors the Celebration of Literary Day. They gave ten Cash Awards, Rs.1000 each, to ten meritorious students.

**32. Health Services:**

Dr. E. Pari, M.B.B.S., a general physician visits the college premises and hostel every week and offers medical advice to students.

**33. Performance in Sports Activities:**

- Our college Cricket, Football, Ball Badminton, Hand Ball, and Table Tennis teams participated in the Thiruvalluvar University Tournaments and various other tournaments.

- Our College Table Tennis Team got the First place in the Cuddalore Division Tournament, and Thiruvalluvar University Inter Divisional Tournament. R. Mohan of III BCA, M. Somanathan of III Maths and P. Vinoth of III BCA were selected for Thiruvalluvar University Table Tennis Team. The Team Participated in the All India Inter University Tournament.
- Our college Cricket Team got the second place in the Cuddalore Division Tournament. Four players were selected to participate in the inter-divisional tournament. Our cricket team got the first place in Sankara Tournament. B. Prabhu of III BBA was selected for Thiruvalluvar University cricket Team. The team participated in the south Zone Inter University Tournament.
- Our college foot ball team participated in the inter-collegiate tournament from which five players were selected for inter-divisional tournament. The team got the second place in that tournament. Mr. Raju of I BBA was selected for the Thiruvalluvar University Football team. The team participated in the south Zone Inter University Tournament.
- Our college Hand ball team participated in the inter-collegiate tournaments. Four players were selected for the inter-divisional tournament. The team got the second place in the tournament. Mr. D. Nehru II of BA was selected for Thiruvalluvar University Hand ball Team. The team participated in the south Zone Inter University Tournament.
- Our college Ball Badminton team participated in the inter-collegiate tournaments. 2 players were selected for the inter-divisional tournament. The team got the Third place in the tournament.
- Our College organized Thiruvalluvar University Cuddalore Division and Inter Divisional Cricket men Tournaments. It also organized a School Level Cricket Tournament and gave cash awards to the teams and the individuals who secured first four places.

#### **34. Incentives to Outstanding Sports persons:**

A concession of 40 percent in tuition fees is given to sports students. The sports persons who reside in hostel are given 50 percent concession in boarding fees. Extra care is given in food for students during their participation in sports.

#### **35. Students Achievements and Awards:**

Nil



**36. Activities of Guidance and Counseling Cell:**

The Guidance and Counseling Cell of our college has been functioning effectively. It monitors the activities of students within the campus, and while they travel in college busses. Students of first, second and third year are met separately and they are given appropriate advice as soon as the college reopens every year. Girl-students have been met at various occasions and they are informed about the code of conduct and dressing. Any mark of lack of discipline on their part is enquired promptly and disciplinary measures have been taken. As it is a rustic area, there are chances of prolonged absentees. Guidance and Counseling Cell takes much responsibility to avoid their discontinuation of their courses. The poor students are rightly advised, encouraged and are given financial assistance too by providing a concession in tuition fees.

**37. Placement services provided to students:**

The institution has been maintaining linkages with a few companies and industries. Campus interviews have been arranged for our out-going students. The students are given adequate training in taking Aptitude Tests, interviews etc. Our students have been permitted to attend off-campus interviews too.

Our college has a Placement Cell. Prof. J.Ezhilalarasi is the placement officer. On 17 March 2012, our college Placement Cell has organized a Job Fair in association with VHIRE, a job Consultancy services. Leading companies like ALGORITZ, LAKHOTIA, KOCHAR BPO, COGZIDEL TECHNOLOGIES, IRIS KPO, BURNZONE, COGZIDEL CONSULTANCY SERVICES, HORIZ N VERTIZ, CLAW DIGITAL, EUREKA FORBES, NETAMBIT, MUTHOOT FINCORP, and NDOT have been invited to our college campus. Our college made provisions for the outsiders and candidates from other colleges to attend the interview. Nearly 570 candidates attended the interview. More than 230 students were selected for various positions.

**38. Development programmes for Non-teaching staff:**

Typewriting and Computer Training have been given to the non teaching staff. Meditation and yoga courses have been organized for them. Interested candidates have been taught to drive light vehicles.

**39. Best practices of the Institution:**

- The college adheres to the reservation policy.

- Admission of candidates is based on merits in the qualifying examination.
- The students have the choice to choose their major and allied subjects.
- Guidance is given to students and parents to choose courses.
- Flexibility of time frame to complete the programme and to change subject specializations.
- The curriculum is revised once in three years by the university.
- Project work is compulsory for all the PG courses.
- Students' performances are assessed through weekly, monthly, unitwise and model tests.
- Weak students are identified and special coaching is given.
- In addition to the Traditional methods of teaching, audiovisual aids are used.
- Progress reports are sent to parents periodically.
- Transport facility is offered even to the most remote areas.
- Courses are conducted to enhance employability and interpersonal skills. Students and teachers engage themselves in extension activities through voluntary organizations like NSS, YRC, CCC, RRC etc.
- Financial assistance to the poor candidates is given.
- Assertive on quality in teaching and learning.
- Staff members are recruited through rigorous interviews.
- Courses on yoga and meditation are offered to students, free of cost, every year.
- Free typewriting and computer literacy is given.
- The atmosphere is conducive to learning.

**40. Linkages developed with National/ International, Academic/ Research bodies:**

- Our institution takes constructive efforts to develop linkages with the afore-mentioned research bodies.

**41. Any other relevant information:**

The college has been spending much on the infrastructure by constructing new buildings for the upcoming new courses, and supplies adequate furniture, and essential teaching aids. Teaching and non teaching staffs have been recruited every year to keep pace with the increasing number of students. As the strength has reached nearly one thousand and five hundred, new buses have been bought to facilitate students' transportation. The institution is making efforts to obtain Research Grants and to develop liaison with Research Bodies and Industries to enhance the standard of our institution.

## **Part C: Details of the Plan of the Institution for the Next Year**

### **Plan for the Academic Year 2012-13**

1. To go for the reaccreditation of NAAC.
2. To motivate staff to attend Refresher Courses and Orientation Programmes offered by Universities.
3. To organize State / National Level Seminars, symposiums, workshops etc.
4. To train students in soft, interpersonal and job skills and to prepare them to face aptitude tests.
5. To create more provisions for the students to get employment through campus interviews.
6. To enhance library services by adding more number of books and journals and to provide 24 hours library access.
7. To construct and furnish new classrooms for the upcoming new courses.
8. To conduct personality development programmes.
9. To organize more field trips for the students who study Environmental Studies Paper.
10. To arrange for more industrial visits for the students of the final year.
11. To organize community development programmes.
12. To organize Career Guidance Programme for the students at the HSC level.
13. To conduct health camps for the villagers in association with voluntary organizations.
14. To conduct blood donation and eye donation awareness programmes among the students, and the villagers at the vicinities of the college.
15. To enhance voluntary services through NSS, RRC, YRC, and Citizen Consumer clubs.