

**INTERNAL QUALITY ASSURANCE CELL
REPORT FOR THE ACADEMIC YEAR 2012 – 2013**

**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 Application .
4. Asst.Prof. L.Thiyagarajan,Head, Department of Computer Science.
5. Asst.Prof. G.Gopinath , Department of Biochemistry & Bioinformatics.
6. Asst.Prof. K.Srinivasan, Head,Department of Business Administration.
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.
11. Asst.Prof.J.Ravi , Head, Department of Corporate Secretaryship.

Office Assistant

1. Ms.Lavanya.
2. Mr.J.Dhamodharan.

Students Representative

1. Kanagalakshmi II MSc Biochemistry
2. Venkatesan III MCA
3. Ponurangan II M.Com
4. V.Karthiga II MSc Mathematics

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 2012-13

TO BE 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. Its goal is to cherish the quality of its products 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 scholarship to the poor and meritorious students to the tune of Sixty Thousand rupees every year from the endowment of Sai Ram Trust.
- Fees concession is given to the students who are financially weak.
- 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):

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 have been initiated.

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:

The university has developed the curriculum in such a way that 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 two answer scripts if they failed in two papers of 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.

Six of our staff members have been qualified with SLET and NET this year.

Mr.R.Sivarajan, Asst. Professor	Dept. of English
Mr.K.P.Sureshkumar, Asst. Professor	Dept. of Computer Application
Mrs.T.Nandhini, Asst. Professor	Dept. of Computer Application
Mrs.A.Meenakshi, Asst. Professor	Dept. of Commerce
Ms.M.Vasugi, Asst. Professor	Dept. of Business Administration
Mr.K.Jagannathan, Physical Director	Department of Physical Education

7. Initiative towards Faculty Development Programme:

Communications, pertaining to Faculty Development Programmes, Refresher courses, Orientation Programmes, Seminars and Workshops 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 in journals. The leave availed for such purpose is considered as 'On Duty'.

- On 8th August 2012, Prof. S. Uvarajan, the Vice-Principal and Head of the Department of Bio-Chemistry served as a Resource Person in the State Level Seminar organized by Marudhar Kesari Jain College for Women, Vaniyambadi and delivered a speech on **Neurobiology**.
- Prof. S. Uvarajan and Prof. G. Gopinath published a research article entitled **Acute and Sub-Chronic Oral Toxicity of Asiaticoside to Mice** in the International Journal of Engineering Science and Technology (IJEST).
- Prof. S. Uvarajan published a research article entitled **Asiaticoside Counters the Parkinsonism Variation in MPTP Induced Mice** in the National Journal called **Journal of Cell and Tissue Research**.

- On 27th December 2012, Asst. Prof S. Uvarajan, Asst. Prof. M. Arulanandam and 12 students from II M.Sc Biochemistry, participated in the International Seminar on **Cell, Drug & Nanotechnology** (BIOSHAN'12) Conducted by the Department of Biochemistry and Chemistry at Shanmuga Industries Arts and Science College, Thiruvanamalai.
- On 6th September 2012, Mr.S.Pasupathi, Assistant Professor of Microbiology, accompanied by the students of Microbiology, participated in the State Level Seminar on **Biodiversity and Application of Micro-Algae 2013** held at KMG College of Arts and Science Gudiyattam.
- From 20.11.2012 to 17.12.2012, Mrs. A. Meenakshi has undergone an **Orientation Course** conducted by University Grants Commission and Academic Staff College at the University of Madras, Chennai.
- Mr.S.Senthil, Head, Department of Mathematics participated in the International Workshop on **Differential and Functional Equations and Its Applications** organized by the Research Department of Mathematics, Sacred Heart College, Tirupattur.
- On 12.02.2013, The Agni Siragugal Foundation, Cheyyar, organized a National Level Seminar on **Education in Tamil Environment during the Past 2000 Years**. Mr.G.Vivekanandan, and Mr. D.Pannerselvan, Asst. Professors in English participated and presented papers.
- On 30.03.2013, Mr.D.Pannerselvan, Asst. Professor in English participated in the National Seminar on **Present Trends in Literature** and presented a paper entitled "Understanding of Trends in Primitive Literature", organized by Divya Arts and Science College, Chetpet.
- Mr.Shanmugasundaram, Head of the Department of Tamil participated in the five day **Workshop on National Testing Service** organized by Adhiparasakthi College of Arts and Science, Kalavai, between 26.06.2012 and 30.06.2012.
- On 29.09.2012, Mr. E.Pacchayappan, Asst. Professor in Tamil participated and presented a paper entitled "Ithazhghalin Tamil Pani" in the National Level Seminar organized by Kanchi Krishna College, Kancheepuram.
- On 30.01.2012, Mr.R.Govarthanan, Asst. Professor in Tamil participated and presented a paper on "Ithazhghalin Tamil Pani" in the National Level Seminar organized by Kanchi Krishna College, Kancheepuram.
- On 12.02.13, Agni Siragugal Foundation organized a National Level Seminar on **Education in Tamil Environment during the Past 2000 Years**. Mr. E.Pacchayappan,

Mr.R.Govarthanan and Dr.S.Jayamani Asst. Professors in Tamil participated and presented papers.

- On 19.03.2013, Dr.S.Jayamani presented a paper in the National Level Seminar organized by the University of Madras.

8. Total Number of 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 11th and 12th February 2013, Department of Biochemistry arranged **A Guest Forum**. On the first day, Dr. C. Sankaranarayanan, Faculty of Science, Department of Biochemistry & Biotechnology, Annamalai University, Chidambaram, delivered a lecture on **Anti-Inflammatory Effects of Phytochemicals**. On the second day, Dr.Nagaraj Manickam PhD., Scientist, Department of Vascular Biology, Madras Diabetic Research Foundation, Chennai, delivered a lecture on **A Glimpse of Various Pathogenic Mechanism of Diabetic Nephropathy**.
- On 2nd March 2013, the Department of Biochemistry Conducted a One day National Conference on **Environmental and Molecular Toxicology (EMTOX-13)**. Speakers from reputed institutions around India gave lectures on Toxicity. Papers and posters were also presented. Around 250 faculty, research scholars and students participated and got enlightened in the field of Environmental & Molecular Toxicology.
- The Department of Physics has arranged two special lectures – one on **Mathematical Foundations** and the other on **Concepts in Physics**. The Principal, Dr.Mohamed Akbar addressed the gathering.

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

M.Sc., level Research Projects for Biochemistry, Microbiology, Information Technology and Research Projects for MCA have been done every year.

10. Patents generated, if any:

No.

11. New Collaborative Research Programmes:

Constant efforts have been taken to do Research Programmes in liaison with certain research organizations.

- An NSS Special Camp was organized at Kazhiur and Veliyanallur villages for Seven Days between 21.01.2013 and 27.01.2013. Hundred NSS volunteers, two Programme Officers and two Staff members Mr. T. Shanmugasundaram, and K. Srinivasan participated in the camp.
- On 10.01.2013, the Department of Tamil and the Directorate of Medical welfare of Thiruvannamalai District jointly organized an oratorical competition on the **Non-disclosure of Prenatal Gender and Female Infanticide**. Ten students participated in the competition and three students; P.Gajalakshmi of I BCA, M.Vanitha of I B.Sc (Maths), and K.Vinothini of II B.Sc (Maths) got the first, second, and third prize respectively.
- On 24.01.2013, the Department enacted Street Dramas employing six teams of students to create awareness on the **Right to Vote** among the villagers. The very teams were taken to the drama competition organized by Thiruvannamalai Collectorate.
- On 25.01.2013, under the presidency of the Revenue Divisional Officer of Cheyyar, the teams acted a street drama on “Come, Let us vote” and our students won the first prize. Mr.S.Saranraj of II B.Sc (CS) and Ms. Divya of IBCA won the best performer prizes.
- On 30.01.2013, the Block Development Officer of Cheyyar organized Rangoli and Drama Competitions for the Women Self-Help Groups. Mr.Shanmugasundaram, Head of the Department of Tamil and Prof. K. Priyadarshini, Department of English, participated in the programme to judge their performances.

RED RIBBON CLUB & YOUTH RED CROSS

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

- On 26.12.2012, 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 13.03.2013, 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.

19. Teachers and Officers newly recruited:

5 teaching and 2 non-teaching staff have been newly recruited.

20. Teaching: Non-teaching Staff Ratio:

Teaching: 71

Non-teaching:40

Ratio: 71:40

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. Our Library has obtained **INFLIBNET** Membership as well.

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 600 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:

S.NO	JOURNAL	SUBSCRIPTION PERIOD	COST
1	ADVANCED BIOTECH (MONTHLY)	2	Rs. 2,300
2	AN INTERNATIONAL JOURNAL OF SCIENTIFIC TRANSATIONS IN ENVIRONMENT AND TECHNOVATION (QUARTERLY)	Free Issue	
3	ANANDHA VIKADAN (WEEKLY)	1	Rs. 900
4	COMPETITION SUCCESS REVIEW (MONTHLY)	2	Rs. 750
5	CURRENT SCIENCE (BIMONTHLY)	1	Rs. 3,000
6	DOWN TO EARTH (MONTHLY)	2	Rs. 660
7	EDUCATION OF YOGA (MONTHLY)	3	Rs. 3,600
8	EMPLOYMENT NEWS (WEEKLY)	1	Rs. 350
9	FRONTLINE (BIMONTHLY)	2	Rs. 750

S.NO	JOURNAL	SUBSCRIPTION PERIOD	COST
10	INDIA TODAY (WEEKLY)	3	Rs. 3,700
11	INDIAN JOURNAL OF BIOCHEMISTRY AND BIOPHYSICS (BI MONTHLY)	1	Rs. 1,900
12	INDIAN JOURNAL OF EXPERIMENTAL BIOLOGY	1	Rs. 4,600
13	INDIAN JOURNAL OF FINANCE (MONTHLY)	1	Rs. 1,600
14	INDIAN JOURNAL OF MANAGEMENT (MONTHLY)	2	Rs. 2,300
15	INDIAN JOURNAL OF MARKETING (MONTHLY)	1	Rs. 1,600
16	INDIAN JOURNAL OF PURE AND APPLIED PHYSICS	1	Rs. 3,200
17	INDIAN JOURNAL OF TRADITIONAL KNOWLEDGE (QUARTERLY)	1	Rs. 1,200
18	JOURNAL OF BIOSCIENCES (QUARTERLY)	1	Rs. 3,000
19	JOURNAL OF GENETICS (YEARLY 3 ISSUES)	1	Rs. 3,000
20	JOURNAL OF SCIENCE EDUCATION (RESONANCE) (MONTHLY)	1	Rs. 3,000
21	KISAN WORLD (MONTHLY)	1	Rs. 200
22	KUMUDHAM (WEEKLY)	1	Rs. 600
23	LIFE SCIENCES	Free Issue	
24	MUZHUMAI ARIVIAL UDAYAM	1	Rs. 900
25	NAAC NEWS	Free Issue	
26	NATIONAL GEOGRAPHIC (MONTHLY)	2	Rs. 5,175
27	NATIONAL TESTING SERVICE - INDIA	Free Issue	
28	PROCEEDINGS (MATHEMATICAL SCIENCES) (QUARTERLY)	1	Rs. 3,000
29	PUDIYA THALAIMURAI	1	Rs. 900
30	PUDIYA THALAIMURAI KALVI	1	Rs. 799
31	READERS DIGEST	1	Rs. 549
32	READERS SHELF (MONTHLY)	Free Issue	
33	SOUTHERN ECONOMIST (BIMONTHLY)	1	Rs. 1,600
34	SPORTSTAR (WEEKLY)	3	Rs. 900
35	TAMILNADU NUGARVOR KAVASAM (MONTHLY)	5	Rs. 500
36	THAMIZHARASU (MONTHLY)	Free Issue	
37	THE ECONOMIC CHALLENGER (QUARTERLY)	3	Rs. 1,600
38	TIME (WEEKLY)	2	Rs. 5,184
39	VAIKARAI	Free Issue	
40	VEDHANTHA KERSARI (MONTHLY)	3	Rs. 290
41	WISDOM (MONTHLY)	3	Rs. 330

In addition to the above, a few National and International Journals are being subscribed.

- Journal of Computer Science Software Technology
- Journal of computer science and Information Engineering

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

The system of the Students assessment of teachers prevails in our college. 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.

24. Unit cost of Education:

UG Courses and their Unit Cost

Name of the Degree	Annual Fees
B.A., English Literature	Rs.10,000
B.Com	Rs.10,000
B.Com (Corporate Secretary ship)	Rs.10,000
B.B.A	Rs.11,000
B.Sc (Biochemistry)	Rs.14,000
B.Sc (Microbiology)	Rs.14,000
B.Sc (Mathematics)	Rs.10,000
B.Sc (Computer Science)	Rs.18,000
B.C.A	Rs.18,000
B.Sc (Physics)	Rs.12,500

PG Courses and their Unit Cost

Name of the Degree	Annual Fees
M.A (English)	Rs.14,000
M.Sc (Mathematics)	Rs.14,000
M.C.A	Rs.25,000
M.Com	Rs.10,000
M.Sc (Information Technology)	Rs.20,000
M.Sc (Computer Science)	Rs.20,000
M.Sc (Bio-chemistry)	Rs.20,000
M.Sc (Bio-Informatics)	Rs.20,000
M.Sc (Microbiology)	Rs.20,000

Research Courses

Name of the Degree	Annual Fees
M.Phil (Biochemistry)	Rs.25,000
M.Phil (Microbiology)	Rs.25,000
M.Phil (Computerscience)	Rs.25,000
M.Phil (Commerce)	Rs.25,000

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 (**iac-cheyyar.com**).

26. Increase in the infrastructural facilities:

New equipments have been purchased for the physics laboratory. The infrastructure of other laboratories has been developed by the addition of new equipments. The classrooms have been furnished with adequate furniture. When classrooms are adequate to run the current courses, construction of buildings is going on to provide classrooms for upcoming new courses. New buses have been purchased to meet the increased number of students from remote areas.

27. Technology up gradation :

Audio-visual aids to assist teaching-learning have been purchased.

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. 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 like SC-ST and Peasants Welfare Scholarship.

- 255 SC students have availed a scholarship amount of Rs.9, 10,170 during 2012-2013.

- Abboy Trust offers a 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.60, 000.

30. Support from the Alumni Association and its activities:

The Alumni Meet has been organized twice this academic year, on 05.10.12 and 15.02.2013. 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 met the students of their discipline and explained them about the scope for jobs and higher studies.

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

Parent Teachers Association Meeting was held on 28.12.2012 and 01.03.2013. Their complaints, grievances, ideas and suggestions have been duly recorded and taken into account. The Parent Teachers Association sponsored the Celebration of Literary Day as usual. 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 every week and offers medical advice to students.

33. Performance in Sports Activities:

- Our college Athletic, Cricket, Football, Handball, and Table Tennis Teams participated in the Thiruvalluvar University Tournaments and various other tournaments.
- Our College Table Tennis Team secured the second place in the Cuddalore division Tournament. M. Sankar of II B.Sc (C.S) was selected for Thiruvalluvar University Table Tennis Team, which participated in the All India Inter University Tournament.
- Our college Hand Ball Team obtained the second place in the Cuddalore Division Tournament. Six players were selected for the Inter Divisional Tournament. M. Venkatesan of I BBA was selected for Thiruvalluvar University Hand ball Team. The team participated in South Zone Inter University Tournament.
- Our college Foot Ball team participated in the Inter-collegiate Tournament. Four players were selected for the Inter-divisional tournament team which got the second place in the tournament. S. Thiagarajan II BBA was selected for the Thiruvalluvar University Football Team. The team participated in South Zone University Tournament.
- Our College Cricket team participated in the Inter-collegiate tournaments. Four players were selected for inter-divisional tournament team, which obtained second place in the tournament. M. Saleem Basha of III BCA and T. Alexander of II B.Sc(CS) were selected

for Thiruvalluvar University Cricket Team which participated in South Zone Inter University Tournament.

- Our College has organized Thiruvalluvar University Cuddalore Division Cricket Men Tournament.
- Our College has Organized Thiruvalluvar University Cuddalore Division and Inter Division Men Hand Ball Tournament.
- Our Physical Director K. Jagannathan has been nominated as a member of the selection committee of Thiruvalluvar University Hand Ball and Cricket teams.
- Our Physical Director has been nominated as a Referee for all India Inter University Hand ball Tournament held at Periyar University, Salem.

34. Incentives to Outstanding Sports persons:

A concession of 40 percent in tuition fees is given to sports students. The sports persons who reside at hostels are exempted from paying boarding fees. Nutritious food is given to all sportspersons of our college.

35. Students Achievements and Awards:

- On 23rd January 2013, K.Gokulan, M.Purusothaman and R.Raji students of II M.Sc Biochemistry participated in the National Symposium on Entrepreneurship Development for Life science Conducted by PG & Research Department of Biochemistry at Adhiprasakthi College of Arts and science, Kalavai.
- Ms.V.Logeshwari, I M.Sc, V.Gomathi II B.Sc Mathematics and R.Amudhal III B.Sc Mathematics secured Centum in the Thiruvalluvar university theory examinations.
- Eight students of III MCA attended COMPEIN'12 **A National Level Technical Symposium** on 28th September 2012 at St. Joseph's College of Arts and Science, Cuddalore.
- Twenty students of both UG and PG attended Two days workshop on **Cloud and Mobile Computing** on 13 and 14th December 2012 at sacred Hearts College, Tirupathur.
- On 02.09.2012, Mr.Vijayan, Asst. Professor of Commerce accompanied the students of III B.com and III BBA to participate in the **Indo-German Urban Mela** at YMCA college of Physical Education , Chennai.
- On 08.02.2013, V.Parthasarathy of III.B.Com presented a paper entitled **Socio-Cultural Impact of FDI in Retail Sector** in the National Level Seminar **Emerging Trends in FDI in Retail Sector in India** organized by Marudha Kesari Jain College for Women Vaniyambadi.

- On 08.02.2013, H.Palani of III.B.Com presented a paper entitled **Employment Impact of FDI in Indian Retail** in the National Level Seminar **Emerging Trends in FDI in Retail Sector in India** organized by Marudha Kesari Jain College for Women Vaniyambadi.
- On 12.03.2103, Ms.K.Subathra and Ms.S.Barathi of III BA English participated in the Quiz Competition organized by the General Knowledge Quiz Committee of Arignar Anna Govt. Arts College, Cheyyar and won the second Prize.

36. Activities of Guidance and Counseling Cell:

The Guidance and Counseling Cell of our college has been functioning effectively. They monitor 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. Campus interviews are in association with VHIRE, and with the concerns and companies which require candidates. 117 candidates have been placed in various positions at several companies.

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. English is taught to them to make simple conversations.

39. Best practices of the Institution:

- The college adheres to the reservation policy.
- Admission of candidates is based on merits of 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.
- Project work is compulsory for all the PG courses.
- Students' performances are assessed through weekly, monthly, unit and model tests.
- Weak students and dullards 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 interpersonal and employability 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 staff have been recruited every year to keep pace with the increasing number of students. As the strength has neared 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.

PARTC: Details of the Plan of the Institution for the Next Year

Plan for the academic year 2013-14

1. To start M.Phil (English), M.Phil (Mathematics) courses.
2. To go for the 12 (B) of University Grants Commission.
3. To encourage staff to attend Refresher, Orientation Courses.
4. To enhance Coaching programmes for the PG Students to pass NET/SET.
5. To enhance Library Services further.
6. To organize National Seminars, Symposia, workshops etc.
7. To train students in employability skills.
8. To arrange for Campus Interviews.
9. To construct classrooms for the upcoming new courses and to facilitate laboratories.
10. To organize field trips and industrial visits
11. To organize career guidance programme for the students at the HSC level
12. To organize more awareness programmes with the help of volunteers.
13. To arrange for community development programmes.
14. To conduct blood donation and eye donation awareness camps.
15. To enhance voluntary services like NSS, RRC, YRC, and Citizen Consumer Club
16. To coach students to face Civil Services Examinations.
17. To go for the reaccreditation of NAAC at the earliest.