Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**INDO-AMERICAN COLLEGE**
Name of the head of the Institution	**Dr.A.Kanchana**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04182220670**
Mobile no.	**8300382969**
Registered Email	**iaccyr@gmail.com**
Alternate Email	**iacprincipal@gmail.com**
Address	**Valarpuram Village, Perungalathur**
City/Town	**Cheyyar**
State/UT	**Tamil Nadu**
Pincode	**604407**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr.J.Ezhilarasi**
Phone no/Alternate Phone no.	**04182222006**
Mobile no.	**9360682134**
Registered Email	**iaccyr@gmail.com**
Alternate Email	**iaciqac2008@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://iac-cheyyar.com/wp-content/uploads/2022/02/aqar1617.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://iac-cheyyar.com/wp-content/uploads/2022/02/academic_calendar2017-2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.25**	**2008**	**28-Mar-2008**	**27-Mar-2013**
2	**B**	**2.67**	**2015**	**14-Sep-2015**	**13-Sep-2020**

6. Date of Establishment of IQAC

22-Jun-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Internal Academic Audit	**31-May-2018**	**10**

	03	
Preparing Data for AISHE	25-Jun-2018 10	5
Students' Results Analysis	09-Feb-2018 90	12
Internet Center for Research Scholars	29-Jun-2017 12	100
Constituting Committees for NAAC 3rd Cycle	25-Jun-2018 12	80
Remedial Classes for Failed Students	22-Sep-2017 04	120
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biochemistry	Students Project Scheme	TNSCST	2018 90	10000
Microbiology	Students Project Sceme	TNSCST	2018 90	10000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Emphasizing the Management to appoint teachers qualified with PhD, NET/SLET

Annual Academic Audit of Departments

Preparing Data for AISHE and AQAR
Encouraging students to participate in Community Services
Taking efforts to Obtain UGC 12 (B)

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Emphasized Community Services	Community services held by NSS, CCC and YRC
Planned the Years Curriculum	Carried out the academic programmes successfully.
Mandated Departments to apply for Sponsors from Funding Agencies for Mini Student Projects	Applied for Funds from DST-FIST, TNSCST
Reviewing and Analyzing Examination Results and administering Remedial Classes to the failed students	Results Reviewed and Remedial Classes Conducted successfully
Planned to organize IQAC Meetings with welldefined Agenda	Three IQAC Meetings held during the year.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Council	16-Aug-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2017**
Date of Submission	**30-Jan-2017**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Yes, but the Management Information System is partial. The College has an institutional website through which it communicates the relevant information to students, staff and general public. The information pertaining to students admission, fees structure, facilities ,infrastructure, academic and nonacademic events have been disseminated via website. In addition to that, the Office of IAC has been installed with a Software that is helpful for payment of fees by students. The data of existing students is maintained. The attendance of Staff and students are recorded. Transfer Certificate for the passed out is issued with its support. Short messages are sent to parents on students attendance, results etc. Discussions are on pertaining to adding more modules to MIS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is designed by the affiliating Thiruvalluvar University. Indo-American College prepares its academic calendar in concordance with the Tentative University Schedule circulated before the commencement of the academic year. The University prescribes a minimum of 90 Working Days per semester for the transaction of the Curriculum, which includes – teaching the syllabus, conducting Practical Sessions, three Periodical Tests as CIAs (Continuous Internal Assessments), mandating Assignment submissions and Presentations by students for the award of CIA, administering Extension Activities, and prepares students to take the University Practical, Project Viva-Voce and Theory Examinations. The Heads prepare the Department Time-table incorporating all the papers handled by the staff of other Departments. A master Time-table is created and submitted for scrutiny and approval. The Curriculum delivery is planned well in advance before the commencement of each Semester. Papers are allocated to staff prompting to submit curriculum plans and are approved by the principal. Lesson Plans are prepared for each paper-allocating specific number of periods for teaching each unit, conducting practical sessions and conducting periodical tests for assessments. Lesson Plan is submitted before delivering lectures. Teachers do teach using both conventional methods and by employing ICTs. Submission of Assignments is mandated; Seminars are given for the students to present, using PowerPoint on the completed portion of the syllabus. Marks for Periodical Tests (CIA 1, CIA 2 and CIA 3) Assignments (A1, A2 and A3) and Seminars are documented. The Principal and the Heads of Departments ensure the completion of the syllabus in time. Feedback is sought pertaining to the teachers' delivery of the content. Special attention is given to the poor performers in studies. Teachers suggest and administer prescribed texts/study materials and refer to online resources for reference and study. The library caters to the needs of the students in

terms of Text and Reference books. Students do academic projects at the UG and PG Level as mandated by the University, specifically for some courses. There is an Examination committee to undertake the work of conducting CIA Tests. The committee conducts tests, collects scripts and hand it to the subject teachers. The papers are valued and marks are submitted for Principal's perusal, scrutiny and signature. Retests are conducted for students absenting for tests. A post-CIA Parent Teachers Meet is conducted periodically to report their wards' performance in tests, regularity in attendance and behavior in the premises. Most of the Teachers use ICT in addition to conventional method of Teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren urship	Skill Development
Nil	Nil	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MPhil	Computer Science	12/06/2017
MPhil	Commerce	12/06/2017
BA	English	12/06/2017
BBA	Business Administration	12/06/2017
BCA	Computer Applications	12/06/2017
BCom	Commerce	12/06/2017
BSc	Biochemistry	12/06/2017
BCom	Corporate Secretaryship	12/06/2017
BSc	Computer Science	12/06/2017
BSc	Chemistry	12/06/2017
BSc	Microbiology	12/06/2017
BSc	Physics	12/06/2017
BSc	Mathematics	12/06/2017
MA	English	12/06/2017
MCom	Commerce	12/06/2017
MSc	Biochemistry	12/06/2017
MSc	Applied Microbiology	12/06/2017
MSc	Information Technology	12/06/2017
MSc	Computer Science	12/06/2017
MCA	Computer Applications	12/06/2017

MSc	Bioinformatics	12/06/2017
MSc	Mathematics	12/06/2017
MPhil	English	12/06/2017
MPhil	Mathematics	12/06/2017
MPhil	Biochemistry	12/06/2017
MPhil	Microbiology	12/06/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	26/12/2017	56
Yoga and Stress Management	16/08/2017	200
Communication and Soft Skills	05/01/2018	150
Aptitude Skills for Competitive Exams	06/03/2018	170
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	25
BCom	Corporate Secretaryship	46
MSc	Computer Science	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
A manual feedback is collected from Students, Parents, Teachers and Alumni. 'Five Point Likert Scale' is used. The collected feedback is consolidated and scrutinized, and the result of which is discussed in the meeting. Students Feedback: A Manual feedback is collected on different parameters during the academic session at the end of each semester. The feedback includes curriculum

delivery, syllabus coverage, completion of practical sessions, teachers' support assistance, support facilities etc. In addition to that an informal oral feedback is collected regularly regarding the facilities including office, laboratories, college transportation, Library, internet facility, restrooms etc. The actions to problems of urgent/immediate nature are addressed by the Heads/ Office/ Principal immediately. Any issues that require decisions by the management are placed before the committees for amendment. Faculty Feedback: The academic feedback collected from the students who have secured sixty five percent and more attendance is evaluated and the required is recommended to faculties by the Principal. The feedback is also shared with department for any corrective measures. Feedback on hundred percent syllabus coverage is also collected from the Department Heads. Parents Feedback: In addition to the informal visits by parents to know their performance and conduct in the premises, Parents-Teachers meet for each department is conducted by college every semester. A formal and manual feedback is collected from them and their suggestions regarding the curriculum of their wards are welcome. The feedback is taken objectively, analyzed, discussed in the HODs-Principal meting and required is done. Alumni: The alumni of the college who have moved on to industry or for higher studies also give a feedback on how their years in the institution have helped them perform in their places of work/study. The alumni also give constructive suggestions on helping the students achieve greater focus and improving themselves.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	77	90	77
BBA	Business Administration	70	60	54
BCA	Computer Applications	100	110	100
BSc	Computer Science	50	50	50
BSc	Microbiology	50	50	49
BSc	Biochemistry	50	50	48
BSc	Chemistry	55	52	52
BSc	Physics	50	40	36
BSc	Mathematics	70	52	52
BA	English	70	37	37
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	1421	157	21	Nill	67

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
88	70	4	4	2	8

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our College has an effective Tutorial system. The tutors serve as mentors who are assigned to undertake one class each for an entire academic year. The tutors maintain the complete profile of the students - ranging from their personal details to his academic performance, regularity, conduct and achievements during their entire period of study. Tutors deal with the Students' irregularity in attendance, attitudinal issues, academic or personal issues and guide the students and counsel them if required. Parents are notified about the absence of their wards from time to time. Parents are also called for a one-to-one interaction in case the tutor feels if there is a serious issue. In addition, the Parents-Teachers meeting are conducted every semester to provide scope for tutors to interact with parents and share their observations and suggestions particularly for students having academic and behavioral problems. All the teachers play important roles in providing emotional and psychological supports when required. The Tutors are supportive both to the outstanding academic achievers as well as under-performers. Good academic performers are guided by experienced teachers who are available for any extra guidance towards preparing for the exams, preparing study materials, making presentations and writing academic papers for presentation in Seminars or publications in journals. Simultaneously, special guidance is given for poor performers through remedial classes and one-to-one guidance. Mentors undertake students for two semesters on a one-to-one basis to appraise them on professional, social, as well as emotional well being.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1578	88	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
88	84	4	4	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Nil	Nill	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	U04	Final/III	04/12/2018	30/06/2018
BBA	U08	Final/III	04/12/2018	30/06/2018
BCA	U09	Final/III	04/12/2018	30/06/2018
BCom	U10	Final/III	04/12/2018	30/06/2018
BCom	U12	Final/III	04/12/2018	30/06/2018
BSc	U15	Final/III	04/12/2018	30/06/2018
BSc	U18	Final/III	04/12/2018	30/06/2018
BSc	U25	Final/III	04/12/2018	30/06/2018
BSc	U26	Final/III	04/12/2018	30/06/2018
BSc	U28	Final/III	04/12/2018	30/06/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The affiliating Thiruvalluvar University mandates periodical Continuous Internal Assessment Tests, submission of Assignments, and making presentations in relevance to the subject area for the award of Internal Marks for both Practical and Theory Papers. The Examination Committee under the Supervision of the Principal conducts three Periodical CIA Tests, give Assignments and mandates presentation of seminars by the students. The results of Continuous Internal Assessments are duly recorded, consolidated and submitted to the Principal from time to time. Moderation in the marks secured, if required, is based on students' regularity, attendance and discipline. The minimum score for a pass in Theory paper is 30 out of 75 for UG Courses and 38 out of 75 for PG Courses. The students have to secure 40 percent (totaling internal and external marks) to get a pass. There is no passing minimum mark for CIA. The affiliating university prescribes 25 marks out of 100 be allotted for Internal Assessment, in which 200 marks are allotted for three tests of 50, 75, 75 marks and 50 Marks are allotted for submission of assignments and making presentations which is reduced to 25. The CIAs are scheduled and the time-table for the same is as per the academic calendar. The questions are based on the prescribed syllabus and the units covered by the teachers based on the curriculum plan. The periodical CIA Tests provide staff greater possibility to make sure students' progress, recognize gaps and to take corrective measures. Question paper setting is done systematically through subject teachers appointed for each subject who are in charge for generating the question papers which are scrutinized by the Heads. The Heads of Departments give a feedback on students' performance, and the poor performers and absentees are given chance to re-write the paper. As far as the postgraduates are concerned, assignments are presented in the form of reports, posters, and seminars.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar Our college prepares the institutional academic calendar in concordance with the tentative schedule of the affiliating Thiruvalluvar University. The institutional Academic Calendar is displayed in the college website. A minimum number of Ninety (90) working days for students are mandated for each semester in which the Six-Day Orders, Holidays, Opening of Odd and Even Semesters, Weekend holidays, Government Holidays, last dates for the

payment of Tuition Fees and Bus Fees with and without fine and Schedules for CIA Tests and Model Examinations are clearly indicated. In addition to that, dates for three periodical 'Continuous Internal Assessment Tests' and One Model Examination are clearly scheduled. Further, a schedule for the academic programs, functions, cultural activities are not mentioned in the academic calendar, but organization of such programs depend completely on the availability of subject experts, resource persons, chief guests etc. It is ensured that the academic works will not get affected by the intervening academic programs and functions. The academic calendar is a handbook for both staff and students which includes all information relevant to students. The Academic Calendar is adhered to strictly with regards to dates for 'Internal Assessment Tests' to ensure that students have sufficient notice and do not miss the tests. If the working days scheduled are suspended for a valid reason, the same will be compensated on Saturdays to make up ninety working days for a semester.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://iac-cheyyar.com/wp-content/uploads/2022/02/programme-programme-specific-and-learning-outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
U28	BSc	Physics	26	19	76
U26	BSc	Microbiology	21	17	81
U25	BSc	Mathematics	55	36	65
U18	BSc	Computer Science	40	18	45
U15	BSc	Biochemistry	27	23	85
U12	BCom	Corporate Secretaryship	46	45	98
U10	BCom	Commerce	67	43	64
U09	BCA	Computer Applications	55	27	49
U08	BBA	Business Administration	25	21	84
U04	BA	English	49	42	85
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	90	TNSCST	0.1	0.1
Minor Projects	90	TNSCST	0.1	0.1
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Recent Trends in Taxation – GST	Commerce	05/10/2017
Research in the Emergence of Nano-medicine	Biochemistry	18/10/2017
A State Level Workshop on English for Academic Purposes	English	11/08/2017
A Workshop on Android Applications	Computer Applications	05/02/2018
Workshop on Tamil Translatology	Tamil	14/02/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	3	1.14

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Business Administration	2
Commerce	7

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
production characterization and screening of antimicrobial activity and antioxident property of panchagavya against clinincal pathogens.	Dr.J.Devanathan , Dr.K.Selvam and MS.S.Malathi	International Journal of Advance Research in Analytical Reviews	2018	2	Indo-American College,Cheyyar	3
Biodeterioration of fabric paints byfungal species and their control using antifungal agents.	Dr.J.Devanathan and MS.S.Malathi	International Journal of Advance Research in Biological Sciences	2017	2	Indo-American College,Cheyyar	3

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

Nil	Nil	Nil	2017	Nill	Nill	Nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	7	21	3
Presented papers	3	15	4	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS-MHRD	8	400
National Voter's Day Rally	NSS	2	150
AIDS Awareness	YRC	2	200
Voter's Awareness	NSS	3	250
Disaster Management Rally	NSS	2	300
Electric Conservation and Savings	NSS	2	250
Dengue Awareness Programme	NSS	2	210
Blood Donation Camp	NSS	4	120
An Awareness Programme on Adulteration in Food Products	Citizen Consumer Club	3	170

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites

NSS	MHRD	Swachh Bharat	4	150
NSS	Lions Club	AIDS Awareness	3	150
NSS	Rotary Club	Blood Donation	4	75
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7	6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

OpenBiblio	Fully	2	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7290	1385753	232	15000	7522	1400753
Reference Books	459	76640	Nill	Nill	459	76640
CD & Video	273	43000	Nill	Nill	273	43000
Journals	14	33000	2	4600	16	37600
Library Automation	1	35000	Nill	Nill	1	35000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	110	4	1	1	2	1	11	8	0
Added	10	0	0	0	0	0	0	0	0
Total	120	4	1	1	2	1	11	8	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	[Nil]

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

8	8	6	6

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college holds regular meetings of various committees constituted for the purpose of allocating and utilizing the available financial resources for the maintenance of different facilities. The infrastructure policy of the College is preplanned, developed and revised considering the statutory necessities, technological enhancements, infrastructure, and transportation based on requirements and the guidance of the Governing Council. The college has 41 non-teaching staff for maintenance of library, Science Laboratories, landscapes, college transports, and parking. The Estate Manager is meant for maintaining infrastructure looks of the entire college campus and the workers report to him regularly. Sanitary workers are deployed in each one of the buildings for the regular cleaning and maintenance of the classrooms. Fulltime Lab Assistants are also employed for the maintenance of laboratory equipment. The Vice-Principal, accompanied by the staff of Computer Science, undertakes the maintenance of college website. A System Administrator is in charge of the maintenance of software, installation and networking and the maintenance of computers. Besides, the security guards are permanently appointed who work in shifts. Sophisticated instruments and equipment are under AMC. Non-regular works such as carpentry, painting, masonry etc. are outsourced. Furniture are checked for condition and repaired from time to time. Gardeners are appointed permanently. Gardening and watering plants are done with the use sprinklers. In-house staff will look after electrical and electronic repairs as per issues registered with the office. The entire campus is cleaned through by the Conservation workers appointed permanently. The restrooms are washed and cleaned frequently by the sanitation workers appointed fulltime. The College maintains an ambience through eco-awareness notices like Litter-Free Area and Plastic Free Campus. The playground and various courts are always maintained ever ready for the conduct of the events. College has a system to carry out auditing and verification of resources in different departments and other facilities like laboratory, library etc. The Seminar Hall/ Viva-Halls are maintained properly. A record is maintained to avail the Seminar Hall/ Viva Halls. The Heads of the Departments or the Staff in charge of the events are accountable for the utility and safe return of the availed space and equipment. There is a Reverse Osmosis Water-Purification Plant to supply drinking water to the students and staff. A librarian is appointed whose working time is between 9.00 a.m. and 5.00 p.m. on all working days. Students can utilize the library resources within its working time. A bar code is issued to each registered user. The browsing center at the library is facilitated with ten computer systems. A Physical Director is appointed to train and take care of the materials meant for sports and games. There is an indoor TT Court housed in the dining hall. The playground is maintained by support workers.

http://www.iac-cheyyar.com

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Abboy Trust Scholarship	100	150000
Financial Support from Other Sources			

| a) National | SC/ST Scholarship | 208 | 726000 |
| b)International | 0 | Nill | 0 |

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Typewriting Coaching	16/06/2017	30	IAC
Personality Development	11/07/2017	140	Placement Cell in Association with
Certificate Course in Tally	16/08/2017	140	NVCRT
Kayakalpa Course in Yoga	04/09/2017	200	WCSC Meditation Centre Cheyyar
Simplified Physical Exercise	28/12/2017	200	WCSC Meditation Centre Cheyyar
Remedial Coaching	01/10/2018	90	Staff of Departments
Group Discussion and Mock Interview	12/02/2018	120	Placement Cell in association with
Job Skills Training	21/02/2018	140	Placement Cell in Association with
Career Counseling Program for the Students of Commerce	11/07/2017	85	Institute of Company Secretaries of India (ICSI), Vellore
Digital India Scheme	Nill	80	Sun Computer Centre

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	TCS Private Ltd. Free Employability Training for the Unemployed and Underprivileged	45	45	8	8
2017	Outreach Programme by	100	100	Nill	Nill

| | | | Manithaneyam Coaching Centre | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
27	27	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Tata Consultancy Services, Alcance Technologies	70	17	Surya Informatics Private Ltd	24	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.Com	Corporate Secretaryship	Sankara College of Arts and Science, Kanchipuram	MBA
2018	3	B.Com	Corporate Secretaryship	King Nandhivarman College of Arts and Science, Thellar	M.Com Commerce
2018	1	M.Com	Commerce	Mount Carmel College, Banglore	M.Phil Commerce
2018	1	M.Com	Commerce	Arignar Anna Government Arts College, Cheyyar	M.Phil Commerce
2018	2	M.Com	Commerce	Indo- American College,	M.Phil Commerce

2018	4	B.Com	Commerce	Indo-American College, Cheyyar	M.Com Commerce
2018	1	B.Sc	Biochemistry	Indo-American College, Cheyyar	M.Sc Bioinformatics
2018	2	B.Sc	Biochemistry	Crescent University, Chennai	M.Sc Medical Biochemistry
2018	2	B.Sc	Biochemistry	University of Madras, Chennai	M.Sc Biochemistry
2018	14	B.Sc	Biochemistry	Indo-American College, Cheyyar	M.Sc Biochemistry

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Thiruvalluvar University Badminton Tournament	Interdivisional	2
Thiruvalluvar University Badminton Tournament	Divisional	7

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nil	National	Nill	Nill	Nill	Nill

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The affiliating university does not offer any provision to form 'students council'. Nevertheless, students are encouraged to cultivate their leadership and organizational skills by making them to take part in forums, and in

assisting tutors, Heads and the administration. Students are selected as class representatives and they are responsible for coordinating with the staff communicating all essential information to students like circulation of study materials, arrangement of forums etc. Class coordinators are selected from each class and are given responsibilities in organizing academic activities, which include interclass competitions, inter-college competitions and intramural sports competitions. Student representatives play an important role in organizing inter-collegiate events in which teaching staff would play a guiding and assisting role. Students play vital roles in intramural sports competitions and assist the Sports Committee in planning and executing sports events by conducting selections. Similarly, student representatives are appointed to form course-wise groups to perform cultural activities during academic events, like college annual day and Sports day. Students form groups headed by one representative of a class/department, and volunteer themselves to do community services in the nearby villages. Students are asked for feedback and suggestions periodically. Their inputs are seriously recorded, analyzed and required actions are taken.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of Indo-American College is a registered one. The meetings of the Alumni Association are conducted separately by each department, not exceeding three meetings per academic year. The illustrious alumni are invited for invited talks and guest lectures. A minimum of Rupees Hundred is collected as Membership Fee for a year. A considerable number of financial assistance to the deserving few is given as Alumni Scholarship. The alumnus help the college in admissions and placements.

5.4.2 – No. of enrolled Alumni:

613

5.4.3 – Alumni contribution during the year (in Rupees) :

61300

5.4.4 – Meetings/activities organized by Alumni Association :

Three Alumni Meetings at the departments level were organized. They shared their experiences of their studies during their formative years in the college and their job pursuits, imparting the ideas of the need for employability skills to be successful.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The hierarchy is so structured that the system of decentralization and participative management allows all the members at different levels to function towards decentralized governance. The members of the academia are assigned with several curricular, co-curricular, extra-curricular responsibilities like Principal, Vice-Principal, Heads, Tutors-in-charge, Coordinators, and conveners for various domains as Academics, Internal Quality Assurance, Library Services, Research, Student welfare, Career Guidance and Placement Services, Sports and Games, Associations, Examination and Evaluation, Campus Management, Transport Management, Accounts and Extension Activities etc. Students are also given responsibilities like class representatives, office bearers of associations,

coordinators for so many curricular, co-curricular and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	**The departments Interact with industrialists and professionals for career guidance. It also coordinates with alumni for interactive guidance sessions. Research projects in collaboration with industry, Industrial visits and educational tours are arranged to give an industrial exposure to students.**
Library, ICT and Physical Infrastructure / Instrumentation	**Library is accessible to all users, and resources can be availed by all registered users. The Institution has Nlist-Inflibnet Membership and each student is given a barcode, a User Id and Password on registration. Barcode is adopted for access and transactions. The Text and Reference books can be accessed during working hours. The library is installed with 10 computer Systems facilitating internet facility and an online catalogue. The library subscribes 17 physical academic journals and several e journals and eBooks via NLIST Inflibnet. Teaching using ICT is encouraged and monitored. The enhancement of ICT infrastructure is on the increase annually. Students are emphasized to make use of ICT facilities for learning.**
Curriculum Development	**The curriculum is planned well in advance based on the tentative academic calendar of the affiliating University. The plan regarding the teaching hours, assessment of students' performance and knowledge are inclusive. The Institution adds value to the University designed curriculum by having discussion forums at the department level incorporating students and teachers by inviting experts from academies, corporations and industries to give guest talks and by organizing Seminars, Conferences and workshops on ideas of relevance. The academic activities of these sorts fill the learning gap in students. Teachers are also sent to participate in Seminars,**

		Conferences and Workshops.
Teaching and Learning		ICT is used in addition to the conventional method of teaching and learning. Teaching-learning is done through OHP, LCDs etc. Student presentations are encouraged to promote self-learning. Students are assisted by staff while preparing for PPTs. Experiential learning through workshops, hands-on-training, industrial visits and educational tours are also encouraged. Students are encouraged to participate in seminars, workshops and conferences. Guest lectures on topics relevant to the curriculum are also done.
Examination and Evaluation		As per the norms of the university, the institution conducts both formative and summative assessments on scheduled dates. Continuous Internal Assessments are done periodically. The students are mandated to take CIA Tests, submit assignments and make presentations for 25 Marks. Questions are set by the subject teachers and the scripts are also valued by them. The results of the Internal Assessment is recorded and submitted to the office of the Principal. The affiliating Thiruvalluvar University conducts both the Theory and Practical Examinations at the end of Semesters. A clear set of norms like do's and don'ts are instructed to students before taking the university exam. As soon as the results are published, the hard copies are displayed on the notice board of departments. Discrepancy in the results, if any, like failure or less marks awarded than expected is claimed when the university notifies of the revaluation of answer scripts.
Research and Development		The institution has 6 Research Departments offering M.Phil courses and one Department offering PhD Course. The students and staff members are encouraged to attend Seminars, Workshops and conferences. They are also asked to publish research articles in National and International journals. The Staff members are mandated to write research proposals to avail research projects and to avail funds from funding agencies. The students at the post graduate level do academic projects. Financial assistance is given to staff who attend conferences and

	workshops. Financial aid is given to Departments which organizes Seminars, conferences and workshops.
Human Resource Management	The institution follows well defined norms for selection, recruitment and promotion. Both Teaching and nonteaching Staff are recruited by means of an advertisement, calling for interview, assessing them on different parameters. Only the top performers possessing the prescribed qualification at the interviews are communicated and appointed. The Staff members are oriented towards the working environment, norms and conditions, and their role and responsibilities as staff. New recruits are given FDP to enhance their professional skills.
Admission of Students	Advertisements pertaining to admission to courses have been disseminated through strategies including brochure distribution, websites, newspaper, local televisions, outreach program etc. Admissions of the Students are confirmed after the final one to one interview with Principal. The college strictly adheres to the reservation policy. When the numbers of applicants are lesser than the admissible number of courses, first come first served method is adopted. Parents must accompany the students during admission.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	College website provides a digital platform for communicating all kinds of information. Annual Plan is sketched out in concordance with the tentative schedule of the university, and the same is communicated via mails and What'sApp groups of Heads, Tutors and staff. Submission of data/documents is done in soft copies mostly, except in exceptional circumstances papers are used. All data submitted to the office of the Principal or to the University is done via email/online.
Administration	All activities pertaining to finance and accounts have been computerized. Tally is used to keep track of all financial transactions. Cashless transaction is implemented for collection of tuition fee, transport fees through card swiping option. The

	institution has facilitated students with paying their fees through bank/online.
Finance and Accounts	All notices from the Principal's office are sent to staff through emails. Communication from the affiliating university is disseminated via mails and What'sApp. The profile of staff is regularly updated in the college website. Staff attendance is managed by Biometric System. All details pertaining to Salary disbursement, Provident Fund are done online.
Student Admission and Support	The Admission process starts with advertisements in newspapers, social media, local television channels and College website. Applications can be downloaded from the college website, filled in and submitted over mail. Google Forms are embedded in the site for admission related enquiry. As the students get admitted all the details are uploaded in the Easy Edusoft. The details pertaining to students are maintained in soft copies and are used when required. Attendance and Internal assessment records are maintained and communicated online. Scholarships applications of students are done online. Communications to students or their parents are done over phone. Students' feedback is obtained online.
Examination	The affiliating university has implemented e-governance in the examination system. Examination fees are paid online. Internal Assessment Marks is uploaded in university examination portal. Results are published online. Applications for Examinations, Revaluations are submitted as soft files to the university. Grievances related examinations are mailed to the University for amending. Fees Paid Particulars and Absentee statements are also uploaded directly in the portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. T.Shanmug	Five-Day	Nill	3000

Year		asundaram	National Level Workshop in Tamil at NTS-CIIL, Mysore		
2017		Dr.R.Senthil Kumaran	Bio-resources of Marine Environment	Nill	1000
2017		Mr.V. Ravikumar	Towards Achieving Excellence in Higher Education	Nill	1000
2017		Mr.J.Ravi	Towards Achieving Excellence in Higher Education	Nill	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	FDP on Innovative Teaching Methods	Nill	12/06/2017	14/06/2017	79	Nill
2017	Nill	Orientation Programme	15/06/2017	15/06/2017	Nill	23
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Pilot Testing Module for Training for Trainers at Rajiv Gandhi National Institute for Youth and Development	1	10/10/2017	12/10/2017	3
National Level Workshop	1	12/02/2018	16/02/2018	5

in Tamil at NTS-CIIL, Mysore				
NSS Orientation Programme at Thiruvalluvar University	2	11/11/2017	11/11/2017	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
88	88	39	39

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Maternity Leave, Staff Tour, On Duty for attending Seminar / Conferences / Workshops, Incentives to staff on completion of NET, SET, PhD. Loan from salary.	Provident Fund, Free breakfast and Lunch for Transport Staff, Staff Tour,	Abboy Trust Scholarship to the meritorious poor students, subsidized nominal transport fee, Fee concession to the deserving poor

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Our institution has an effective system for the academic and financial audit. The academic audit is conducted once a year by the IQAC, headed by the Principal, and by the College Governing Council. The Financial Audit is conducted once in two months. The internal financial audit is done on daily basis by the college Vice-Principal - the verification of Receipts and Payment accounts - as the position is endowed with the financial powers. The management has appointed external auditors who do proper external auditing in terms of fund utilization for capital expenditure and operational expenditure. Financial resources of the institution are Tuition fee, Transport fee, Hostel Fee. Tuition fee is used for the infrastructure and academic activities. Income generated from transport fee and hostel fee is used for the intended purpose.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	No	Nil	Yes	College Governing Council

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA is not currently active. However, the Parent Teachers meetings are conducted at the Department level. The discipline, regularity and the academic performances of the wards, the measures taken by the departments and the queries of the parents would usually be discussed. Grievances from parents' side are addressed. Recommendations and suggestions by them are taken into consideration.

6.5.3 – Development programmes for support staff (at least three)

Skill Development Programme on Basic Computer Skills. Skill Development for support staff depending on the nature of their work. Orientation on Lab maintenance to Lab Assistants. Staff who pursue further studies are encouraged.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Applied for UGC 12(b) and got it Sanctioned. Mandating Staff to publish Research papers in peer-reviewed Journals preferably in UGC approved, Scopus Indexed, WoS etc. Concentrating on e-Governance

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	FDP on Innovative Teaching Methods	Nill	12/06/2017	14/06/2017	79
2018	Outreach Programme	Nill	05/02/2018	09/02/2018	25
2017	Industrial Visit to KDHP Co. Pvt. Ltd (Tea manufacturing company) and Chaco Pvt. Ltd (Chocolate manufacturing company) at Munnar	Nill	15/09/2017	16/09/2017	35

| 2017 | Industrial Visit to Regional Science Centre, Coimbatore | Nill | 22/09/2017 | 24/09/2017 | 60 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Programme on Gender Sensitization	07/09/2017	07/09/2017	200	Nill
Women's Day Celebration	08/03/2018	08/03/2018	560	Nill
Women's Hygiene and Health	21/03/2018	21/03/2018	220	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Fortnightly Mission Clean Campus involving students and Staff. Rain Water Harvesting. Planting Trees on memorable days. Maintaining Smoke free, tobacco free green campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	10
Scribes for examination	Yes	2
Physical facilities	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	Nill	30/10/2017	1	Disaster Management Rally	Awareness	120

Nill	1	Nill	20/12/2017	1	Program on Electric Conservation and Savings	Electricity conservation	100
Nill	Nill	1	30/08/2017	2	Dengue Awareness Camp	Dengue Spread	75
2017	1	Nill	30/08/2017	1	Tree Plantation	Environmental Awareness	31
2017	1	Nill	07/09/2017	1	Campaign Against Tobacco Use	The Harmful effects of tobacco on peoples health	100
2017	1	Nill	27/09/2017	1	Go Green Campaign	The issue of telling trees and deforestation	31
2017	1	Nill	07/12/2017	1	Human Chain of students for Road Safety	Violation of traffic rules and prevention of accidents	100
2018	1	Nill	04/01/2018	10	Computer Literacy to High School Students	Imparting Knowledge on basic computer use	60
2017	1	Nill	30/06/2017	1	Blood Donation Camp in association with Government Hospital, Chengalpet	Motivating students to donate blood	70
Nill	1	Nill	04/10/2017	1	Voter's Awareness and the inclusion of name	Lack of Awareness addressed	75

				in the electoral list	
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Diary	01/06/2017	A copy of the college diary is issued to each of the students and staff. The diary bears the code of conduct expected of staff and students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation	30/06/2017	30/06/2017	70
Votes - Not for Sale	03/10/2017	03/10/2017	100
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Segregation of waste separately as degradable and nondegradable before sending to the bin. The degradable are converted as manure.
Rain Water Harvesting
Go Green Campaign by Ecoclub volunteers among students as well as among people living in the vicinities of the college by group initiatives and public propaganda.
Pledge on maintaining the campus as plastic free/smoke free/tobacco-free zone. Mission Clean Campus to maintain the campus plastic free and clean.
Replacing lights with LED bulbs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices of the Institution Best Practice-I Title of the practice: Abboy Trust Scholarship to deserving poor students. Objectives of the Practice: To provide financial support to the deserving students. To help the poor-cum-meritorious students without any discrimination to help continue their education To inculcate the value of kindness and social responsibility among the students The Context: The College is located in a rural area. So the students join in courses are partly rural and partly suburban. Students, whose parents are mostly agriculturalists or weavers, are unable to provide them a sustained financial support. Students who are admitted here are verified with if they can avail any communal endowment scholarship, or the government scholarship offered for the marginalized or for the minorities. Hence, this scholarship is provided to the poor cum meritorious to help continue their education. The management offers scholarship selecting one or two deserving students from each class and to the students excel in sports. The Practice: The Heads are directed at the end of each academic year to submit a list of poor cum meritorious candidates who do not avail any other scholarship. The Abboy Trust sanctions an amount of Rupees One Lakh and Fifty Thousand every year. The

scholarship is given as cash to students on college annual day function. Evidence of success: During the academic year 2017-18, 100 students availed Abboy Trust Scholarship for the poor-cum-meritorious. Problems encountered and resource required: More funds are required to cover more number of deserving students. Best Practice-II Title of the practice: Tutorial System Objectives: The college has a systematized tutorial system and is executed meticulously in all classes across courses. Tutorship to a teacher is assigned based on their seniority and on their engagement to a particular class. A teacher engaging maximum teaching hours to class is assigned as the tutor since the beginning of the academic year. The tutorial system is: To monitor, record the academic performance, progress, discipline, regularity and attendance. To enable students to get the teaching learning process done harmoniously and flawlessly. To guide students in their academic progress. To obtain guidance and support in case of doubts in the subjects. To communicate information from the Head, Principal and the University. To motivate students to participate in curricular, co-curricular, and extracurricular events. To counsel students in times of stress arising due to psychological, and emotional problems. The Context: Catering to rural students' academic and addressing their grievances is a demanding one. Sincere students who would take up the task of providing periodic reviews of the class are identified. Students are motivated to study well and participate in the curricular, co-curricular activities organized within the campus and other institutions. Poor performers in studies are identified and appropriate remedial measures are taken. Subsequently, best performers in studies are provided with sufficient intellectual stimuli. Students who are irregular or unpunctual or inattentive to classes are taken care by counseling. Students who have behavioral problems have also been counseled coordinating with their parents. Students who are emotionally and psychologically distressed are given special care. The Practice: Incorporated as one of the practices of the institution since the inception of the college, the tutorial system has emerged as a strong response to meet the needs of students significantly. Each tutor is provided with a list of files containing students' academic profile, career interests, semester-wise record of parent-teacher meetings, reports, records of students' participation in co-curricular and extra-curricular activities and their achievements. The tutor arranges for parents' meetings once in each semester to discuss on their wards academic performance, regularity in attendance, discipline and the schedules of the college. The tutor nurtures and guides students if they face any issues. They plan programs both for the academically weak students and the advanced learners in their respective class. They provide guidance and counseling to the students regarding personal and academic issues. They offer career related advice to students aspiring for higher studies. They counsel students with psychological issues. Evidence of Success: The tutorial system in college has emerged as a significant feature. It has come up with better results. The students' attitude and approach towards teachers and studies has significantly improved. Students' behavioral issues have declined gradually. It was evident through an increased number of students' participation in curricular, co-curricular activities. Problems Encountered and Resources Required: The college is aware of the need for effective tutorial as its outcome is better for students. While there is a significant improvement in various aspects of students' life, there are issues as well. While reaching out to each student individually, the familial, societal and economic status of a few requires far-reaching support and guidance. Students' lack of motivation is indeed a constraint.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://iac-cheyyar.com/wp-content/uploads/2022/02/bestpractices1718.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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. The motto of the institution is "enter to learn and leave to serve". New courses that could fetch job opportunities have been introduced at nominal cost. Buses have been plied to all the arterial routes to facilitate transportation at nominal fare. 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 Rupees One Lakh and Fifty Thousand every year from the endowment of Abboy Trust. Concession in tuition fees 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. Maintains a learner-centric environment. The atmosphere is conducive to learning and to pursue higher studies. Offers better library facilities and internet support. Hostel facilities for both the boys and girls at affordable charges. Add-on courses while pursuing Regular Degree Courses. Free English and Tamil typewriting classes to students. Programmes to enhance students communication skills.

Provide the weblink of the institution
https://www.iac-cheyyar.com/

8.Future Plans of Actions for Next Academic Year

To initiate Swayam NPTEL Courses. To extend Wi-Fi to all the buildings. To enhance Library with the renewal of N-List Inflibnet To conduct induction programme for the first year students. To mandate staff to publish research articles in indexed journals like UGC care list journals, Scopus and WoS.