Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**INDO-AMERICAN COLLEGE**
Name of the head of the Institution	**Dr.J.Ezhilarasi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04182220670**
Mobile no.	**9360682134**
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	**R.Sivarajan**
Phone no/Alternate Phone no.	**04182222006**
Mobile no.	**8903881901**
Registered Email	**iaccyr@gmail.com**
Alternate Email	**iacprincipal@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://iac-cheyyar.com/wp-content/uploads/2022/03/aqar1718.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_calendar1819.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	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	**17-Apr-2019** **2**	**6**

Orientation Programme for Staff	11-Jun-2018 1	90
Reconstitution of IQAC	13-Jun-2018 1	16
FDP on the Use of ICT	28-Jul-2018 1	87
Feedback by Students on College	31-Oct-2018 1	670
FDP on Academic Writing	31-Dec-2018 1	200
SWOC Analysis	31-Jan-2019 1	19
Initiated Clean Campus Week	25-Feb-2019 5	215
Exit Feedback	05-Apr-2019 6	430
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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
Microbiology	Students Project Scheme	TNSCST	2019 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 :	**3**
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)

Conducted Periodical Meetings of IQAC
Submitted AISHE Report
Mandated Publications of Research Articles by Staff, Participation and presentation in Seminars, Conferences and Workshops
Conducted an Induction Program for Students and Orientation and FDP for Staff
Structured Feedback by students, parents and alumni is regulated

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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
To conduct Induction Program for the First Year Students	Conducted Induction Program for the First Year Students
Emphasized Community Services	Community services held by NSS, CCC and YRC
To organize Clean Camus Campaign	Organized Swachh Bharat Clean Campus
To obtain Feedback from students	A manual Feedback by students about teachers, college and support services
To conduct FDP and Orientation Programmes for Staff	Coducted an FDP Programme for Staff on the use of ICT
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Council	28-Feb-2020

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	2020
Date of Submission	22-Feb-2020

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 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 Software that is helpful for payment of fees by students. The data of existing students is maintained. The admission module facilitates to collect all the particulars of the students who are admitted to UG/PG/M.Phil programmes. The module also supports to issue TC to the students at the completion / discontinuation of the programme. The fees module is designed to provide fees details to the students, receipt generation, unpaid list generation and to collect penalty if any. The module also supports to generate list of students and the fee to be paid to the University in the first year undergraduate and postgraduate courses. The attendance of Staff and students are recorded. 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 in the laboratories, conducting 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 by Principal. 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 making use of ICTs. Submission of Assignments is mandated; Seminars are given for the students to present, using power points 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. Library is also installed with ten computer systems with internet facility for reference and taking notes. Students do academic projects at the UG and PG Levels as mandated by the University, specifically for some courses. There is an Examination committee to undertake the work of conducting CIA Tests periodically. 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. Remedial classes are conducted for students who fail in the semester exams.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene 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
Nill	Nil	Nill
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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
BA	English	13/06/2018
BBA	Business Administration	13/06/2018
BSc	Biochemistry	13/06/2018
BSc	Computer Science	13/06/2018
BCA	Computer Applications	13/06/2018
BSc	Chemistry	13/06/2018

BSc	Mathematics	13/06/2018
BSc	Physics	13/06/2018
BSc	Microbiology	13/06/2018
BCom	Commerce	13/06/2018
BCom	Corporate Secretaryship	13/06/2018
MA	English	13/06/2018
MSc	Biochemistry	13/06/2018
MSc	Bioinformatics	13/06/2018
MSc	Computer Science	13/06/2018
MSc	Mathematics	13/06/2018
MSc	Microbiology	13/06/2018
MSc	Information Technology	13/06/2018
MCom	Commerce	13/06/2018
MPhil	English	13/06/2018
MPhil	Biochemistry	13/06/2018
MPhil	Mathematics	13/06/2018
MPhil	Microbiology	13/06/2018
MPhil	Commerce	13/06/2018

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

	Certificate	Diploma Course
Number of Students	0	0

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	20/06/2018	65
Personality Development	25/06/2018	138
Soft Skills for Interpersonal Communication	17/07/2018	210
Vedic Mathematics	16/08/2018	145
Workshop on Vermiculture	10/10/2018	75
Mushroom Cultivation	31/12/2018	75
Mathematics for Competitive Examinations	30/01/2019	180
Basic Computing Skills with MS-Office Tools	20/02/2019	200
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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

BCom	Corporate Secretaryship	32
BBA	Business Administration	21
MSc	Computer Science	3
MSc	Applied Microbiology	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
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 pertaining to Hundred percent syllabus coverage is also collected from the Heads of Departments. Parents Feedback: In addition to the informal visits by parents to know their wards 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
BSc	Mathematics	70	40	39

BA	English	70	31	31
BCom	Commerce	77	90	77
BBA	Business Administration	70	25	22
BCA	Computer Applications	100	108	99
BSc	Computer Science	50	60	50
BSc	Microbiology	50	29	28
BSc	Biochemistry	50	30	29
BSc	Chemistry	55	35	34
BSc	Physics	50	28	26

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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
2018	1346	151	22	0	62

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
84	70	12	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 their 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 on the part of students. 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 poor-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
1497	84	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
84	84	0	18	11

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
2018	Dr.V.Arutpamani	Assistant Professor	Young Researcher Award, The Tamil University, Thanjavur.

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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	11/04/2019	15/06/2019
BBA	U08	Final/III	11/04/2019	15/06/2019
BCA	U09	Final/III	11/04/2019	15/06/2019
BCom	U10	Final/III	11/04/2019	11/04/2019
BCom	U12	Final/III	11/04/2019	15/06/2019
BSc	U15	Final/III	11/04/2019	15/06/2019
BSc	U18	Final/III	11/04/2019	15/06/2019
BSc	U25	Final/III	11/04/2019	15/06/2019
BSc	U26	Final/III	11/04/2019	15/06/2019
BSc	U28	Final/III	11/04/2019	15/06/2019
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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. In addition to that, a hard copy of the College Diary is issued to both students and staff in the first week of each academic year. 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	Number of students passed in final year examination	Pass Percentage

		examination			
U04	BA	English	43	22	53
U08	BBA	Business Administration	21	18	86
U09	BCA	Computer Applications	55	26	49
U10	BCom	Commerce	67	43	48
U12	BCom	Corporate Secretaryship	32	28	87
U15	BSc	Biochemistry	30	19	63
U18	BSc	Computer Science	48	18	38
U25	BSc	Mathematics	30	21	70
U26	BSc	Microbiology	32	28	87
U28	BSc	Physics	20	13	65

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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)

https://iac-cheyyar.com/wp-content/uploads/2022/05/sss1819.pdf

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

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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
Robotics Development	Computer Applications	20/09/2018
Workshop on Bio-instrumentation	Biochemistry-Microbiology	20/12/2018
Workshop on Research Methodology	English	25/02/2019

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	Sponsored 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
Nil	0

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)
National	Business Administration	2	0
International	Microbiology	2	0
International	Tamil	1	3.08
International	Commerce	2	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
Commerce	9

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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
An experimental and theoritical evidence for structural and spectroscopic properties	Dr.J.Devanathan and Dr.K.Selvam	International Journal of Analytical and experimental model analysis	2019	1	Indo-American College,Cheyyar	3

of 2 - hydroxy -5- methoxy be nzaldehyde .						
structural analysis and confor mation of carbon atoms of gabapentin	Dr.J.Dev anathan and Dr.K.S elvam	Internat ional Journal of Analytical and experi mental model analysis	2019	1	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	Nill	0	0	0

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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/Semi nars/Workshops	13	9	19	5
Presented papers	23	3	2	3
Resource persons	0	0	0	1

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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
HB Counting Camp	YRC	6	200
Blood Donation	YRC	2	30
Dengue Awareness Programme	NSS	2	300
AIDS Awareness	NSS	2	50
Special Camp	NSS	4	100

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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	0

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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
Swachh Bharat	MHRD	Healthy India -Rally	12	150
Swach Bharat	MHRD	Campus Cleaning	28	128
Swachh Bharat	MHRD	Drawing Competition	4	32
Swachh Bharat	MHRD	Oratorical Competition	4	35
PM VIsha for Central Govrnment	NCVRT	Basics of MS Office	1	60

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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
Research in Life Sciences	20	Self	30

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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
Saveetha Institute of Medical and Technical Science	20/12/2018	Genuine and Mutually Beneficial Collaboration	40

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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
18	20

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7522	1400753	232	7320	7754	1408073
Reference Books	459	76640	0	0	459	76640
CD & Video	273	43000	0	0	273	43000
Journals	14	33000	2	4600	16	37600
Library Automation	1	35000	0	0	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

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others

	mputers	Lab		centers	Centers		nts	Bandwidt h (MBPS/ GBPS)	
Existin g	120	4	1	1	2	1	11	8	0
Added	0	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	Nill

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
23	23	19	19

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 nonteaching staff for maintenance of library, Science Laboratories, landscapes, college transports, and parking. The Campus 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.

https://iac-cheyyar.com/wp-content/uploads/2022/05/Procedures-and-Policies-for-Maintaining-Facilities.pdf

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 Welfare Scholarship	287	1176650
b)International	0	0	0
View File			

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
Tamil Literary Association: Literary Forum	04/02/2019	250	Dept. of Tamil, IAC.
Advances in Spectroscopy (AIS' 18)	11/09/2018	120	Dept. of Physics, IAC
µ-culture fest 2K18.	12/10/2018	200	Dept. of Microbiology,IAC
Workshop on Internet of Things (IoT)	25/09/2018	200	Placement Cell
'Vetri Nichayam'	17/09/2018	18	Microsoft-cum-Gillete
Students Induction Programme	25/06/2018	250	Indo-American College
Yoga Day	21/06/2018	600	Indo-American College
Kayakalpa Course	07/09/2018	100	WCSC
Remedial Classes	23/08/2018	70	Indo-American

				College
Interview Skills	**25/01/2019**	**200**	**Placement Cell**	

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
2018	**Career Guidance Programme**	**200**	**250**	**0**	**0**
2018	**Workshop on Aptitude Shortcuts**	**150**	**150**	**0**	**0**
No file uploaded.					

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
23	**23**	**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
Just Dial, TCS, ICICI Bank, Alcance Tech nologies, Future Generali, ,	**481**	**110**	**Nil**	**0**	**0**

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
2019	**11**	**BA**	**English**	**Indo- American College**	**MA English**
2019	**10**	**BA**	**English**	**Arignar Anna Government**	**MA English**

2019	1	BA	English	Adiparasakshi Educational institution	B.Ed
2019	1	BA	English	Vengateswara Educational Institutions	B.Ed
2019	1	BA	English	Arignar Anna Women's Arts College, Walajabad	MA English
2019	12	BBA	Business Administration	Amaze college of Engg ,Kanchipuram	MBA
2019	1	BBA	Business Administration	Bharathiar University, Coiimbatore	MBA
2019	1	BBA	Business Administration	Thirumalai College of Engineering ,Kanchipuram	MBA
2019	1	BBA	Business Administration	Adhiparasakthi College, Kalavai	MBA
2019	13	B.Com	Commerce	Indo-American College	M.Com
[View File]()					

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	2
No file uploaded.	

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

Activity	Level	Number of Participants
Intramural Sports	Intracollegiate	450
[View File]()		

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	National/	Number of	Number of	Student ID	Name of the

	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2018	Gold Medal	National	1	Nill	Nill	Mr.Raghul

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

Three Alumni Meetings at the department level were conducted. The alumni members in reputed positions addressed the students and gave motivational talks. They shared their experiences in finding a place in the companies they work and the skill sets required to be on the top of corporate ladder. They necessitated the importance of education and acquisition of knowledge to be happy and materially successful. They also assured students of openings in their companies.

5.4.2 – No. of enrolled Alumni:

720

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

39000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting of the Alumni Association: Executive Body held on 15.08.2018 Meeting of the Alumni Association: General Body held on 07.03.2019 Alumni Talks: on 04.02.2019/ 15.02.2019/22.02.2019

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 institution has a system in delegating authorities and providing operational autonomy to all functionaries to work towards decentralized governance. The Governing Body endows the Principal with all the academic and operational responsibility to fulfil the vision and mission of the institute in concordance with the norms of the affiliating university. Heads of the departments are permitted to function independently to take any decision coming under the purview of their departments Academic and Administrative activities. Teaching Staff are given representation in various committees/cells and allowed to conduct various activities and programs to express their abilities. They are encouraged to build up leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial visits and to have tie-up with industries. They are permitted to act as coordinators and conveners in organizing seminars, workshops, conferences. There are several clubs and committees for carrying out the system of decentralization of the academic and extracurricular activities. Academic Planning is done in consultation with the Heads of Departments. Planning of the academic year is done after discussion with the heads. Academic calendar is planned and prepared in concordance with the tentative schedule of the affiliating university. There are meetings for teachers, students, alumni, parents headed by the Principal. The administration takes into account relevant collective interests while taking important decisions. Thus, the institution encourages teachers, students, parents, resource persons, alumni, staff, student representatives to share their ideas, opinions, suggestions through proper channels.

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
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.
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 serve' method is adopted. Parents must accompany the students during admission.
	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, and assessing them on different parameters. Only the top performers possessing the prescribed qualification at the interviews are communicated with an offer letter and appointed on their willingness. 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.
	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 with 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.
Research and Development	The institution has 6 Research Departments offering M.Phil courses. 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. Tie up with other premier institutions and collaboration for research is encouraged.
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.
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. TCS is offering placement training to our students annually, under CSR project, and the competent ones are absorbed by the concern.

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

E-governace area	Details
Planning and Development	The process of planning and development is carried out in a systematic way by forming committees. The college governing council frequently discusses on the developmental activities of our college with the relevant committees and office bearers appointed for the purpose. 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. All data submitted to the office of the Principal or to the University is done via email/online. Staff biometric attendance, timetable, student attendance, library information system, SMS facilities, daily absent report, information and reminders regarding the faculty development, conduct of special programs for students and teachers through emails and group messages are inclusive. Departmental information is circulated in what's App group. Official WhatsApp group 'IAC' is used for instant information transfer to staff. Internal WhatsApp group for departments to communicate details about competitive examinations, seminars and workshops. The departments of the College are provided with internet connections with access to emails. The students' feedbacks are collected through feedback forms. Online feedback is collected from all stakeholders for planning and development.
Administration	The institution functions with a decentralized administration in every aspect. Every department can function autonomously in terms of operations. The hierarchy of the organization is as follows: The institution is lead by the

	Vice-President who is in charge of the growth of the institution. The Principal of the institution is the academic head for all academic and non-academic activities. The principal oversees all the activities of the institution. The Principal reports the activities of the college to the Vice-President from time to time. The Heads of the departments are provided with autonomy in terms of academic activities. The Heads of the departments report to the Principal. The class tutors reports to the head of the department, and to the Principal if required. The students meet their teachers and their tutors. However, there is no restriction for any person to meet any other person to report or to discuss on the affairs of the college. Committees constituted for special purposes can meet the Principal and discuss on the proceedings any time. Governing Body, Admission Committee, Discipline Committee, Grievance Committee, Examination Committee, Library Committee, and several other clubs are functioning for better administration. The Management, Principal and HODs interact in person for the day to day functioning, and allocation and sharing of work.
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. 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.
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 on the website 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 availed when required, and are updated to the Heads and Library. 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. During admission process the Principal and the admission committee gives Separate Counseling to the students on the choice of courses.
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 Correction. Fees Paid Particulars and Absentee statements are also uploaded directly in the portal. Tentative schedule for the Internal Exams, Mark Entry, Practical Exams and End Semester Exam is given to the students at the beginning of the Semester. The performance of the students is monitored through Continuous Internal Assessment (CIA). Students are oriented towards the semester examinations and regulations before the commencement of each semester.

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
2019	R.Sivarajan	Higher Educational Institution (HEI) How to prepare for	Thiruvalluvar University, Vellore	3000

		quality assessment by NAAC NIRF		
Nill	Dr.K.Srinivasan	Technology in Banking: Issues and Challenges	Alpha College of Arts and Science, Chennai	1000
Nill	Ms. R.Mythili	Mining Educational Databases Information Analytics	Sankara Arts and Science College, Kancheepuram	1000
Nill	Mr.G.Gopinath	Recent Trends in Biomedical Research	Thiruvalluvar University College of Arts and Science, Thennangur	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)
2018	1	Nill	16/08/2018	16/08/2018	80	Nill

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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
Soft Skills for Interpersonal Communication	80	16/08/2018	16/08/2018	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
84	84	40	40

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Loan from Salary, Maternity	Provident Fund, Free Breakfast, Lunch and	Abboy Trust Scholarship to the tune of

| Leave, On Duty for Staff attending Seminar/Conferences/ Workshops, Incentives to Staff who clears NET/SET/PhD, Free accommodation for staff residing at hostels, Rupees Five Thousand as ex gratia during Pongal Festival, Gratuity to staff who serve for the institution for more than five years, Free College transport, Rupees Two Thousand remuneration as M.Phil Guideship Fee for one candidate. | other refreshments for Transport Staff, Free Refreshments for nonteaching staff, Free Uniforms for Security, Gardeners, Transport and Support staff, ex gratia during Pongal Festival. | Rs.1,50,000 to the poor-cum-meritorious students, Subsidized transport fees, Fee concession to the deserving poor and those excel in sports. |

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 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. With regard to internal audit, the Principal deputes a list of members of staff for the verification of the college stock. The stock verification team visits every department to physically verify the equipment, documents and other resources maintained in the departments and inspect records maintained and action initiated for disposal, repair and replacement of equipment.

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	Nill	Yes	Principal
Administrative	No	Nill	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 contribution of parents is enormous in terms of disseminating the vision and mission of the college to the general public. The parent-teachers meetings are held at the department level. The parents are kept informed of their wards discipline, regularity and their academic performance. Feedbacks, Recommendations and suggestion of parents are taken into account while taking important decisions.

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

Skill Development on Basic Computing Skills. Skill development programs for support staff depending on the nature of work. Orientation on Lab Maintenance.

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

Appointment of staff qualified with NET/SET/PhD. Extending Wi-Fi connectivity to the entire campus. Mandating staff to publish research articles in Scopus indexed, Web of Science indexed, UGC approved journals.

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
2018	Seminar on Graduate Research Opportunity and Worldwide Career and Research Guidance	01/02/2019	01/02/2019	01/02/2019	180
Nill	Seminar on Drugs and their Mechanism of Action:An Overview of Organic Condensation and Coupling Reactions	27/09/2018	27/09/2018	27/09/2018	150
Nill	Career Counselling Program on Company Secretary Professional	14/07/2018	14/07/2018	14/07/2018	90

	Course				
Nill	Workshop on Mobile Applications using Android Studio	12/09/2018	12/09/2018	12/09/2018	150
Nill	Workshop on Emerging Trends in Banking Sectors	05/10/2018	05/10/2018	05/10/2018	100
Nill	Internal Academic Audit of the Departments	04/03/2019	04/03/2019	07/03/2019	8
Nill	Mission Clean Campus	29/03/2019	29/03/2019	05/04/2019	400
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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
A Programme on Government Schemes for Women Empowerment	06/07/2018	06/07/2018	150	0
International Women's Day Celebrations	08/03/2019	08/03/2019	560	0
Women Empowerment through Personality Development sponsored by Rexona	29/08/2018	29/08/2018	200	0
Women Empowerment Programme by Hindustan Unilever Limited	28/12/2018	28/12/2018	450	0

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
Mission Clean Campus every fortnight by students and staff. Rain Water

Harvesting, Tree plantations on important and memorable days, Maintaining smoke free, tobacco free and plastic 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
2018	1	1	09/08/2018	1	Programme on Labour Welfare	Labourers Grievances	180
2019	1	1	25/01/2019	1	National Voters Day Rally	Lack of Voters Awareness	210

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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)
College Diary	15/06/2018	College diary is distributed to all the students and staff during the first week of the college, every year, after re- opening. The diary bears the code of conduct expected of staff and students. relating to the timing of the College, attendance, Payment of fees, Dress codes, Discipline, rules to be followed in the Library and Hostel and the disciplinary actions taken against those who violate.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Program on Human	22/08/2018	22/08/2018	200

Rights Awareness			
Blood Donation Awareness Programme for Blood Donors	14/07/2018	14/07/2018	150
Blood Donation Camp	17/07/2018	17/07/2018	150
International Yoga Day Celebrations	21/06/2018	21/06/2018	300
Program on Labour Welfare App introduction for registering Labours Grievances	09/08/2018	09/08/2018	120
Commemoration of Geneva Contract Day	22/08/2018	22/08/2018	180

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

Rain Harvesting - Rain water is collected in a well and the same is utilized for domestic and gardening purposes.
Segregation of waste separately as degradable and non degradable before sending to the bin.
Pledge by students and staff to maintain the college campus smoke free, plastic fee, and tobacco free zone.
Fortnightly Mission Clean Campus by students of all departments in rotation.
Replacing worn-out lights with LED bulbs wherever necessary.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I 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 counselling. Students who have behavioural problems have also been counselled 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 counselling 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' behavioural 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. Best Practice II Title of the Best Practice: Everybody's Right to Education The Context: The objective of the college is to educate rural youth and to make them employable to raise their standard of living. Access to education is the fundamental right of every human being despite their economic and communal disparity. Aspiring for quality education and finding better educational opportunities is an inconceivable idea to a great number of student community. This has been accepted as one of the major setbacks of the education system. Efforts have been on to make quality higher education for such students at Indo-American College. The presence of extensive inequality in the society requires a constructive approach not to let the underprivileged down. In so doing, this custom of IAC enables students with different conditions have equal access to the education they need. Objectives of the Practice: The Institution's goal is to educate students coming from the rural, underprivileged sections of society. The admission policy of the college ensures preferential admission for the following: Economically weaker sections of the society. Physically disadvantaged Students. Students from marginalized communities and minorities. Students who are slow learners. The Practice: During admissions, applications are scrutinized with utmost care to identify such students from disadvantaged sections. It is ensured that there is fairness in terms of opportunities provided to all the students. The institution offers privileges like fee concession, fee payment in instalments, scholarships, remedial classes etc. Progression of these students is monitored constantly. Advantages: Students who approach the Institution for admission get access to quality education. Economically backward students get an opportunity to education but are exposed to a wider range of curricular and co-curricular activities mould them to be competent. Challenges: Ensuring that all deserving students are provided with financial support and scholarships. Evidence of Success: The total number of students from poor educational capacity and background who apply to study in the college. The number of admissions granted to students irrespective of their social backgrounds. The number of students who clear the papers, acquire their degree and secure jobs. Resources Required. Financial Support and scholarships to be provided to students from economically disadvantaged sections of the society.

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/about-iqac/

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 offer the necessary skills to empower them with the required resources so that they can compete on par with city students. 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". Keeping these ideas as objectives, new courses that could fetch job opportunities have been introduced. Buses have been plied, for students, 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. The institution maintains a learner-centric environment. The atmosphere is conducive to learning and to pursue higher studies. The college offers better library facilities and internet support. Hostel facilities are available for both the boys and girls at affordable charges. Add-on courses while pursuing regular degree courses. Free English and Tamil typewriting classes have been conducted for students. Programmes to impart and enhance students' communication skills are organized every year. Yoga and Meditation programs are organized to improve the well being of students. Placement training is offered both to the graduates and graduands. All constructive steps are taken to mould students' skills and character. Since acquisition of certificates is not the conclusion of education, the college also extends a stage for the presentation of the extramural capacity of the students through Annual Day, Sports Day and various cultural events.

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

8.Future Plans of Actions for Next Academic Year

To emphasize on research proposals from faculty members, and to provide staff with necessary support to take up the research activities ahead. To encourage staff to concentrate on publishing research articles in journals in UGC Care list, Scopus, or Web of Science. Planning to have refined benchmarks for Academic Administrative Audit to ensure continual improvement in our progress. To conduct more number of capability enhancement programs for students. To organise workshops and seminars with financial support from funding agencies. To initiate steps to obtain NPTEL Local Chapter to facilitate the campus for learning through ICTs. To organise community services in collaboration with NGOs. To collaborate with corporate and industries for students internship. To install CCTV surveillance cameras in the vicinities of the campus.