# Yearly Status Report - 2019-2020

| 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. | **04182222604** |
| 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/2022/05/aqar1819.pdf](https://iac-cheyyar.com/wp-content/uploads/2022/05/aqar1819.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_calendar1920.pdf](https://iac-cheyyar.com/wp-content/uploads/2022/02/academic_calendar1920.pdf) |

## 5. Accreditation 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 |
| **FDP for staff on Teaching Aptitude** | **25-Jan-2020**<br>**1** | **110** |

| | | |
|---|---|---|
| Employability Training in association with Nandi Foundation and Titan-Leap | 02-Jan-2020 1 | 80 |
| National Seminar on 'Recent Advancement in Biomedical Sciences | 27-Sep-2019 1 | 200 |
| National Conference on 'Impact of Physics in Medical and Environmental Research'. | 06-Mar-2020 1 | 180 |
| Academic Audit | 03-Feb-2020 5 | 8 |
| No Files Uploaded !!! | | |

**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 |
|---|---|---|---|---|
| Nil | Nil | Nil | 2020 0 | 0 |
| No Files Uploaded !!! | | | | |

| | |
|---|---|
| **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 | No |
| Upload the minutes of meeting and action taken report | No Files Uploaded !!! |
| **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)**

Induction Programme for the first year students

Initiated NPTEL Local Chapter and conducted an awareness program encouraging staff and students to enrol and register for courses

| Internal Academic and Administrative Audit |
|---|

| Installed CCTV surveillance cameras and Biometric attendance. |
|---|

| One Day Faculty Development Program, One Day National Seminar on Recent Advancement in Biomedical Sciences, One Day National Conference on Impact of Physics in Medical and Environmental Research. |
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| No Files Uploaded !!! |
|---|

**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 |
|---|---|
| Planned to go enhance ICT using MOOCs | Started NPTEL Local Chapter |
| Planned to go for a different Library Automation Software | Library is fully automated with AutoLib Software |
| Planned to conduct FDP for staff | Conducted an FDP for Staff |
| Planned to conduct Mission Clean Campus | Conducted Mission Clean Campus several times involving students and staff |
| Planned to conduct Seminars and conferences | One Day National Seminar on Recent Advancement in Biomedical Sciences, One Day National Conference on Impact of Physics in Medical and Environmental Research. |
| No Files Uploaded !!! | |

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

| Name of Statutory Body | Meeting Date |
|---|---|
| Governing Council | 04-Dec-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-Jan-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 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 Board of studies of Thiruvalluvar University establishes the curriculum for its affiliated colleges. As the college is affiliated with this university, its curriculum is followed. The institution, at the beginning of every academic year prepares its academic calendar for 180 days (90 days per semester) based on the university tentative schedule. For the effective delivery and transaction of the university syllabus, the institution implements a specific timetable program for each department. The Heads of departments design an academic session curriculum plan for all subjects and communicate it to concerned staff members after getting approval from the Principal. Then, the department-level meetings are conducted to formulate academic plans and to allocate the teaching workload. A college-level orientation program is held in the auditorium for newly admitted students and staff. All the department faculty members meet their students and staff on the orientation day and the infrastructure facilities available in the department and college are explained to the students. The students receive the college academic calendar, which lists all of the college's daily activities. The Institution and university rules and regulations are strictly followed concerning the implementation of the curriculum. Students are encouraged to attend all the classes without fail. The departmental council comprised one staff in-charge, two student representatives (1 boy and 1 girl) for each class. Every year at the start of the academic session, a meeting is conducted for all the staff members by the Principal to analyze the previous year's successes and shortcomings, and new modalities are devised for the coming year. Before presenting lectures, staff prepare semester wise teaching plan and a record of teaching is maintained day to day in the teacher's diary for assigned subjects, which will include the required number of periods (per unit/practical), student evaluation time, unit test schedule, etc., Faculties use modern teaching aids like Power-Point

presentations, visualization of models and photographs (online videos), demonstration of the experiments, direct visits to industry and marketplaces, and other approaches. The class in-charge gives extra attention to poor academic performers. Teachers recommend and distribute advanced study materials, question banks as well as make use of online resources and ideas. As per the university curriculum, all staff follow a teaching syllabus (for both theory and practical), conducts three CIA (Continuous Internal Assessments) tests, requires three assignments submissions, and requires students to present seminars. The Principal and department Heads verify the syllabus to ensure that it is completed on time. Twice a month, the college holds a formal meeting for the department Heads led by the Principal. All challenges and achievements are assessed, and the information is forwarded to the management of the institution via the Principal in order to improve administration and curriculum integration. The teachers' delivery of the content is being assessed by students' feedback. The papers are valued and the results are submitted to the Principal. On a regular basis, a post-CIA Parent Teachers Meeting is organized to inform parents about their wards' test academic performance, attendance, and their behavior inside the campus.

## 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 | 0 | Nill |
| No file uploaded. | | |

### 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 | 12/06/2019 |
| BBA | Business Administration | 12/06/2019 |
| BCA | Computer Applications | 12/06/2019 |
| BCom | Commerce | 12/06/2019 |
| BCom | Corporate Secretaryship | 12/06/2019 |
| BSc | Mathematics | 12/06/2019 |
| BSc | Physics | 12/06/2019 |
| BSc | Chemistry | 12/06/2019 |
| BSc | Biochemistry | 12/06/2019 |
| BSc | Microbiology | 12/06/2019 |
| BSc | Computer Science | 12/06/2019 |
| MA | English | 12/06/2019 |
| MCom | Commerce | 12/06/2019 |
| MSc | Applied Microbiology | 12/06/2019 |

| MSc | Biochemistry | 12/06/2019 |
|-----|--------------|------------|
| MSc | Computer Science | 12/06/2019 |
| MSc | Mathematics | 12/06/2019 |
| MSc | Information Technology | 12/06/2019 |

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 |
|---------------------|----------------------|------------------------------|
| Certificate in Tally ERP with GST | 23/01/2019 | 60 |
| Communication and Soft Skills | 28/08/2019 | 145 |
| Yoga and Stress Management | 23/09/2019 | 237 |
| | [View File](#) | |

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 | 38 |
| BBA | Business Administration | 46 |
| MSc | Biochemistry | 2 |
| MSc | Computer Science | 3 |
| | [View File](#) | |

## 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 |
|-------------------|
| Feedback is obtained at the end of every semester for all courses offered during the term. These feedback forms/formats include student feedback, faculty feedback, alumni feedback, and parents' feedback. Collected feedbacks are analyzed, with the final result being discussed during the meetings. Students Feedback: The institute collects feedback forms on support services from all the students as well as from the student representatives in order to improve these services. Curriculum delivery, syllabus coverage, practical session completion, teachers support help, and support facilities are all included in |

the student feedback form. After collecting the feedbacks, analyzed by a team of coordinators nominated and designated by the Principal. The Department Heads, Principal and Vice Principal monitor the actions made as a result of the feedback analysis. In addition to that, 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 Principal evaluates the Faculty Feedback obtained from students who have attained a 60 or above attendance and recommends the required to the faculties. The feedback is also shared with the department for any corrective measures. There are regular class visits by the Principal and Vice-Principal for observing the overall delivery of lectures in a classroom. Feedback on the completion of the syllabus by teachers is also collected from the Heads of Departments. The information is used as one of the means for assessing teaching effectiveness for decisions regarding permanence and progress and to provide information that may be used to support exceptional teachers. A post-observation meeting is held to discuss the visits outcomes and to make improvement plans. Teachers provide feedback in an informal environment during the academic area meetings conducted by the convenor, as well as during faculty meetings. Meetings are also arranged for teaching faculty in a given term, where discipline issues and infrastructure issues are discussed and efforts are made to resolve them. Parents Feedback: A parent-teacher meeting is held every semester, and feedback is requested. Many of the suggestions made by parents have been implemented and included in the curriculum. Companies have been invited for campus placements and expert lectures on time management, leadership skills, entrepreneurship. Alumni: When alumni visit the institute for various events such as Seminars, they provide feedback. Alumni feedback is reviewed, and their proposals for improvement and enhancement are implemented as much as possible.

## 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 |
|---|---|---|---|---|
| BA | English | 70 | 24 | 24 |
| BSc | Mathematics | 70 | 12 | 12 |
| BSc | Physics | 50 | 14 | 14 |
| BSc | Chemistry | 50 | 31 | 31 |
| BSc | Biochemistry | 50 | 17 | 17 |
| BSc | Microbiology | 50 | 32 | 32 |
| BSc | Computer Science | 50 | 48 | 48 |
| BCA | Computer Applications | 100 | 80 | 80 |
| BBA | Business Administration | 70 | 4 | 4 |
| BCom | Commerce | 70 | 90 | 70 |
| View File | | | | |

### 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 |
| --- | --- | --- | --- | --- | --- |
| 2019 | 1235 | 133 | 25 | Nill | 56 |

## 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 |
| --- | --- | --- | --- | --- | --- |
| 81 | 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)

In our institution, mentoring system for a betterment and effective relationship between student and teacher and also continuously monitor council and guide students in educational and personal matter. A mentor is a teacher acting both as a friend and a role model who support and encourages a student in his/her academic and personal growth. To enhance student – teacher relationship. To enhance student's academic performance and attendance. To minimize student's dropout ratio. To mentor the student's regularity and discipline. To enable the parents to know about the performances. The IQAC had taken the inivative of implementing the mentoring of students. Students are based on the streams of studies and also according to their core subjects. They are divided into groups of students. Mentors maintain and update the mentoring format after collecting all necessary information. Mentors are expected to offer guidance and counseling as and when the required. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counseling and their special meeting with the principal at the suggestion of the mentor. If a student is identified as having weakness in particular subject, it is duty of mentor to apprise the concerned subject teacher. Couples of meeting are arranged by mentors for their mentee in each semester. The mentor system has only implemented in the last few years. Significant improvement in the teacher – student relationship is observed. This mentor system has been useful in identifying slow and advanced learners. All mentors have direct access to the principal. Mentors are authorized to report any challenge immediately and seek resources required. Mentors also maintain record about student progression. The mentorship program at our college is where many teacher- student bonds for a lifetime get developed. These mentors play the role of a caring adult and offer themselves as role models. Especially in the context of students who come from broken or conflicted families, the significance of the role played by these teachers, going way beyond what is their routine job as teachers, cannot be overstated.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 1368 | 81 | 1:17 |

## 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 |
| --- | --- | --- | --- | --- |
| 81 | 6 | 0 | 6 | 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 |
|---|---|---|---|
| Nill | 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 | 22/09/2020 | 28/10/2020 |
| BBA | U08 | Final/III | 22/09/2020 | 28/10/2020 |
| BCA | U09 | Final/III | 22/09/2020 | 28/10/2020 |
| BCom | U10 | Final/III | 22/09/2020 | 28/10/2020 |
| BCom | U12 | Final/III | 22/09/2020 | 28/10/2020 |
| BSc | U15 | Final/III | 22/09/2020 | 28/10/2020 |
| BSc | U17 | Final/III | 22/09/2020 | 28/10/2020 |
| BSc | U18 | Final/III | 22/09/2020 | 28/10/2020 |
| BSc | U25 | Final/III | 22/09/2020 | 28/10/2020 |
| BSc | U26 | Final/III | 22/09/2020 | 28/10/2020 |

[View File](#)

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

The institute is affiliated to Thiruvalluvar University and follows the examination pattern of the university. University guidelines are strictly adhered to with respect to evaluation process. There are three internal tests conducted. The schedules of internal assessments are communicated to student and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. The institute exam cell framed guidelines for conducting the CIE in line with calendar of the University and institution. As for the guidelines, the following reforms have been carried out effectively conducting CIE: • The college also follows criteria for CIE system. The college displaces all the circulars on notice board from time to time. The faculty informs and elaborates the syllabus, its objectives and paper patterns to the students at the beginning. • Scheduling for internal examination, seating arrangement, all invigilator listed for every examination. • Preparing the question paper for the internal examination in the prescribed pattern based on knowledge level. • Scrutiny of the prepared the question paper is carried out by HOD to ensure quality of the question paper. • Monitoring the attendance of the students for the examination. • Internal assessment has to be carried out within the stipulated time. • After completion of the internal examination, the faculty evaluated the answer scripts and distribute to the students for the doubt clarification or re-correction. The faculty submits the re-corrected script to the examination branch and marks are displayed on the notice board. • Results review meetings are conducted with result analysis and the remedial

actions for further improvements are arrived after discussion with faculty, HOD and Principal. • Upload of assessment marks in university web portal and subsequently communicated to parents The evaluation of theory courses assessed in direct mode (80) covering both internal and university examination and indirect (20) covers survey. The evaluation for laboratory courses are assessed in the similar pattern followed for the theory courses. For each laboratory sessions, the student is assessed through viva questions, observations. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. The project review committee organizes review meetings to assess the progress of all the project batches. Performs of the students in internal assessment is used for faculties to identify slow and advanced learners in their respective subjects. Slow learners are encouraged to improve their performance in future by counseling. Counseling sessions are used to sort out the personal issues, academic and non academic problems. Thus, the system provides way and means to ensure its creditability and reliability. The following are the evaluation processes are also implemented by the college: Seminar: Seminars are conducted for all students at UG and PG level. Students are asked to present seminars in classroom on select and assigned topics.

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

The institute adheres to the Academic Calendar prepared according to the calendar provided by Thiruvalluvar University. Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. It also helps the students to plan their academic and extracurricular activities. Examination dates were decided by Thiruvalluvar University and intimated to the colleges, which was incorporated in the academic calendar as and when provided. Since the Thiruvalluvar University conducted the semester examinations for all the courses in each year, the college was obliged to follow these dates for examinations. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. The effectiveness of the process is maintained through effective monitoring by the Principal/ Vice Principal. The Principal/ Vice Principal see to it that all the departments follow academic calendar. The college has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

## 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 |
|---|---|---|---|---|---|
| U04 | BA | English | 36 | 36 | 100 |
| U08 | BBA | Business Administration | 46 | 46 | 100 |

| U09 | BCA | Computer Applications | 93 | 93 | 100 |
|------|------|------|------|------|------|
| U10 | BCom | Commerce | 63 | 63 | 100 |
| U12 | BCom | Corporate Secretaryship | 38 | 38 | 100 |
| U15 | BSc | Biochemistry | 42 | 42 | 100 |
| U17 | BSc | Chemistry | 50 | 50 | 100 |
| U18 | BSc | Computer Science | 36 | 36 | 100 |
| U25 | BSc | Mathematics | 50 | 50 | 100 |
| U26 | BSc | Microbiology | 39 | 39 | 100 |
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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/sss1920.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 |
|------|------|------|------|------|
| Nill | 0 | Nil | 0 | 0 |
| No file uploaded. | | | | |

### 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 |
|------|------|------|
| National Conference on Impact of Physics in Medical and Environmental Research (iPhyMER-20) | Physics | 06/03/2020 |
| One day national level seminar on Recent Advance in Biomedical Applications (RABMS) | Biochemistry | 27/09/2019 |

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 |
| No file uploaded. | | | | |

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) |
|---|---|---|---|
| International | Department of Physics | 1 | 0 |
| International | Computer applications | 1 | 0 |
| International | Chemistry | 1 | 1.24 |
| International | Micro-Biology | 2 | 2.0 |
| International | English | 1 | 0 |
| National | English | 2 | 0 |

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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 | 1 |
| Department of Physics | 1 |

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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 |
|---|---|---|---|---|---|---|
| Experimental and Theoretical investigation on Electronic Structure of 5-(Hydroxymethyl) | S.Selvaraj | Dengue Awareness Programme | 2020 | Nill | Indo–American College, Cheyyar, 604407, Tamil Nadu, India | Nill |

| | | | | | | |
|---|---|---|---|---|---|---|
| -2-Furaldehyde:antisickling agent identified from Terminalia area bellirica | | | | | | |
| Synthesis and Characterisation of CdO nano particles: An efficient nanomaterials for the removal of Rhodamine B | P.Durgadevi | Materials today Proceedings | 2020 | Nill | Indo-American College, Cheyyar, 604407, Tamil Nadu, India | 5 |
| Formation of new low cost media for mass production of spirulina species | Dr.J.Devanathan,Dr.K.A.Selvam,Ms.P.Sandhiyadevi | Chemistry reports | 2019 | Nill | Indo-American College | Nill |
| Structural analysis and conformation of carbon atoms of gaba pentin | Dr.J.Devanathan,Dr.K.A.Selvam | J.of Analytical and Experimental model Analysis | 2019 | 2 | Indo-American College | 2 |
| An Experimental and Theoretical evidence for structural and spectroscopic properties of 2-hydroxy 5-methoxy benzaldehy | Dr.J.Devanathan,Dr.K.A.Selvam | Int.J.of Analytical and Experimental model Analysis | 2019 | 1 | Indo-American College | 1 |

| | de. | | | | | | | |
|---|---|---|---|---|---|---|---|---|

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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 |

No file uploaded.

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

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 20 | 41 | 32 | 0 |
| Presented papers | 19 | 27 | 2 | 1 |
| Resource persons | 3 | 0 | 1 | 5 |

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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 |
|---|---|---|---|
| Anti-Ragging Awareness | NSS | 5 | 350 |
| Mass Cleaning Programme at Cheyyar SIPCOT | NSS | 2 | 100 |
| Dengue Awareness Programme | RRC | 2 | 100 |
| AIDS Awareness | YRC/RRC | 4 | 250 |
| Disaster Management Rally | NSS | 2 | 200 |
| An Awareness Programme on Adulteration in Food Products | Citizen Consumer Club | 3 | 100 |
| Electricity Conservation and Savings | Citizen Consumer Club | 2 | 100 |
| Blood Donation Camp | NSS | 5 | 150 |
| National Voter's Day Rally | NSS | 5 | 400 |
| Swachh Bharat | NSS-MHRD | 6 | 200 |

| | | | |
|---|---|---|---|
| | | **No file uploaded.** | |

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 |

**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 |
|---|---|---|---|---|
| Swachh Bharat | NSS | Mass campus Cleaning Drive | 2 | 50 |
| Aids Awareness | NSS | Aids Awareness | 2 | 250 |
| Blood Donation Camp | NSS Unit in association with Chengalpet Government Medical College and ospital | Blood Donation Camp | 5 | 105 |

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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 | Nil | Nil | 0 |

**No file uploaded.**

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 |
|---|---|---|---|---|---|
| Student | Internship | Hatsun Agro Food Products,Kanchipuram | 01/01/2020 | 01/02/2020 | 02 |
| Student | Internship | Cheyyar Co-Operative sugar Mills limited | 02/03/2020 | 30/03/2020 | 15 |
| Student | Internship | ASA. Selvaraj Industries, | 03/02/2020 | 28/02/2020 | 10 |

| | | | |
|---|---|---|---|
| | **Vandavasi** | | |

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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** | **3** |

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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 |
|---|---|
| **20** | **18.5** |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| **Seminar Halls** | **Existing** |
| **Seminar halls with ICT facilities** | **Newly Added** |
| **Classrooms with LCD facilities** | **Newly Added** |
| **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 |
|---|---|---|---|
| **AutoLib** | **Fully** | **2.1** | **2020** |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| **Text Books** | **7983** | **1469713** | **226** | **59640** | **8209** | **1529353** |
| **Reference Books** | **459** | **76640** | **3** | **1214** | **462** | **77854** |
| **Journals** | **299** | **37600** | **3** | **9700** | **302** | **47300** |
| **CD & Video** | **273** | **33000** | **0** | **0** | **273** | **33000** |
| **e-Books** | **195809** | **Nill** | **0** | **0** | **195809** | **0** |
| **e-Journals** | **6293** | **Nill** | **0** | **0** | **6293** | **0** |

| Library Automation | Nill | 127676 | 0 | 0 | 0 | 127676 |
|---|---|---|---|---|---|---|

No file uploaded.

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 &amp; 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 Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 120 | 4 | 1 | 1 | 0 | 1 | 11 | 8 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 120 | 4 | 1 | 1 | 0 | 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 |
|---|---|---|---|
| 15 | 12 | 5 | 3 |

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 44 non-teaching staff for maintenance of library, Science Laboratories, landscapes, college transports, playground, 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. Full-time Lab Assistants are also employed for the maintenance of laboratory equipment. 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 Table-tennis Court housed in the dining hall. The playground is maintained by support workers. The college campus covered with security surveillance camera to ensure secure conditions. The fire extinguishers were fixed at every blocks of the campus to avoid fire accidents. The Wi-Fi facilities were initiated at Administrative block and Library hall to provide network facilities to all Faculty members.

https://iac-cheyyar.com/wp-content/uploads/2022/02/programme-programme-specific-and-learning-outcomes.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 | 100000 |
| Financial Support from Other Sources |  |  |  |
| a) National | SC/ST Welfare Scholarship/National Scholarship Scheme | 175 | 635750 |
| b)International | Nill | Nill | Nill |
| [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 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Certificate in Tally with GST | 12/02/2020 | 60 | National council vocational and Research Training, New Delhi. |
| Skill-Based Training Programme | 02/01/2020 | 80 | Titan LeAP |
| Bridge courses, all first years | 21/01/2020 | 150 | Placement Cell, Indo-American College,cheyyar |
| Career Guidance for the Students of Commerce and Management | 06/01/2020 | 75 | ICSI,Chennai |
| Group Discussion and Mock Interview | 16/12/2019 | 120 | Placement Cell, Indo-American College,cheyyar |
| Remedial Coaching | 18/11/2019 | 60 | Indo-American college,cheyyar |
| Simplified Physical Exercise | 25/10/2019 | 200 | WCSC,Meditation centre, cheyyar |
| Kayakalpa Course in Yoga | 16/08/2019 | 200 | WCSC,Meditation centre, cheyyar |
| Personality Development | 26/07/2019 | 160 | Placement Cell, Indo-American College,cheyyar |
| **No file uploaded.** | | | |

 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 |
|---|---|---|---|---|---|
| 2020 | SKILL BASED TRAINING PROGRAMME | 80 | 80 | 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 |
|---|---|---|
| 30 | 30 | 10 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof | Number of | Number of | Nameof | Number of | Number of |

| organizations visited | students participated | stduents placed | organizations visited | students participated | stduents placed |
|---|---|---|---|---|---|
| Saravana Selvarathinam Pvt Ltd. | 100 | 87 | Nil | 0 | 0 |

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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 |
|---|---|---|---|---|---|
| 2019 | 8 | B.Sc | Biochemistry | Indo-American College | M.Sc Biochemistry |
| 2019 | 1 | B.Sc | Biochemistry | MGR University | M.Sc Biochemistry |
| 2019 | 1 | B.Sc | Biochemistry | Thiruvalluvar University | M.Sc Biochemistry |
| 2019 | 12 | B.Com | Commerce | Indo-American College | M.Com |
| 2019 | 2 | B.Sc | Chemistry | Pacchaiyappa's Men's College, Kancheepuram | M.Sc Chemistry |
| 2019 | 2 | B.Sc | Chemistry | University of Madras | M.Sc Chemistry |
| 2019 | 1 | B.Sc | Chemistry | Sri Akilandeshwari Women's College | M.Sc Chemistry |
| 2019 | 1 | B.Sc | Chemistry | Arignar Anna Government Arts College, Cheyyar | M.Sc Chemistry |
| 2019 | 1 | B.Sc | Chemistry | Arignar Anna Government Arts College, Walajapet | M.Sc Chemistry |
| 2019 | 4 | B.Sc | Chemistry | Wisdom College of Education | B.Ed |
| 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** | **5** |
| [View File](#) | |

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

| Activity | Level | Number of Participants |
|---|---|---|
| **Intramural Sports Competitions** | **Intra-collegiate** | **600** |
| [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 award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| **2019** | **Nil** | **Nill** | **Nill** | **Nill** | **Nill** | **Nil** |
| **No file uploaded.** | | | | | | |

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

**The college offers various opportunities for students to participate in a wide range of co-curricular, extra-curricular, social, sports and activities related to community services.The department associations of the institution and various Clubs organize various programs related to their discipline. All student representatives, office bearers of various bodies participate in the Open Forum, that is organized once in every semester and it helps as a bridge between students and administrators. The concerns and feedback are accumulated and are taken into account for various policy decisions. The major programs/activities conducted by department associations and various clubs: 1.Various competitions throughout the year. 2. Inter-Departmental Cultural Competitions. 3. Administration of various studentship, free-ships and welfare provisions for students. 4. Organizing department festivals, special programs on national and international days of importance and ethnic festivals. Major Activities of Departmental Associations: 1.Identifying students' talents for cultural and sports events 2.Organizing inter-collegiate-department specific programs on the day of department festival 3.Organizing department sports events as part of sports day celebrations of the college 4.Organizing field visits and educational tours of the department Major Activities of Quality Circle Members: A Quality Circle is composed of volunteer members and nominated members from each class based on their academic merits and regularity who contribute towards Institutional effectiveness through group processes. The major activities are: 1.Leadership skills development program. 2. Regular feedback. 3. Identifying students who need help. From the above, it is consolidated that there is effective and dynamic participation of student council among various fora in all decision-making process. The representation of students at all levels is assured and well-noted. The decisions are evolved with the consent and involvement of students.**

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

**Yes**

**The Alumni Association of Indo-American College is registered. The meetings of**

the Alumni Association are conducted separately by each department. 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 helps the college in admissions and placements. Alumni members actively participate in the mentoring programs offered by the college, to motivate and inspire the newly admitted students at the commencement of their course. A total of 350 members are enrolled in the academic year 2019-2020.

## 5.4.2 – No. of enrolled Alumni:

850

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

35000

## 5.4.4 – Meetings/activities organized by Alumni Association :

Three Alumni Meetings at the department's 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. The College Management and governing council creates and augments college infrastructure facilities which act in accordance with the superiority and the necessary requirements of the higher edification bodies to achieve the goals or worktable -characters of the organization. The management also takes care of the financial support to implement the facilities required to upgrade the standards of the institution and to encourage efficient teaching, learning and research aspects.

### 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 |
|---|---|
| Curriculum Development | The curriculum is exclusively designed in advance adhering to the tentative academic calendar prepared by |

the affiliating University. The members of board of studies in the University are improving the curriculum incorporating recent developments in all disciplines to achieve the better standards in higher education. 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. In addition various advanced methods of teaching via animation, videos , short documentations , group discussions, real time study, on field study, seminars , conference , workshops like robotics, mobile applications development are used as innovative tools to enhance subject knowledge. 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. Seminar is also included for the assessment of internal marks for PG courses only on updated topics in their syllabus. Question bank for all courses is prepared based on latest examination |

| | |
|---|---|
| | held in the subjects concerned. 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. The institution also has a research committee which includes Heads of PG and Research departments to observe and evaluate the scheme of Research Projects. The project proposals are evaluated by subject experts from nearby colleges. |
| Library, ICT and Physical Infrastructure / Instrumentation | Library is accessible to all users, and resources can be availed by all registered users. The Institution has N-List-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 N-LIST 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. The college and department library is frequently restructured and upgraded by adding new text books for all disciplines, and with reference books, latest Research journals, e-Journals E-books, periodical magazines and daily news papers. |
| 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. The recruited staff members are trained by skilled professional through FDP programmes. The curriculum of the university is introduced to the new faculty, and subjects are allotted based on their skills. |
| 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. The college plans to go for memorandum of understanding with esteemed institutions, industries, research centers over the nation, through alumni members, placement cell and collaborative research association. |
| Admission of Students | Advertisements pertaining to admission to courses have been disseminated through strategies including brochure distribution, websites, newspaper, local televisions, outreach program, social media such as face book. 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. The achievements of the students and the placement are highlighted through banners, posters placed on the notable places near institution for the students to choose their higher study in our institution. For admission of post graduate courses the students who completed their under graduation in our institution are encouraged to join higher education by giving concession in their tuition fees.

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 infrastructural, academicals, placement and required information of its stakeholders. 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 notices from the Principal's office are sent to staff through emails. Communication from the affiliating university is disseminated via mails and What's App. The profile of staff is regularly updated in the college website. Staff attendance is managed by Biometric System. The college campus is equipped with CCTV cameras installed at various places of need. The library is integrated with AutoLib Software Technology where users can enter, search catalog, borrow and return books conveniently. |
| Finance and Accounts | All activities pertaining to finance and accounts have been maintained through computerized licensed software. 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. 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/Contact 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 used when required. Online Classes are arranged by college to encourage student higher education. 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. Students are monitored in all levels, Anti-Ragging squad to be nominated by the Head of the Institution ensure all possible steps for prevention of ragging. Alumni portal is provided on website for the information of passed out students. |
| Examination | The affiliating university has implemented e-governance in the examination system. Academic Cell of College Examination oversees the complete process of examination under the guidance of the Chief Superintendent of Examinations. Examinations are held abiding by instructions of the University. Examination fees, obtaining admit cards are done in online manner. 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 |

## 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 | Dr.T.Shanmuga sundaram | Global Employment opportunities for Tamil literates | Shasun Jain College for women | 1000 |
| 2019 | G.Gopinath | RABMS | Indo-American College | 10000 |
| Nill | G.Rajathi | SCSTOS at Chennai city | SRM, Chennai | 1000 |
| Nill | R.Mythili | Recent trends on computer science and IT | Thiruvalluvar University | 1000 |
| No file uploaded. | | | | |

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) |
|------|------|------|------|------|------|------|
| 2020 | FDP on Teaching Aptitude | FDP on Teaching Aptitude | 25/01/2020 | 25/01/2020 | 85 | 5 |
| No file uploaded. | | | | | | |

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 |
|------|------|------|------|------|
| FDP on Online Teaching Via Google,LMS during Covid-19 Pandemic | 1 | 28/05/2020 | 30/05/2020 | 3 |
| FDP on My life My Pride My Carrier | 1 | 18/05/2020 | 18/05/2020 | 1 |
| FDP on Examination in | 1 | 08/05/2020 | 08/05/2020 | 1 |

| | | | | |
|---|---|---|---|---|
| wake of covid-19 | | | | |
| Global Employment opportunities for Tamil literates | 1 | 14/09/2019 | 14/09/2019 | 1 |
| FDP on Teaching Aptitude | 85 | 25/01/2020 | 25/01/2020 | 1 |

<div align="center">No file uploaded.</div>

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 81 | 81 | 44 | 44 |

### 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. Ex-cretia for Pongal Festival. | Provident Fund, Free breakfast and Lunch for Transport Staff, Staff Tour, Ex-cretia for Pongal Festival. | Abboy Trust Scholarship to the meritorious poor students, subsidized nominal transport fee, Fee concession to the deserving poor students. |

## 6.4 – Financial Management and Resource Mobilization

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

This institution has an effective system for the academic and financial audit. The academic audit is conducted once a year by the IQAC and the College Governing Council, headed by the Principal. 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. The Management conducts regular accounts audit by employing Chartered Accountant to certify its Annual Financial Statements and also to countersign all utilization certificates to various grant giving agencies. 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 | na |

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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 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. Frequent meeting with parents will promote amiable association with the parents, teachers and students. To provide potential support for smooth functioning of the college and for retains a good discipline in the campus.

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

Recognition and Rewards are offered to incentivize employees to grow with the organization. Provide feedback in real-time to know our strength and weaknesses. Encourage Mentoring and Coaching to support the growth of the employees through communication and training program. Identify and Develop Soft Skills that help your employees to succeed in their career. Inter-departmental Training Programs to support employee growth and professional development.

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

Curricular feature of college afford a storehouse of teaching manuals for each of the topic in the curriculum for the benefit of the students. The storehouse consists of (a) University Syllabus (b) curriculum Plan (c) previous University questions papers (d) internal question paper prepared by Department and (e) instruction manual and guidelines for laboratory work. For Teaching , Learning and Evaluating process , Teachers make use of ICT tools like PowerPoint presentations and OHP For Research and Consultancy , College organize frequent department wise seminars, workshops and conferences. Classrooms have been updated with green boards and modern desk-cum-benches ,Resource like Wi-fi connectivity is available in the library, teachers? room, office and computer laboratory.

### 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 |
|---|---|---|---|---|---|
| 2020 | FDP on Teaching | 25/01/2020 | 25/01/2020 | 25/01/2020 | 85 |

| | Aptitude | | | | |
|---|---|---|---|---|---|

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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 |
| Poshan Abiyan Day | 08/08/2019 | 08/08/2019 | 200 | 0 |
| Special Meeting on Sexual Harassment | 10/10/2019 | 10/10/2019 | 300 | 0 |
| AIDS day Awareness program | 02/12/2019 | 02/12/2019 | 150 | 50 |

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 |
|---|---|---|
| Physical facilities | Yes | 2 |
| Ramp/Rails | Yes | 1 |
| Rest Rooms | Yes | 10 |
| Scribes for examination | Yes | 1 |

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 |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 13/06/2019 | 01 | National Martyrs Day | National Interest | 600 |
| 2019 | 1 | Nill | 21/06/2019 | 01 | International Yoga Day | Health awareness | 150 |
| 2019 | 1 | Nill | 03/10/2019 | 01 | Gandhiji`s 150th | National | 200 |

| 2019 | 1 | Nill | 03/01/2020 | 01 | Dengue Awareness Camp | Dengue Spread | 100 |
|-------|---|------|------------|----|-----------------------|---------------|-----|
| 2020 | 1 | 1 | 23/01/2020 | 01 | Human Chain of students for Road Safety | Violation of traffic rules and prevention of accidents | 100 |
| 2020 | 1 | Nill | 05/02/2020 | 01 | Computer Literacy to High School studets | Imparting Knowledge on basic computer use | 100 |

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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 | 01/07/2019 | 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 | 07/09/2019 | 07/09/2019 | 105 |
| Votes - Not for Sale | 24/01/2020 | 24/01/2020 | 200 |
| Poshan Abiyan day | 08/08/2019 | 08/08/2019 | 500 |

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

The Institution has taken up various initiatives to maintain an environment friendly campus. The campus is full of greenery and is kept clean and tidy. The gardens, lawns and plantations inside the campus is maintained by a dedicated group of caretakers, sweepers and housekeeping staff.

The Institution implements solid waste management by enforcing the waste segregation rules. Dustbins are placed in every classroom, laboratory, rest room, and canteen and at different locations in the campus. Sweepers are allotted to each floor who manages all the waste generated in the campus.

The Institution follows the systematic procedure for proper management and disposal of liquid waste. The wet waste from the college, hostels and canteen is given away to bio fertilizer plants for making eco-friendly fertilizers. A

| sewage treatment plant for the college is being conceived. This treated water is then used for the gardening and other purpose. |
| :---: |
| **Rain Water Harvesting** |
| **Replacing lights with LED bulbs.** |
| **Pledge on maintaining the campus as plastic free/smoke free/tobacco free zone. Mission Clean Campus to maintain the campus plastic free and clean.** |

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice -I 1. Title of the Practice: Mentorship Scheme 2. Goal To plan Personal and career goals of students. To improve presentation skills/written skills and oral communication skills. To improve general aptitude test/technical quiz proficiency. To develop leadership qualities. To know resume writing and preparations for mock interview. To monitor overall progress of students during his/her graduation. 3. The Context: Along with the adaptation of good teaching learning process, which enhances the technical knowledge of students, Institute has designed innovative methods for the overall personality development of the students. Through mentorship scheme, institute has developed systematic road map for improving the different aspects of personality developments, Communication Skill, Presentation Skill, Team Work, leadership qualities, resume writing, etc. and make them ready to face the challenges in industry. The students lagging in any of the above mentioned skills are eager to participate in the different activities planned under the Mentorship Scheme to develop themselves. The objective of Institute to implement mentorship scheme is to provide training and guidance to undergraduate and post graduate students in all disciplines, in the different activities conducted by the Institute, which will be useful to them in their life after graduation. Faculty who serve as mentors make a valuable contribution to the education and training of undergraduate students interested in hands-on experience in different activities. Students judge the experiences primarily by their interaction with their mentors. Thus, the role of faculty member in scheme is crucial to the program's success. 4. Practice: In the mentorship scheme a Teacher (mentor) is allocated with a group of approximately twenty students (mentees). Mentor meeting is conducted once in a month. Various activities like career goal setting, presentation skills, communication skills, resume writing, aptitude test etc. are conducted in the meetings. Along with these activities, mentor has to keep the academic record of the mentees allotted to him in terms of their monthly attendance, academic results, co-curricular participation within and outside campus etc. and inform the same to the parents. 5. Evidence of success: The evidence of success of mentorship system is reflected through the overall personality development of students. Those students who lack of confidence, weak in communication, poor presentation skills, are observed having marginal improvement in the lacking areas when they come to final year. Parents are happy to have a system where, the overall progress of their ward is monitored and informed to them timely right from the first year till the candidate completes his course. There is a marginal increment in the number of students participating in various events held within and outside the college, since the implementation of Mentorship Scheme. 6. Problem Encountered and Resources required: The institute being situated in rural area the students are not that much exposed to the current enhancements. To overcome this, mentors play an important role by making them aware of the same. To mould the students mentality towards improvement in their personality without hampering academics was a difficult task. Best Practice -II 1. Title of the Practice: News in Education (NIE) 2. Goal To strengthen the reading habit and to enhance the overall development of the students. To help students to become informed and involved citizens who can determine and guide their own

destinies in a democratic society. To help students develop skills of critical reading by teaching competence in newspaper reading. To improve the confidence of students to participate in inter-college quiz competitions. 3. The Context News in education is a long standing programme utilized by the institution to bring the excitement of timely real world learning tools to the hostel students on goodwill. Newspapers have been provided to engage students, stimulate creativity, enhance reading skills, and improve academic performance. the institution focuses on encouraging the students to read the newspaper, learn about their community and live a more successful life as well as informed citizen. 4. The Practice Students who actively participate in NIE programme excelled and came out with flying colours. The other positive impacts of the practice are, Students did better on standardized reading tests. Helping the students to enhance the fluency in English language and improving the communication skills. Regular use of the NIE programme positively created an impact on the reading attitude of students. Created a desire in young people to read with practical and fun teaching ideas. NIE helped students develop reading skills that they need all their lives. It increases students? awareness in the areas of science, technology, globalization, economic status, world issues, sports, government policies, employment, higher studies, and public issues. Newspapers are informative and help the students to compete with their counterparts in other metropolitan cities who have better exposure of the current events 5. Evidence of Success A good volume of students from rural region got benefited by NIE programme. Reading skills of the students have been increased considerably. The results of above said practice increase the comfort zone in English fluency and attain positive response. 6. Resource Required A facilitator has been allotted to take care of news analysis sessions and news discussions among the students. 7. Concluding Notes Reading newspaper is a good habit that provides a great sense of educational value. It carries information about politics, economy, entertainment, sports, business, industry, trade and commerce. With this habit, it will not only enhance student knowledge about general information but it will improve students English Skills and Vocabulary of the students.

| 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/bestpractices1920.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 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 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 enhance ICT through SWAYAM NPTEL and to initiate Spoken Tutorial Software Training Program offered by IIT Bombay. To conduct academic and administrative audit with well defined parameters for appraisal. To Install second Reverse Osmosis Water Plant for drinking water. To emphasize departments to prepare students for short-term internships. NSS, YRC, RRC and CCC to organize community services in association with NGOs. To emphasize staff to go for funded research projects. To offer more number of placement training to students to make them employable. To organize programs to empower girls students. To organize programs that could address advantages of Local people.