Patrician College of Arts and Science

Chennai - Tamil Nadu

SELF - STUDY REPORT

Submitted to

National Assessment & Accreditation Council
For Accreditation: First Cycle

October 2014

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PREFACE

From a humble beginning in 2001, the Patrician College has completed successfully thirteen years of its journey towards Academic pursuits and now is taking the march forward towards achieving Academic excellence. As the next step the Institution is in the process of obtaining accreditation and towards this the College has initiated the process of preparing the Self Study Report. A steering committee was constituted with all Heads of the Departments and senior Faculty members. The committee has worked tirelessly to prepare an exhaustive report. The Self study report is the outcome of series of deliberation with the members of the management, Faculty, students, Alumni and other stakeholders.

The preparation of the SSR has been educative and enriching, providing the management and faculty the opportunity for in-depth introspection into the overall performance of the College. The Study has enabled the institution to identify strengths, gaps, challenges and opportunities and work towards strengthening the existing practices and address the gaps in the journey towards excellence.

On this occasion it is appropriate to acknowledge the contribution made by the Management and faculty in the cause of educating thousands of students who received quality education at the Institution and who are doing extremely well in their field of specialization. They stand witness to their Alma Mater and are contributing to the development of the society through education and values they have imbibed from the Institution. The Institution is gratified to have transformed the lives of first generation learners, the economically and socially weaker groups and to have built human resource that will make a difference for themselves and society.

We convey our heartfelt thanks to the Management, the steering committee and faculty members, students and all stakeholders for their valuable time and inputs to prepare the Self Study Report.

We feel extremely privileged to submit this Self Study Report to the National Accreditation and Assessment Council (NAAC). We are sure that our sincere efforts would yield desired results and the outcome would further inspire us to continue our service to the student community.

Dr. Fatima Vasanth
Principal

EXECUTIVE SUMMARY

Patrician College of Arts and Science established in 2001 is a Christian co-educational self financing institution affiliated to the University of Madras. It was instituted by the Brothers of St. Patrick, a congregation established by Bishop Daniel Delany in 1808 in Ireland. Patrician mission to India was in 1875 by 3 Irish brothers, Ignatius, Paul and Finton who began by caring for the destitute and orphan boys of the Archdiocese of Madras. Today there are 25 Patrician communities in India who serve the needy and ignite young minds by educating them and thus live by their motto "For God and country, we give our lives and service."

With an exuberant spirit that reflects their service in the field of education, the Patrician Brothers promote opportunities for youth from different social backgrounds to excel in their academic pursuits. With their strong skills of leadership and governance, the congregation has established schools and Colleges all over the world providing a supportive environment in catering to the education needs of the students. The vicinity of the College houses three renowned institutions – St. Patrick's AI Higher Secondary School (1875), St Michael's Academy (1953) and St. Patrick's ICSE School (2004). In this vibrant academic atmosphere and in a city that houses many Universities, Institutes and Colleges, the Patrician College of Arts and Science has positioned itself as a renowned institution in the cause of education.

The primary aim of the College is to impart education with skills and perspectives required for understanding and participating responsibly and creatively in a complex world. The Trefoil shamrock which is the College emblem envisages the threefold College motto to seek, to strive, to find. The Vision of the College is to continue to emerge as the Centre for Excellence in Higher Education and build Human Resources with values to make a significant contribution to society and the Mission is to provide a holistic education for Intellectual and Physical Development, Social and Cultural Sensitivity and Economic Opportunities that will empower every student to live in harmony.

From its humble beginning in 2001 with 155 students, 5 faculty and 5 UG courses housed in a temporary building, the College has grown in strength to 1658 students, 67 faculty members, and 9 academic programmes housed in a 3-acre land with 101551 sq. ft. built up space and with state of art facilities. The College has successfully completed 13 years of its presence in the cause of higher education and has received recognition from university, government agencies, corporate and from the public.

The College enjoys good visibility and recognition with the University and Government .The College is the only institution in the University area to have had two members in the Senate, University of Madras as the former Principal and Vice Principal were members of the Senate. The Vice Principal continues to serve as

member of the Senate. The present Principal served as a member of the Syndicate, University of Madras from 2009 to 2012 and is presently the member of the Academic Council and is awaiting communication from University to be nominated as ex officio member of the Senate by virtue of holding the post of Principal. With this eminent background the institution is in the process of obtaining permanent affiliation and moving even higher to the next level of obtaining Autonomous status in order to emerge as an Institution of Excellence in the field of Higher education.

Excellence is a hallmark of the College and the College strives continuously to adopt innovative and best practices to deliver quality education to the students. The College has robust policies as a guiding factor to ensure a holistic value based education supported by the use of technology, in its quest for excellence to prepare human resource with global competencies. The uniqueness of the College is that it works at personal and professional levels with students to develop their character, self esteem and potentials.

Curricular Inputs

The College is affiliated to the University of Madras and the curriculum is designed and developed by the affiliating University. The College adopts the curriculum of the University and follows the choice based credit system under semester pattern of evaluation. As an affiliated Institution the College is not empowered to formulate its own curriculum. However the College enriches the University curriculum through additional inputs to provide a holistic education to the students. The implementation of the curriculum is effectively carried out by the faculty through scheduled lesson plan and time table decided at department meetings. Action plans are initiated and followed throughout the course of the semester. The curriculum is implemented with the efficient use of supportive technology in addition to the primary teaching methodology of lecturing. Effective teaching methods such as assignments, presentations and seminars are added to provide complementary inputs in the curriculum implementation. Practical application of curriculum is ensured through industrial visits and fieldwork. The students are kept updated with the current trends of the curriculum through the facilitation of exposure visits, guest lectures and expert presentations. Bridge courses in English and Math subjects ensure that Tamil medium students and slow learners are brought to the required level equated with the rest of the class for a uniform implementation of the curriculum. Knowledge sharing is facilitated through specially created online information pools. The institution makes sure that the stated objectives of the curriculum are achieved in the course implementation through gap analysis between planning and actual execution of curriculum that is facilitated through result reviews, and followed up with engagement of innovative teaching methodologies.

Academic flexibility runs mostly within the framework of the University curriculum. The decision for electives offered by the affiliating University is made by understanding the relevance and need for the same in the current job market. The Non Major Elective papers offer horizontal flexibility in UG programmes. Lateral mobility is facilitated by the university with diploma students to enter into the second year for selected courses. In addition to this, add on courses through MOUs with reputed organizations like NSIC and EDP agencies are enabled to organize skill oriented programmes which help the student to gain vital knowledge and job related skills.

The curriculum of the affiliating University is enriched by constant inputs from all stakeholders on regular basis. Institutional systems like mentoring, formal feedback and grievance redressals facilitate the understanding of the curriculum's effectiveness and the inputs from these systems are worked upon to enrich the curriculum. Reinforcement methodologies like newspaper analysis, intradepartmental and interdepartmental competitions help students to add on to the curriculum exercised. The institution ensures that curriculum enrichment grooms the students to cater to the needs of the society and become socially responsible. Cross cutting issues are adequately incorporated in the curriculum and through extension activities the students are sensitized to various social issues affecting the society.

The College initiative of Patrician College Empowerment Cell is set in place to provide add on courses to the university curriculum in the form of specific skill building programmes such as communication skills and personality enrichment classes and Tally courses. Research based courses and workshops like the SPSS package workshop are conducted to enable a parallel development of research culture in the College.

Feedback system in the College helps the management and faculty to understand the effectiveness of teaching methodologies in the curriculum implementation. The students are encouraged to give their feedback on the effectiveness of the curriculum delivery. The principal consolidates these findings, shares her views on the curriculum and represents the same through academic forums in the university. The College has introduced new courses based on the feedback gained from external stakeholders and demand for the courses from the prospective student's community.

Teaching-Learning and Evaluation:

In line with the vision and mission, Patrician College is committed to prepare each student as a human resource who will make a difference in society. Toward this goal, the College ensures that an enabling teaching-learning environment is created through various systems and structures which facilitate impartation of a holistic education to the students. The challenge is to ensure that even at the entry level the system is robust in order to ensure the right selection of students. The admission

process of the College is systematized to create transparency in all its stages and is reviewed for future enhancements. The student profiles are analyzed to balance the supply and demand for various courses. The admission policy of the institution is inclusive and caters to the student diversity to include students from minority community, marginalized sections of the society, economically weaker candidates, and preference to women candidates, first generation learners and differently able students. The reservation policies of the Government of Tamilnadu are followed and this is implanted in respect to the availability of candidates from the special categories. The College has witnessed a steady increase in the number of candidates applying for various courses since its inception which is a reflector on the effectiveness of teaching learning environment in the College.

Support structures of bridge courses, enabling classes and remedial classes ensure that the knowledge divide is lessened and thus enables the standardization of teaching methodology. The College ensures that the students and faculty are sensitized to issues of gender, inclusion, environment and respect for all fellow humans. The institution takes care to see that extremes of advanced learners are facilitated through encouragement of academic aptitude enhancement activities and peer teaching and the slow learners through mentoring and special coaching.

The teaching learning process is initiated through effective structuring of subject allocation and workload preparation upon which lesson plans are based. Learner centric approaches through need analysis and basic subject aptitude assessment are put into motion. Evaluation schedules prescribed by the university pattern are adhered to. IQAC plays a vital role in the review of evaluation techniques and quality checks. Patterns of experiential, interactive, collaborative and participative learning are encouraged through initiatives taken by all departments. The College provides ample space for nurturing critical thinking, creativity and scientific temper among the faculty and students.

The teacher quality is enhanced through a stringent recruitment policy in accordance with the guidelines of the affiliating University. The College has taken efforts to recruit qualified faculty with the introduction of new courses or upon gap identification in manpower planning to ensure the right size of faculty number in the College. The teacher quality is enhanced by the adoption of faculty development programmes, encouragement to increase knowledge through research initiatives, self appraisals, formative and summative assessment reviews and findings of formal feedback. Faculty is also given On Duty facility to present papers at various levels of conferences so that their knowledge base will improve and thereby affect a more efficient delivery of curriculum.

Evaluation methods of the affiliating university is followed through formative and summative evaluation techniques of seminars, assignments, continuous internal assessments and model examinations culminating in the performance in the end semester exams. The past record of the summative results

has revealed a good status of the institution showing continual growth over the years.

Research Consultancy and Extension:

The College aims at promoting and participating in research, consultancy, and dissemination of knowledge, competency development in addition to exploring new areas of research interest. At present the research activities in the College are managed and promoted by a Research Advisory Committee. The College enjoys the pride of having 9 PhD degree holders on its roll, and 27 members pursuing their PhD studies. The faculty is encouraged to undertake minor and major research projects. The research culture among the student community is mostly curriculum based and the students undertake research projects under the guidance and supervision of their department's faculty on various topics related to their fields of study. Technical exhibitions, working models and prototype building based on theoretical concepts ensure the application of text to practice. It has been made mandatory for each department to conduct one minor research study per semester. The output of the study is shared with the Management and for follow up with appropriate agencies. Workshop on application of statistical tools, SPSS and research methodology are organized periodically for the faculty. The Industry-Academia cell of the College organizes conferences, workshops, seminars at the International/ National/ State/ Intercollegiate level by inviting entrepreneurs and experts from industries and educational institutions.

The library acts as the major research resource for the institution. Research facilities are made available to the faculty and students by way of subscription to international and national journals, wide collection of books and statistical compilations, and online research resources and e-journals like INFLIBNET. MOUs facilitated by the College encouraged external interaction and partnership for furthering the quality and quantity of research undertaken by the institution.

The College promotes consultancy through industry-institute interfaces. The profile of the staff is made available on the College website which allows external agencies to contact them for consultancy in their areas of expertise. The College interacts with schools and residents of the neighborhood through consumer awareness exhibitions, programmes with self help groups, social service projects for the target groups and with society at large through its extension activities.

The institution-social responsibility model-ISR of the College ensures the promotion of extension activities by which the College gives back to the society which fuels it. The University has introduced compulsory extension services to which the College attaches importance to facilitate the credit accumulation associated with it. The extension activities are carried out through clubs such as NSS, Rotaract, Leo club, Citizen Consumer Club, Youth Red Cross, Red Ribbon Club and Enviro Club and other associations and cells such as All India Catholic

University Federation, Fine Arts, Sports, Women's cell, and Anti Sexual Harassment cell. These associations, cells and clubs are formed with a special view to sensitize the students and faculty to the wide spectrum of social needs, expose them to pressing issues like social injustices and keep their conscience active. Through visits to cancer institute, home for the destitute and aged, HIV affected children's homes and orphanages, the students are exposed to the problems of the marginalized groups and are motivated to extend help to them. The community participation model makes sure that the community has equal responsibility in carrying out and continuing these initiatives. The College through continuous and improved extension services has forged relationships with many renowned medical and social welfare organizations. The College is confident to state that all its students are not only academically orientated but socially driven and sensitized to make positive contribution to society.

Infrastructure and Learning Resources

The policy of the Institution is to provide an ambience that will facilitate learning environment for the faculty and students to make optimal use of the facilities made available. The ambience of the College with its state-of-art facilities, planned layout of buildings, spacious and adequately ventilated class rooms, and well maintained sports fields have been the decisive factors to attract large number of students to the College. The College building meets all the mandatory requirements of safety and security. The management ensures proper allocation and utilization of funds towards purchase, construction and maintenance of buildings, furniture and equipments to meet the growing curricular, co-curricular and extracurricular needs of the institution. The infrastructure of the College is also used by government, university and private agencies to carry out their academic and other related activities.

Teaching aids and ICT facilities have been acquired to support the pedagogical methods followed for curriculum delivery and to facilitate the activities of student progression, examination, assessment, and research, thereby strengthening the effectiveness of management leadership.

Inclusive infrastructure like ramps, elevators and differently able friendly restrooms have been put in place to facilitate the needs of the differently able students and to put them on a leveled activity with the other students of the institution. Medical infrastructure and support is systemized with appropriate policies to facilitate emergency situation procedures. MOUs with neighbouring hospitals are signed in to take care of emergencies. In case of emergencies the parents are kept aware of their wards' health status to include their participation and responsibility in the situation. Special provisions such as napkin dispensing machines for women ensure that College is sensitive to gender-specific needs of women.

The Library serves as a resource center for knowledge acquisition and research building as well as resource for information dissemination. State of art facilities including technological developments have been provided in an air conditioned environment to spark the existing research culture to new levels. The library committee ensures the participation of all internal stakeholders of the institution thereby having a holistic view as to the specific needs of the Users.

IT infrastructure policy of the College is formulated with the main vision of using the technology to benefit both the faculty and students. The College is connected by a LAN facility and internet provisions that enable resource sharing and knowledge building. Licensed software is procured and licenses are renewed to keep the IT infrastructure updated and non-redundant. With over 205 nodes in the campus, the IT facility of the College ensures maximum utilization by the students and faculty alike. Additional infrastructure such as the language lab, audio visual technology implementation, ICT enabled classes contribute to the best practices adopted by the institution. Maintenance mechanisms are in place to ensure the continual development of the existing infrastructure to meet the growing needs of the student population.

Sports are an attractive feature in the College and the Management has made huge investments to create and maintain sports facilities. The College provides ample opportunities for students to develop and exhibit sports talent. The sports activities are taken care by a full time Physical Director and Physical Directress. The students are also encouraged to take part in intercollegiate cultural programmes and the College enjoys the credit of being one of the top most Colleges in the university area to have many talented students who win laurels for the College. The students have exhibited their organizing skills in hosting tournaments for each team sport at the inter-collegiate level and have won laurels for the College in inter-collegiate tournaments the city over. .

Student Support and Progression

Patrician College has a commitment to the motivation and empowerment of students in all areas of their life in the campus. True to the motto “to seek, to strive, to find” the College empowers students through various means to seek, to strive and find excellence in all that they do thereby contributing to their own development as well as the development of the institution.

The College admits students from the marginalized sections of the society who are financially challenged and unable to meet the fee requirements of the College. About 22% of students benefit through various schemes of Scholarship and the College is committed to disburse the scholarship immediately on receipt of the same to avoid any delay in meeting students’ financial requirements. Scholarship benefits all special categories of students such as SC / ST/ SCC/ BC, minority students, economically weaker students, and differently able students. Scholarship is

facilitated through government and private agencies. The College has instituted management scholarships to empower those who are not eligible for any of the other schemes but are deserving and in need of financial assistance.

Students from overseas, from Bhutan and Andaman have been benefited greatly by Patrician College over the past years and have in turn exhibited many outstanding skills proving themselves as assets to the institution. Differently able students are taken care of and sensitization programmes to all students are carried out to educate students to respect all students irrespective of their physical abilities. The students are also sensitized to various other social issues by way of extension services.

Support in health care and insurance scheme is made available to all students in emergencies of accident and death. First aid practices are expedited through the presence of appropriate infrastructure. Students are constantly reinforced with the idea of a tobacco-, drug- and litter-free campus thus making Patrician a health conscious zone. Students are empowered to voice their opinions through various forums such as women's cell, anti sexual harassment cell, grievance redressal mechanism cell and formal feedback so that all issues of students may be addressed.

In its orientation toward holistic development, Patrician College takes care of the physical and cultural development of students in providing wide range of sports and fine arts facilities. The fine arts club provides much needed entertainment outlet for talented students. With the annual cultural event Evoluzione, the office bearers of the student council prove their mettle in organizing the various events to bring out the latent talents of the students ensuring that students with different skills are encouraged and empowered. The students of the College have participated in different intercollegiate events and have won laurels for our College to such an extent that Patrician is known for its talented students and cultural excellence. Shamrocks, the College choir is the most popular team which wins many laurels for the College.

Patrician College seeks to bring about a holistic development not only for the present but also for the future and therefore strives to bring about economic empowerment of the student by teaching them business oriented and income generating skills through entrepreneurial courses by partnering with various agencies such as NSIC and NSDC. Students have benefited from the same and are doing well as minute scale entrepreneurs on assignment basis. Financial prudence is also reinforced through special awareness programmes. The Civil Service Examination cell promotes and creates awareness on competitive exams and scope to pursue higher studies both within and outside the College. Leadership skills of the students are encouraged through the student council, clubs and associations and project based activities.

The College takes care of its students even to the point of ensuring their future in different companies through placements in various organizations of repute which is facilitated by an active placement cell. The placement records prove the effectiveness of the cell and its activities are growing to meet the growing student population in the College.

Governance, Leadership and Management

The management takes every effort to ensure that its policies, programmes, governance and leadership manifest the guiding principles enshrined in the vision and mission of the College. This has led to the formation of distinctive characteristics of the College such as holistic education, ethical and value based orientation, inculcation of social responsibility and leadership in students, empowerment of students with a special emphasis on women's empowerment which are all wrapped up in the blanket ideology of Inclusive Development.

The quality policy and plans are decided at the management meetings consisting of Director cum Secretary, Principal and Vice principal. Inputs from all stakeholders are collected before putting policies and plans into place and creating support systems and structures. This brings about the management's democratic and participative leadership style. The head of department plays a monitory and advisory role in the functioning of each department. Interaction with all concerned parties such as students, parents, faculty and staff, alumni and society are set in place by two way communications. Various councils and committees are constituted for the monitoring, evaluation and enhancement of policies.

The Principal inculcates and nurtures a positive work culture. The management is committed to grooming leadership at various levels by empowerment of faculty through initiative such as clubs and associations, refresher courses and knowledge building activities; and students through election to student council, conducting class-wise weekly assemblies and organizing extension projects. Each department is a self sufficient functional unit that is interconnected in the organizational network and autonomy is granted at the department level for respective decision making, both academic and financial with the advice of the management.

Staff members are always highly motivated to participate and publish papers in seminars, conferences and workshops. The faculty are encouraged and supported by the management for research work. The Management is always liberal in providing support for updating the qualification of the staff members. Welfare measures are provided to teaching, non-teaching staff and support staff.

The quality policy of the College is developed by the members of the management ably supported by the IQAC, HODs and members of the alumni. The College has an Internal Quality Assurance Cell (IQAC). The IQAC team meets

every month to discuss the forthcoming activities. The decisions taken in the meeting are communicated to faculty, after consultation with Principal, through circulars and mails. Meetings are conducted with student council members every month and also with alumni to ensure continuous support from them. Feedback is taken from students at the end of every semester on academic related issues. The IQAC team provides facilitative support to the departments to ensure implementation of quality policy.

Innovations and Best Practices

The College has maintained a distinct identity from its inception and its illustrious alumni are a testimony to its high standards of academic and discipline which constantly reinforce the system of holistic education and development. Innovation enhances the academic performance and administrative quality of the institution. The College is set in a naturally endowed environment. The campus is filled with beautiful trees, flowers and medicinal plants. The College promotes inclusive practices to bring equality and social justice among the students. The students are trained in social awareness programmes like blood donation, road safety, AIDS awareness and other health and hygienic practices through its various club activities. The institution makes use of the latest technology to ensure effective administration for academic excellence. Smart classrooms are made available to aid the students.

Admission to all categories of students, especially the economically disadvantaged and the first generation learners and leadership development through associations and clubs are cherished as the best practices in the College.

SWOC Analysis

Strengths

- Managed by the Brothers of St. Patrick who have over 135 years of experience in the field of Indian education.
- Visionary and supportive leadership by Director cum Secretary.
- Focus on holistic development
- Good educational ambience with the presence of 3 reputed schools run by the same congregation in the vicinity of the College.
- Transparent and inclusive admission process
- Good academic programmes which are employment oriented.
- Young team of dynamic and qualified faculty
- Faculty development programmes.
- Remedial , enabling and bridge courses
- Mentoring system

- Management scholarship and free education for children of support staff
- Promoting interpersonal relationship through informal mechanisms like picnics, outings, and get-togethers for teaching, administrative and support staff
- Prominence of sports and fine arts
- Value based education
- Air conditioned library.
- Effective placement support
- Club and association activities
- Centrally located campus with good connectivity by road and rail
- Lush green campus always kept clean

Weakness

- Absence of pure science courses
- No aid from government for research projects
- Less number of PG Courses
- Lack of government and UGC grant
- Lack of Institutional transport facilities for students.
- Lack of Hostel facilities
- No department with research status.
- Lack of participation of alumni and parents in College affairs.

Opportunity

- New UG and PG academic programmes
- Enhancement of qualification of faculty
- To enter in to MOUs with institutes of higher learning within and abroad
- To strengthen Industry-Institution Interface
- To build research culture and scientific temper among faculty and students
- To strengthen placement assistance
- To offer value added courses and twinning programmes
- Resource mobilization from government and UGC
- To strengthen documentation through IQAC.
- To become Autonomous College

Challenge

- To address the challenges of first generation learners and students from marginalized groups
- To improve communication in English for students from Tamil medium background
- To improve the results and performance of students
- To ready the students with employability skills
- To increase the enrollment of girls
- To bridge the gap between College and parents, majority being illiterate
- To address psycho, social, and financial problems of students.
- Research and participation of faculty in national, international and exchange programmes with financial support

Conclusion

The introspective report on the history of 13 years of the growth and development of the College has highlighted the strengths to be proud of, the gaps which need to be addressed and the opportunities which should be taken advantage of. The preparation of the SSR has facilitated introspection and readiness to take off in leaps and bounds.

PROFILE OF PATRICIAN COLLEGE OF ARTS AND SCIENCE

1. **Name and Address of the College** :

Name :	Patrician College of Arts and Science	
Address :	Canal Bank Road, Gandhi Nagar, Adyar,	
City :	Chennai 600 020	Tamil Nadu
Website :	www.patricianCollege.com	

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Fatima Vasanth	044-2442 6910	98408 29441/ 98847 06065	044-2440 1362	principal@ patricianCollege.com
Vice-Principal/ Steering Committee Coordinator	Dr.Arokiamary Geetha Doss	044-2442 6913	95517 17468/ 94441 06730	044-2440 1362	geetharufus@ yahoo.com

2. **For Communication** :

3. **Status of the Institution** :

Affiliated College	✓
Constituent College	
Any other(Specify)	

4. **Type of Institution** :

a. By Gender

(i)	For Men	
(ii)	For Women	
(iii)	Co-education	✓

b. By Shift

(i)	Regular	✓
(ii)	Day	✓
(iii)	Evening	

5. **Is it a recognized minority institution** :

Yes	
No	✓*

*Applied for religious minority status and awaiting approval from Government of Tamilnadu

6. **Sources of Funding** :

Government	
Grant-in-aid	
Self-financing	✓
Any Other	

7. a. Date of establishment of the College : 01/08/2001

b. University to which the College is affiliated / or which governs the College (If it is a constituent College) **University of Madras**

c. Details of UGC recognition

Under Section		Date, month year	Remarks (if any)
i.	2 (f)	Nil	
ii.	12 (b)	Nil	

d. Details of recognition / approval by Statutory/ regulatory bodies other than UGC (AICTE,NCTE,MCI,DCI,PCI,RCI etc.) : Not applicable

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by UGC), on its affiliated Colleges?

Yes ✓ No

If yes, has the College applied for availing the autonomous status

Yes No ✓

9. Is the College recognized

a. by UGC as a College with Potential for excellence (CPE)?

Yes [ ] No [✓]

b. For its performance by any other governmental agency?

Yes [ ] No [✓]

10. Location of the campus and area in sq.mts.

Location	Urban
Campus area in sq.mts	12141 sq.mts
Built up area in sq.mts	9343.4 sq.mts

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

❖ Auditorium /Seminar complex with infrastructural facilities [✓]

Open auditorium : 144.93 sq. mts
Auditorium : 472.81 sq. mts
Conference Hall : 136.01 sq. mts
Audio Visual Room : 76.088 sq. mts
Seminar Hall (2 Nos) : 294.32 sq. mts
Prayer Hall : 132.02 sq. mts

❖ Sports facilities

[✓] Playground : 21135 sq.ft

Facilities: Football ground, basketball court, volley ball, cricket pitch. Kho-kho pitch, long jump pit,

❖ Swimming Pool — No

❖ Gymnasium — No

❖ Hostel

- Boys' Hostel — No
- Girls' Hostel — No
- Working Women's Hostel — No

❖ Residential Facilities for teaching and non – teaching staff	No
❖ Cafeteria sq.mt	156.08 sq.mt
❖ Health Centre	No
• Emergency care facility	Yes
• Health Centre Staff	No
• Qualified Doctor/Nurse	No
❖ Facilities like	
• Bank	Yes
• ATM	Yes
• Post Office	No
• Book Shops	No
❖ Transport Facilities	
• For Students	No
• For Staff	No
❖ Animal House	No
❖ Biological waste disposal	No
❖ Generator or other facility for management/ regulations of electricity and voltage	Yes, Generator 250 KV Powerica/ Cummins and Inverter Installed
❖ Solid Waste Management Facility	Yes
❖ Waste Water Management	Yes
❖ Water harvesting	Yes

12. Details of Programme offered by the College : Academic Year 2014 –2015

SN	Programme Level	Name of the Programme/ Course	Duration (in Year)	Entry Qualification	Medium of Instruction	Sanctioned/ Approved student intake	No.of Students admitted
1	UG	BCA	3	Higher Secondary	English	50 2 sections	100 + 1 *
2	UG	B.Sc., (Comp Sc)	3	Higher Secondary	English	50	50
3	UG	B Com(Gen)	3	Higher Secondary	English	70 3 sections	210 + 2*
4	UG	BBA	3	Higher Secondary	English	70	70
5	UG	B.Sc., (Vis.Com)	3	Higher Secondary	English	50	50
6	UG	B Com (Corp Sec)	3	Higher Secondary	English	70	70
7	UG	BA (Eng)	3	Higher Secondary	English	60	56
8	PG	MSW	2	Under Graduate Degree	English	30	12
9	PG	M Com	2	Under Graduate Degree	English	40	15

* Seats allotted by University under free education scheme over and above the sanctioned strength.

13. Does the College offer self – finance Programmes :

Yes [✓] No [ ]

If yes, how many? UG [7] PG [2]

14. New programmes introduced in the College during the last five years, if yes?

Yes	✓	No		Number	5

15. List of departments 2014 – 2015

Faculty	Departments	UG	PG
Science	BCA	✓	
	B.Sc. (Comp Sc)	✓	
	B.Sc. (Vis.Com)	✓	
Arts	BBA	✓	
	BA(Eng)	✓	
	MSW		✓
Commerce	B Com	✓	
	B.Com. (Corp Sec)	✓	
	M Com		✓
	Total	7	2

16. Number of Programmmes offered under

UG [7] PG [2]

a. annual system [ ]

b. semester system [✓]

c. Trisemester system [ ]

17. Number of programmes with

a. Choice Based Credit System

UG [7] PG [2]

b. Inter /Multidisciplinary Approach [NIL]

18. Does the College offer UG and / or PG programme in Teacher Education?

Yes [ ] No [✓]

19. Does the College offer UG and / or PG programme in Physical Education?

Yes [ ] No [✓]

20. Number of teaching and non-teaching positions in the institution

Positions	Teaching Faculty				Non Teaching Staff		Technical Staff	
	Associate Prof		Asst. Prof					
	M	F	M	F	M	F	M	F
Sanctioned by the UGC/University /State Government - Recruited	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-
Sanctioned by the Management / Society or other authorized Bodies Recruited	-	1	22	44	11	8	2	
Yet to recruit	-	-	-	-	-	-	-	-

21. Qualification of the teaching staff :

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D	-	1	-	-	3	5	9
M.Phil.	-	-	-	-	13	39	52
PG	-	-	-	-	3	3	6
Total	-	1	-	-	19	47	67

22. Number of Visiting Faculty /Guest Faculty engaged with the College : 10

23. Furnish the number of the students admitted to the College during the last four academic years

Categories	Year 1 (2011-2012)		Year 2 (2012-2013)		Year 3 (2013-2014)		Year 4 (2014-2015)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	58	28	40	33	48	21	81	48
ST	18	35	16	38	10	9	2	2
OBC	255	107	168	56	264	119	302	106
General	62	43	102	39	31	53	73	21
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the College during the current academic year 2014 – 2015

Type of students	UG	PG	M Phil	Ph.D	Total
Students from the same state where the College is located	596	25	-	-	621
Students from other states of India	12	2	-	-	14
NRI students	0	0	-	-	0
Foreign Students	0	0	-	-	0

25. Drop rate in UG and PG (average of the last two batches)

Year	UG	PG
2012 – 2013	1.97%	3.03%
2013 - 2014	0.98%	3.08%

26. Unit cost of education(Unit cost=total annual recurring expenditure (actual) divided by total number of students enrolled)

i. Including the salary component : Rs. 18,883/-

ii. Excluding the salary component : Rs. 6,640/-

27. Does the College offer any programme/s in distance education mode (DEP)

Yes [ ] No [✓]

28. Provide Teacher students ratio for each of the programmes/ course offered

S.No.	Course	Student Teacher Ratio
1	BCA	30:1
2	B Sc(Comp Sc)	25:1
3	B Com	30:1
4	BBA	30:1
5	B Com(Corp Sec)	30:1
6	BSC(Vis.Com)	25:1
7	BA (Eng)	10:1
8	M Com	10:1
9	MSW	10:1

29. Is the College applying for Accreditation : Cycle 1 ✓

30. Date of accreditation *(applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment) : NA

31. Number of working days during the last academic year 195 days

32. Number of teaching days during the last academic year 180 days

33. Date of establishment of Internal Quality Assurance Cell(IQAC) : 18.06.2014

34. Date of submission of Annual Quality Assurance Reports : NA

35. Any other relevant data (not covered above) the College would like to include.

- Administered by the Brothers of St. Patrick who have 206 years of experience in the field of education.
- The College was awarded the Best College in Chennai city by the Consumer council.
- The College has received the award for three consecutive years for mobilizing more than 200 donors.
- Free education by Management to all financially disadvantaged students and children of the support staff.
- Patrician College Empowerment Cell (PCEC) which anchors all value added courses.
- Holistic education including spiritual development.
- Well planned and target oriented extension activities.

CRITERION – I

CURRICULAR ASPECTS

Patrician College of Arts and Science established in 2001 is a co-educational self – financing institution, affiliated to the University of Madras catering to the educational needs of students, particularly students from Christian minority community and others irrespective of their caste and creed. The College is managed by the Brothers of St. Patrick, a Congregation established by Bishop Daniel Delany in 1808 in Ireland. With an exuberant spirit to serve humanity the Patrician Brothers stepped into the field of education of the youth to free them from the bonds of ignorance. With their outstanding skills in leadership and governance and a strong hand of the Almighty the Patrician Brothers have established schools and Colleges around the world. In India they are known for imparting quality education.

The aim of the College is to prepare the youth to continually seek, strive and find truth, to grow into mature and responsible citizens ready to face the challenges of life at home and in society. Special efforts are taken to impart value and qualities of citizenship in an atmosphere that heightens self esteem and empowers the individual. The College continually strives to inculcate in the students a sound philosophy of life based on faith in God. The motto of our founder is **"Ora Et Labora"** which means to pray and work. The College emblem, the trefoil Shamrock, aptly envisages the threefold motto **"to seek, to strive, to find".** Patrician College strives to expose students towards fulfillment in their search for knowledge, contentment in their perseverance towards all round excellence and enlightenment in the discovery of truth. Against this backdrop, the Patrician College has served as a center for holistic education of students and the following is the description of the College's endeavor to be its best in the arena of Higher Education.

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1. State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The Vision and Mission statements are framed after serious deliberations with all stakeholders and revisited periodically to keep it relevant and contextual. The vision and mission statements have been reframed during the month of June 2014 keeping in mind the trends and profile of the youth of today whose focus has shifted significantly.

VISION

Patrician College will continue to emerge as the Centre for Excellence in Higher Education and build **Human Resources with values** to make a significant contribution to society.

MISSION

To provide a holistic education for Intellectual and Physical Development, Social and Cultural Sensitivity and Economic Opportunities that will **empower every student to live in harmony**.

OBJECTIVES OF THE INSTITUTION:

To provide quality education and to help students foster personal growth and leadership qualities by pursuing their personal goals, sharpening their social and vocational skills and in nurturing their ideals and channelizing their potential to maximum ability.

Communicating the Vision and Mission to stakeholders – the medium

- Management Meetings – The members of the management are constantly oriented during the meetings to frame policies and programmes within the framework of the vision and mission of the College.
- Academic Council meeting – The Heads of the department and all faculty members are constantly updated on the policies of the Management to keep in line with the mission, vision and goals of the institution.
- College website – an updated website provides all information to give wide publicity and orientation about the Mission of the College.
- College Prospectus – gives information about the College, courses offered, its eligibility, fee structure, rules of conduct, admission procedure, interview and selection for transparency.
- College Calendar- consists of the history of the College, personal information of student, student guidelines, faculty details, syllabus details, academic calendar, departmental and co-curricular and extracurricular activities.
- Promotion Pamphlet - contains brief note about the College and details of courses offered along with the physical location and accessibility of the College. A healthy practice of not collecting capitation fees and donations is strictly adhered to by the

management and this is indicated clearly in all their communication to the general public.

- Alumni meetings keep the alumni constantly abreast of the developments in the campus.
- Parent Teachers Meeting helps in communicating the institutional objectives to the parents and gets their feedback on the same along with their ideas for development.
- Student council meetings act as a via media between the management and the student body in practically bringing about holistic development to fulfill the objectives of the institution.
- The vision and mission statements of the College are prominently displayed in crucial locations like the main entrances of each block, Principal's office, College office, Library, Computer Laboratories, Staff rooms, Auditorium, Seminar halls and Cafeteria.
- College Magazine not only acts as the record of the College activities but showcases the fulfillment of the vision and mission statements in practicality to all those who read through it, including the various stakeholders.
- Orientation Programmes are conducted at regular intervals to position the vision and mission statements within the minds of students via communication of College regulations.
- Print media advertisement is given through press releases highlighting the happenings within the College and communicating them to the society at large.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum?

Development and implementation of the curriculum- -The Process

- Being an Affiliated Institution to the University of Madras, the College follows the curriculum framed by the University. Whenever there is a change in the curriculum, the University intimates it to the College and the same is communicated to the respective department for an immediate implementation of the change. The curriculum is deployed in a very effective way through scheduled timetable and lesson plan. The lesson is planned well ahead of the semester for effective implementation. Each department conducts meetings in which they discuss on the allotment of papers and lesson plans.

- The teaching aids include the usage of Projector, Blackboard, Smart Class, sharing notes through blogs and other network channels. The students are provided with subject notes and question banks; and effective methodologies like lecturing, presentation, seminar, assignments, research work, quiz, group discussions, and debate are appropriately adopted.
- Industrial visits and fieldwork exposures provide the implementation of the curriculum in a practical manner. Students from Tamil medium background as well as slow learners are identified and Bridge Courses are organized to better their skills in vital subjects such as English and Mathematics.
- Feedback at the end of every semester and result reviews helps to analyze the effectiveness of the teaching-learning process.

1.1.3 What type of support do the teachers receive for effectively translating the curriculum and improving teaching practices?

Support services to teachers for curriculum and teaching practices

- The College adopts the best practice of organizing **"Faculty Development Programmes"** at the beginning of every semester in order to understand the role of teachers in shaping the student's life. The program also provides new trends in teaching methods and techniques that can be adopted to make the classroom interesting and student friendly.
- The College supports the faculty members in their teaching practices by encouraging them to create a lesson plan in implementing the curriculum. The College provides opportunities for the faculty to attend orientation programmes, faculty development programs and other UGC sponsored programmes organized outside the College.
- The College also provides INFLIBNET services in the campus, and supports ICT methods of teaching for effective teaching - learning. The teachers receive training with regard to developing technology such as e-attendance, teaching and evaluation methods. Internet connectivity is provided in each department to facilitate the teachers to seek additional information for enhancement of classroom inputs. These inputs are further enriched by external subject experts and resource persons.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Initiatives for effective curriculum delivery

- The head of the department prepares workload before the commencement of every semester based on which timetable is prepared. The College ensures that Continuous Evaluation is carried out from time to time by way of class tests, continuous internal assessment test and model exams.
- The Department of English has created a knowledge sharing portal, **notedesk.blogspot.in,** the Department of Social work has **www.sowers.in** and the Department of Commerce has its own blogspot - **patriciancommerce.blogspot.in –** a platform for the staff and students to share academic information.
- The College has a **Language Lab** to make the students well versed in communication and accent. It also improves their listening, speaking, reading and writing skills. The faculty encourage students to present papers, seminars using ICT. The faculty employs multimedia enabled presentations for effective curriculum delivery. All Labs provide practical knowledge of theoretical concepts.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalisation of the curriculum?

Network and interaction with stake holders

- Placement and Training Cell of the College is very active in connecting the institution with industries. Every year, professionals from various industries are invited to the College and the placement cell trains the students on market requirements and the challenges of employability. The institution maintains a good rapport with the industries for career training and placements. The University of Madras supports in training for placement drive through USAB (University Students Advisory Bureau) in which all final year students are encouraged to participate.
- As part of the curriculum, final year students of Visual communication, Business Administration, B.Com (Corporate Secretaryship), M.Com and MSW work on projects in different industries. Besides this, industrial visits are organized for all final year students to give them practical exposure to field realities.

- Linkages are maintained with the alumni who share first hand information on corporate requirements aligning with the theoretical concepts to bridge the gap between theory and practice.
- MOUs are entered into with Central and State Government, Corporate and Research Institutions to impart Entrepreneurial Culture and Training.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?

Staff contributions to the development of curriculum.

- The **College** is an affiliated Institution and hence follows the curriculum framed by the University of Madras. The faculty members of our College serve in Board of Studies in the University and Autonomous institutions. The Principal and Vice Principal of the College are Senate Members of the University of Madras and the Academic Council. They attend every Academic Council meeting of the University and contribute substantially to the development of the curriculum at the University level. Representations regarding the syllabus are also made through Board of Studies of various departments. The following table gives the details of Academic assignments undertaken by the Faculty.

Table 1.1 Indicative list of Academic Assignments undertaken by the faculty during the period June 2013 to October 2014

Faculty Name	2013-2014	2014-2015
Dr.Fatima Vasanth	-------	Academic Council member University of Madras, Member Advisory Committee Academic Staff College, Governor's Nominee Mother Theresa University
Dr.J. Gnanapushpam	Member, Senate and Academic Council, UNOM Appointed as member in the staff selection committee.	-------
Dr.Arokiamary Geetha Doss	Academic Council Member; Senate Member, UNOM; Member, ICSSR, Mohamed	Academic Council Member, UNOM; Senate member, UNOM;

Faculty Name	2013-2014	2014-2015
	Sathak College; Governing Body Member, Malolan College of Arts and Science.; National seminar Track Judge, Mohd. Sathak College; Member, Board of Studies, Stella Maris College	Governing Body Member, Malolan College; Board of Studies member SMC, ICSSR, New Delhi and Mohamed Sathak College.
Dr.Ahila Shivashankar	Advisor in Tamil International Research center - Australia	-------
Dr.Ravita Bhatia	Question paper setter	-------
Mrs.B.Anandapriya	Question paper setter, External examiner, Chief Examiner in UNOM Valuation	Question paper setter and external examiner
Mrs.Mashiya Afroze	Question paper setter	-------
Mrs.Unika	Question paper setter	Question paper setter
Mrs.Meena	Question paper setter	Question paper setter
Mr.S.Sriram	Question paper setter External examiner	Question paper External examiner
Dr.Suresh Babu	Question paper setter and evaluator	Question paper setter and evaluator
Mr.John Vaseekaran	Question paper setter	Question paper setter
Ms.J.Divya	External Examiner –Lady Doak College Academic Consultant in Vignan Vidyalaya	External Examiner –Lady Doak College Academic Consultant in Vignan Vidyalaya
Mrs.Joicy	-------	Question paper setter
Mr.Vijay Kumar	Board Member in staff selection committee(Loyola College)	-------
Mrs.K.R.Vaishnavi	Postgraduate Meritorious Alumnus member in Board of Studies in D. B. Jain College	-------

1.1.7 Does the institution develop curriculum for any of the courses offered by it?

The College is affiliated to the University of Madras and is not empowered to design its own curriculum.

1.1.8 How does the institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- The institution plans systematic delivery of the curriculum and a continuous evaluation system well in advance, to achieve the desired learning outcomes for each course or stream through the academic calendar. This helps in preparing the blue print for each department. Based on the objectives, each department works towards achieving the goals and the desired outcomes.
- During the course of teaching-learning process, evaluations in the form of class tests, continuous internal assessment, model exam, assignment, and seminars are conducted to analyze the gap in the teaching–learning process.
- The College also supports many innovative teaching methodologies such as Language lab, ICT methods of teaching, usage of LCDs and OHPs in classrooms to support the learning process of students. Necessary feedback is also collected from the stakeholders from time to time to analyze and enhance the effectiveness.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate /diploma/ skill development courses, offered by the institution.

Table 1.2 Certificate/diploma/ skill development courses offered by the institution

S. No	Course Title	Objective	Duration	Year	Course Offered by
1	Entrepreneurship Orientation Progamme	Give Orientation to become entrepreneur	One day	2012	NSIC
2	Entrepreneurship Orientation Progamme	Give Orientation to become entrepreneur	One day	2013	NSIC
3	Tally	To learn accounting practice through computer	20 Days	2013	NSIC

S. No	Course Title	Objective	Duration	Year	Course Offered by
4	DTP	To excel in DTP	20 Days	2013	NSIC
5	Entrepreneurship Orientation Progamme	Give Orientation to become entrepreneur	One day	2013	NSIC
6	Entrepreneurship Orientation Progamme	Give Orientation to become entrepreneur	One day	2014	NSIC
7	Mobile Service course	To educate hardware about mobile	Two Months	2013	Star Education
8	Tally	To learn accounting practice through computer	20 Days	2014	NSIC

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree?

At present the College does not offer any twinning or dual degree programmes. However, there is an initiative by the University of Madras to partner with affiliated Colleges to offer degree programmes under University-College Partnership Programme. The College has sent expression of intent to conduct UG/PG degree programmes under partnership mode.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability.

The College offers 7 UG and 2 PG academic programmes in Arts, Science and Humanities discipline. All UG and PG courses follow the semester system with the Choice Based Credit System introduced in the year 2008-2009. For the UG programmes, the following pattern is followed. Part I consists of Language – a student can choose one from any of the options (Tamil, Hindi and French) and Part IV-Non Major Electives/ Soft Skills which is offered across disciplines. The College offers range of Elective subjects given in the following table :

Table 1.3 Range of Elective options offered by the College

Academic Programmes	Allied / Electives offered by the University	Allied / Electives opted by the College
B.Com Gen	• Business Economics • Business Mathematics I	Business Mathematics I
	• Indian Economy • Business Mathematics II	Business Mathematics II
	• Rural economics • BSOR I	BSOR I
	• International Economics • BSOR II	BSOR II
	• Income Tax Law and Practice – I and 2 • VB Programming -	Income Tax Law and Practice – I and 2
	• HRM Management • Portfolio Management	HRM Management
BBA	• Entrepreneurial Development • Visual Basic	Entrepreneurial Development
	• Visual Basic – II • Customer Relationship Management	Customer Relationship Management
B.Com CS	• Statistics I • Auditing • Fair Trade Principles and Practices	Statistics I
	• Statistics II • Banking Theory Law and Practice • Elements of Insurance	Statistics II
	• Corporate E- Management • Marketing • Managerial Economics	Marketing

Academic Programmes	Allied / Electives offered by the University	Allied / Electives opted by the College
	• Corporate Finance • Business Communication • International Trade	Business Communication
	Entrepreneurial Development	Entrepreneurial Development
B.A. English	Post Colonial Literature	Post Colonial Literature
	• Indian Literatures in Translation • Journalism	Indian Literatures in Translation Journalism
M.Com	• Accounting for Specialized Institutions • Income Tax Law and Practice • Accounting for Decision Making • Indirect Taxes • Computerized Accounting	• Accounting for Decision Making • Indirect Taxes • Computerized Accounting
BSc CS	• Visual Programming • RDBMS and Oracle • Unix Programming	Visual Programming
	• Data Mining • Software Testing • Object Oriented Analysis and Design	Data Mining
	• Client Server Computing • Computer Graphics • Software Engineering	Computer Graphics
BCA	• Visual Programming • RDBMS and Oracle • Unix Programming	Visual Programming

Academic Programmes	Allied / Electives offered by the University	Allied / Electives opted by the College
	• Data Mining • E-Commerce • Object Oriented Analysis and Design	Data Mining
	• Client Server Computing • Multimedia Systems • Distributed Computing	Client Server Computing

- **Credit transfer and accumulation facility**

The institution follows the Choice Based Credit System and credit accumulation as recommended by the University of Madras. The student is expected to secure 139 credits out of the given syllabus and 1 credit from participating in any one of the extension activities which includes NSS, Sports and Co-curricular activities during the 3 year period of study. All UG students should earn a minimum of 140 and PG 90 credits to be eligible for the degree.

- **Lateral and vertical mobility within and across programmes and courses.**

The UG courses offered by the University of Madras allows lateral mobility of students with Diploma in ITI to enter the II year of BCA, B.Com(Gen) and B.Com (CS). Similarly the student can register for a non major elective of their choice offered by other departments. This brings mobility across discipline and enables knowledge transfer.

- **Enrichment courses**

Enrichment courses like Soft skills, Personality Development classes are offered by the Department of English enhancing the employability skills of the students preparing them to be market ready.

1.2.4 Does the institution offer self-financed programmes?

The College offers 7 UG and 2 PG programmes and all the programmes offered are run under self-financed mode. The Admission policy of the Tamil Nadu Government and the Guidelines given by the University is strictly adhered with. Being Non Autonomous the College adopts the University curriculum. The fee structure is nominal. Only qualified teachers are appointed and the College enjoys

the advantage of having experienced and qualified faculty. After the appointment of the faculty their qualification approval is sought from the University. The salary in competitive and the College enjoys the position of being a good paying organization in the neighbourhood.

1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets?

To make the students employable, additional skill oriented programmes like Web Designing, Computer Hardware, Mobile Servicing and NET/UPSC/IBPS Exam guidance are conducted and the details are provided in the following table.

Table 1.4 - List of additional skill oriented programmes

Year	Name of the course	Course in charge	Resource team
2009 - 2010	Tally	Mrs. Mashiya, Department of Computer Science	National Small Industries Corporation (NSIC), Department of Computer Science
	First Aid	Mrs. Meenakshi	St. John Ambulance, Chennai
	English communication classes	Mrs. Lenora Vieyra	British Council, Chennai
2012 - 2013	Computer Hardware	Dr.Arokiamary Geetha Doss	*National Skill Development Corporation* (*NSDC*) Providers Academy
	Tally	Mrs. Unika	National Small Industries Corporation (NSIC)
	DTP	Mrs. Unika	National Small Industries Corporation (NSIC)
2013 - 2014	Enterpreneurship Skills	Mrs. Unika	National Small Industries Corporation (NSIC)
	Mobile Servicing Course	Dr.Arokiamary Geetha Doss	*National Skill Development Corporation* (*NSDC*) Providers Academy
2014 - 2015	Soft Skills and Communication Skills	Dr. Gnanapushpam Head, Patrician College Empowerment Cell	Mrs. Joyce Pereira, Retired English Teacher and Soft Skills Trainer
	SPSS Package	Dr. Gnanapushpam Head, Patrician College Empowerment Cell	Mr. Gopal Krishnan, Retd. Librarian, Anna University.
	Tally	Dr. Gnanapushpam Head, Patrician College Empowerment Cell	National Small Industries Corporation (NSIC)

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice"?

The University of Madras provides flexibility for the students to change from conventional face-to-face study to distance mode of education. The institution facilitates the process to move from regular to distance mode by adhering to the University norms.

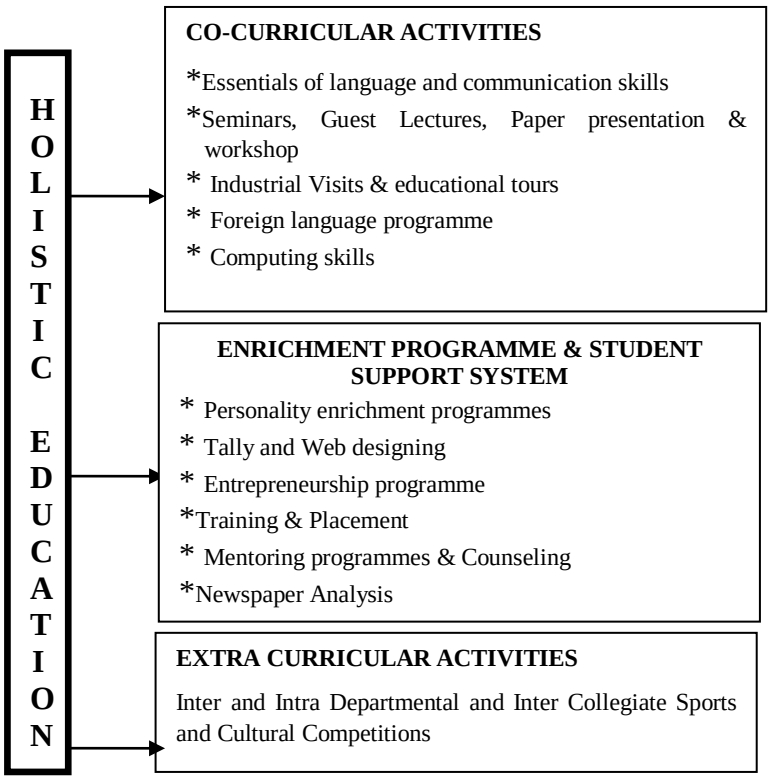
1.3 CURRICULUM ENRICHMENT

1.3.1 & 1.3.2 Describe the efforts made by the institution to supplement the University's Curriculum to ensure the academic programmes and the Institution's goals and objectives are integrated? What are the efforts made by the institution to enrich and organize curriculum to enhance the experiences of the students to cope with the needs of the dynamic employment market.

The Supplementary Initiatives to enrich the Curriculum

- The delivery of curriculum of the University is well planned and supplemented with various academic programs to meet the institutional goals and objectives. The institution provides Soft skills in an effective manner that augments the student's development and enrich the curriculum offered by the university.
- The Department of English has developed its own Grammar workbook to supplement the University curriculum.
- The institution has a Mentoring system, and Students Placement cell to help every student to meet his/her objective in life.
- The institution encourages the students to participate in inter-departmental competitions, club activities, sports and games and inter collegiate competitions.

Diagram 1.1 Institutional efforts to supplement university curriculum integrating academic programmes with institutional goals and objectives



1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate change, Environmental Education. Human Rights, ICT etc into the curriculum?

Cross cutting issues in the curriculum

- The institution ensures that the students are groomed to cater to the needs of the society and are socially responsible. Cross cutting issues like Gender, Climate change, Human rights, ICT and other critical issues are all incorporated in the curriculum of Environmntal Science and through extension activities.
- The College has an Anti ragging cell, a Discipline committee, Grievance Redressal Cell, Anti-sexual harassment Cell and a Women Cell.
- The Women Cell empowers women with awareness of their legitimate rights.
- Anti –Sexual Harassment Cell has been constituted as per the Visakha guidelines given by the Supreme Court of India (1997) and the Sexual Harassment of Women at Workplace (Prevention,

Prohibition and Redressal) Act, 2013. The objective of the cell is to prevent discrimination and sexual harassment against women, both students and faculty by promoting gender amity among students and employees. It also ensures support services to the victimized and ensures termination of the harassment.

- Environmental studies are a compulsory paper as part of the curriculum framed by the affiliating University. Topics related to Global warming, Climate change and other environment related issues raise the consciousness of the students. It develops in them energy saving habits, hygiene and better waste disposal and care for the environment.
- The Enviro Club of the institution actively organizes environment related programmes. The College has taken efforts to make the campus eco-friendly by establishing itself as a plastic free zone. The College has a Herbal garden which makes the campus organic and inculcates good living habits.
- The Citizen Consumer Club of the College ensures that the stakeholders are aware of their consumer rights. They conduct public awareness programmes in keeping to their motto of Awake, Alert, Act.
- The Department of Social Work regularly organizes programmes on socially relevant issues like HIV Aids, Transgender Rights, Human Rights issues etc. The College has a legal cell which creates awareness on the legal framework and protection provided.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Value-added courses/enrichment programmes

a. Moral and ethical values

Value Education as a part of the curriculum educates the students on the moral and ethical values. Moreover the students of BBA have a subject, Business Ethics and Values, where they learn the intricacies of running a business ethically. This substantiated with good case studies which ensures successful molding of the students. As the College is a Christian institution, every first Friday Eucharist service is celebrated in which all catholic staff and students participate. The students of other religion are instructed on moral science and other socially relevant issues. The catholic students are offered a one-day retreat program.

b. Employable and life skills.

The College has an undertaking with NSDC to conduct programmes like Tally, DTP, Mobile services which increases employability skills. NSIC conducts Hardware and Networking courses to improve the technical skills of students and increases their potential in the employment sector. TCS conducted Soft skill training classes for the SC/ST students in the College providing them with skills needed in the employment market. The students learn various life skills through sports, representation in various student bodies, inter-collegiate and inter-departmental competition, managing the College website, and preparation of the College calendar.

c. Better career options

Placement and Training Cell prepares the students for employment and gives them opportunities for placement. The job opportunities are made known to the stakeholders through the Placement News displayed on the notice board, College website and the public addressing system. Career Guidance and Civil Services Cell of the College brings in eminent personalities to interact with the students. The cell also conducts coaching classes to help them clear the Civil Services exam.

d. Community orientation

The extension activities of the College are done effectively. The NSS and organizes various programmes for providing students a platform for being socially responsible. The NSS students are actively involved in Village adoption and other social services acts. The Leo Club and the Rotaract club organizes Blood donation drives, sends students as scribes to St. Louis School for the Blind and St.Louis College for the Deaf and Dumb and to Cancer Institute, Adyar located in the vicinity of the College. The Enviro Club of the College has taken efforts in making the campus eco-friendly and green.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback is collected from students through feedback forms and student follow-up programmes. This helps in identifying the quality of education and corrective measures are taken to rectify the same. Staff feedback and Parents feedback, Alumni and Industrial feedback are also taken into consideration in making necessary changes in the quality of education provided by the College. The Grievance mechanism of the College also provides for suggestions and grievances to be dropped in the boxes – yellow for Complaints, green for Suggestions and black for Ragging redressal. The students are encouraged to drop letters of suggestions/ complaints to the management.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Monitoring quality of its enrichment programmes

The institution monitors and evaluates the quality of its enrichment programmes through the Student Follow-up Program, Result analysis, Feedback system, Placement records, Action plan, Lesson plan, completion of syllabi and performance of each student in various activities.

Internal Quality Assurance Cell is set in place to assess, monitor and ensure the quality of academic programmes and support services offered to students. The IQAC functions as the nodal centre with several linkages with the academic Departments, University and other institutions of higher level.

Academic Audit Committee - The College has an internal audit committee consisting of Principal, Vice Principal, Heads of the departments to assess the level of academic quality among faculty and student once in a year an external audit committee is also constituted with experts drawn from University, Corporate and Governments and the committee will undertake the audit on several aspects related to higher education.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contribution of the institution in the design and development of the curriculum prepared by the University?

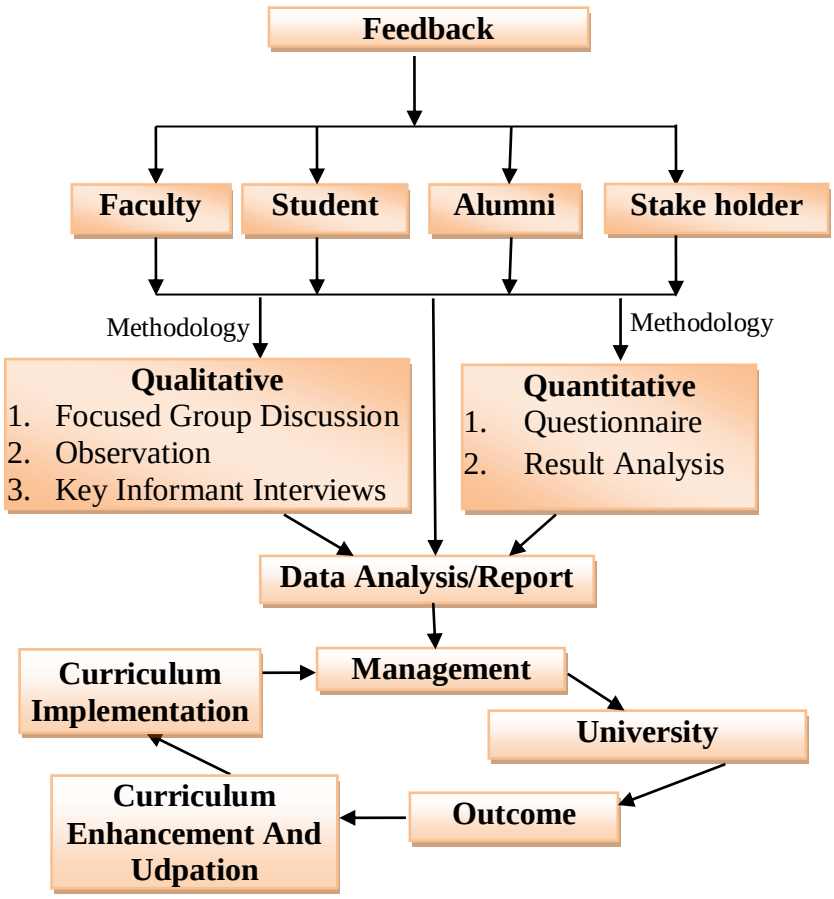
The institution follows the curriculum framed by the University of Madras. The College does not make any changes in the curriculum, as it is an affiliated College. However the curriculum is enriched through innovative methods. The department of English has developed its own English Grammar workbook, the department of Visual Communication has compiled a Drawing book and the French department has brought out a French Handbook and guide.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? How is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Feedback from students and stakeholders.

There is a formal mechanism to obtain feedback from students and stakeholders on curriculum. The College collects feedback formally on the teaching methodologies and on the curriculum and other facilities from the students through a questionnaire distributed at the end of every semester. The feedback data is processed and review on the data is carried out by the management. Any change required in the curriculum is informed to the University. The Principal also shares the views on the curriculum during the academic council meeting of the University.

Diagram 1.2 Feedback Mechanism



1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

Table 1.5 New programmes introduced during the last four years

Sno	Year	Program Title	Rationale
1	2010 - 2011	B.A English	Students get immediate employment and for higher education
2	2010 - 2011	MSW	Professional Course and career oriented
3	2010 - 2011	B.Com (Gen) (Shift II)	Scope for immediate employment.
4	2010 - 2011	BCA (Shift II)	Boom in IT field and employment opportunities.
5	2011– 2012	M.Com	Opportunities for teaching and research
6	2013– 2014	Additional Section in B.Com(Gen)	Increasing demand for the course

CRITERION II

TEACHING – LEARNING AND EVALUATION

Patrician College is committed to prepare each student as a human resource who will make a difference in society. Towards this goal, the College provides an educational environment that facilitates the adoption of effective teaching methodology to impart adequate knowledge, competent skills and the right attitude to the learners. The College monitors both personal and professional progression of students to prepare them for life and face global competitions.

2.1 STUDENT ENROLLMENT AND PROFILE

The student enrollment procedure is in accordance with the state government and University of Madras norms. Student enrollment is 100% in all UG and over 60% in PG programmes offered.

2.1.1 How does the College ensure publicity and transparency in the admission process?

To Ensure Publicity

- Advertisements on admission are given in newspapers, theatres and through radio. Admission banners are placed at strategic points to create publicity.
- The College distributes promotional pamphlets to general public and displays are put up in schools and Colleges.
- Being a Christian Institution, announcements are made in the churches.
- The College website www.patriciancollege.com offers updated information on the profile of the College, teachers, courses and admission procedure.
- The faculty, present and past students and well wishers promote publicity.
- The Prospectus provides all details on admission eligibility and procedure.
- The Annual magazine of the College is circulated to all stakeholders.

- The College networks with the affiliating University, central, state government, corporate, and social organizations also enable wide publicity.

Transparency

- Transparency is adhered to by upholding the reservation policy of the Government of Tamil Nadu and equity in admission is ensured.
- Transparency is also ensured during admission by strictly adhering to a "No Donation" policy.
- The list of selected and waitlisted candidates is published on the notice board.
- The admission process ensures social justice and equity and reaffirms the faith of the stakeholders in the transparency of the system.

2.1.2 Explain in detail the criteria adopted and process of admission to various programmes of the Institution.

Criteria adopted

- Government procedure for admission to UG and PG courses is adhered to.
- The percentage of marks obtained in the qualifying examination is the key criterion for admission to UG and PG programmes.
- The College gives preference to girl students and those from the marginalized sections of society.
- Preference is given to first generation learners and differently abled students.
- The College caters to the needs of students who are by and large from Chennai city.

Process of Admission

- An admission committee consisting of Principal, concerned department HOD, two senior faculty members and a co-opted faculty member from SC community are responsible for admission. The committee convenes a meeting prior to the admission process to study the rules and regulations.
- Application forms sold in person and downloaded online are registered at the admission office and handed over to the respective departments.

- The applications are scrutinized by the concerned department admission committee and rank list is prepared.
- The list of shortlisted candidates is displayed on the notice board and they are sent the intimation card for interview.
- The shortlisted candidates are interviewed and their certificates are verified by the admission committee.
- From among the shortlisted candidates, the list of selected candidates and waitlisted candidates are finalized and published on the notice board.
- The selected candidates are sent the intimation letter for selection with the details of fees to be paid and opening date of the College.
- After the selected candidates have paid the fees, their names are entered in the Admission Register department-wise.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges of the affiliating University within the city/district.

Table 2.1 Course-wise cut off percentage for admission 2014-15

U.G /PG Courses	Min %	Cut off %
B.C.A / B.Sc(Comp Sc)	50%	80.63% in major papers
B com(Gen)/ BBA/ B.com CS	50%	88.88% in major papers
B.Sc (Visual Communication)	40%	82.50%
B.A.(English)	50%	84.75% in English
M.S.W	50%	75% in any U.G Degree
M.Com	50%	75% in U.G Degree

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually?

The College has a mechanism in place to review its admission process and student profile in order to strengthen the process and have an understanding of the background information of the students admitted.

- The Admission Committee holds review meetings soon after admission to assess the transparency and effectiveness of the process and implements the decisions arising out of these reviews.

Table 2.2 Major outcomes of review of admission process and implementation

S. No.	Outcome of Review	Implementation
1	Revision in contents of the admit cards	The admit card has been revised to include reopening date of the College.
2	Inclusive application forms	The inclusion of transgender community, first generation learners in the application form
3	Subject aptitude	The adoption of Mathematics and communication English entrance tests

- The Application forms are printed every academic year in accordance with the rules of the University and Government of Tamil Nadu. The Institution prepares a detailed database of candidates admitted. From 2014-2015 onwards the database is maintained through E-governance.
- Some of the major outcomes of the admission process review of 2013-2014:
  a) The demand for various courses and additional sections.
  b) To increase enrollment in newer courses, promotional methods like posters, pamphlets, displaying information on school notice boards, radio and theatre advertisements to be extensively undertaken.
  c) Conduct enabling classes to Tamil medium students
  d) Provide financial concession to deserving students
  e) The student profiles to be reviewed based on minority, first generation learners, rural background, SC/ST students, girl students, economically weak students, differently abled and transgender.
  f) The review mechanism helps to understand the demand and supply imbalance.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

Commitment to Diversity and Inclusion

- **SC/ST** students are given preference and the following data indicates the admission of SC/ST students indicating institutional commitment to inclusion.

Table 2.3 Community wise admission for the period 2010-2014

Year	Degree	SC and SC-A	ST	MBC	BC and BCM	Others	Total
2010-2011	UG	91	22	160	243	89	605
	PG	2	0	4	4	6	16
2011-2012	UG	86	45	158	186	98	573
	PG	0	8	18	0	7	33
2012-2013	UG	106	44	121	177	98	546
	PG	7	10	5	11	3	36
2013-2014	UG	67	18	153	220	64	522
	PG	2	1	7	3	20	33

- The College provides access for girl students to pursue their studies in the College and the same is reflected in the following table.

Table 2.4 Gender wise admission for the period 2011 - 2014

Year	Percentage of Girls	Percentage of Boys	Total
2011-2012	35.15%	64.85%	100%
2012-2013	31.2%	68.8%	100%
2013-2014	36.4%	63.6%	100%
2014-2015	27.87%	72.13%	100%

- Inclusion is emphasized by admitting students who are f**irst generation learners,** students from **corporation** and **Tamil medium schools**.

Table 2.5 Special Category of students admitted for the year 2014-2015

Department	First Generation Learner	Tamil Medium and Government School background
BCA	56 %	8 %
BSc CS	58 %	4 %
BCom Gen	48.6 %	16.19 %
BBA	58.6 %	21.43 %
BSc VisCom	26 %	8 %
BCom CS	68 %	14 %
BA Eng	24 %	10 %

- **Economically weaker sections** are given preference in admissions as the management is committed to serve the less fortunate. The following table gives the occupational status of parents whose children are admitted to the College. Majority of our students' parents are daily wage earners and single parents that affirm the inclusive strategy adopted by the College to draw students from diverse background.

Table 2.6 Occupation of parents of UG students admitted in 2014-2015

Parents Occupation	Total	Percentage
Farmer	15	2.47%
Driver	78	12.83%
Fruit Seller	8	1.32%
Mechanic/Welder/Fitter/Electrician	52	8.55%
Painter/Labour/Mason/Coolie	91	14.97%
Office Staff/ Accounts	25	4.11%
Business/Home Business/Tailor	114	18.75%
Government	57	9.38%
Fisherman	16	2.63%
Teachers	36	5.92%
Sales	17	2.80%
General	99	16.28%
Total	**608**	**100%**

- **Differently-abled candidates** who apply and those who are eligible are given admission. However the College has not many differently abled students applying to the College. Special infrastructure facilities are provided for the differently abled.
- **Minority community** – Announcements are made in all Churches to improve the educational opportunities for minority community.
- Students who have excelled in **sports** are also admitted on priority basis.

Support services for inclusion

- Students from Government school are given consideration in cut-off percentage.
- The Tamil Nadu Adi Dravidar Welfare Scholarship is availed by SC/ST students

- Students are given counseling at the time of admission regarding selection of courses for better career opportunities.
- For economically weaker section students, fee concession is fully or partially waived and fee payment is given in installments.
- For deserving students, Bishop Daniel Delany scholarship is provided.
- Book bank facilities are available for poor and deserving students
- Text books and note books for major subjects are issued by management free of cost
- Faculty members help to identify the economically weaker students and recommend the various welfare schemes available to them.
- For sports students, free sports coaching, fee concession fully or partially and priority during admission are given.
- The institution implements the statutory reservation policy as per guidelines of the Government of Tamil Nadu

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Table 2.7. Applications received, students admitted and demand ratio.

Year	Branch	Application Received	Students Admitted	Demand Ratio
2010-2011	B.Com	350	140	1:3
	B.Com (Shift II)	100	58	1: 2
	B. Com (Corp.Sec)	100	69	1:2
	B.B.A	142	68	1: 2
	B.C.A	214	100	1: 2
	B.C.A (Shift II)	75	49	1: 1
	B.Sc. (Comp.sc)	150	50	1: 3
	B.Sc.(Vis.com)	101	48	1: 2
	B.A (Eng)	25	23	1: 1
	M.S.W	23	16	1: 1
2011-12	B.Com	351	140	1: 3
	B.Com (Shift II)	150	56	1: 3
	B. Com (Corp.Sec)	98	70	1: 2
	B.B.A	125	65	1: 1
	B.C.A	280	100	1: 3
	B.C.A (Shift II)	50	26	1: 2
	B.Sc. (Comp.sc)	172	50	1: 3
	B.Sc(Vis.com)	81	39	1: 2

Year	Branch	Application Received	Students Admitted	Demand Ratio
	B.A (Eng)	47	27	1: 2
	M.S.W	34	19	1: 1
	M.Com	20	14	1: 1
2012-13	B.Com	509	136	1: 4
	B. Com (Corp.Sec)	106	69	1: 2
	B.B.A	93	69	1: 2
	B.C.A	256	98	1: 3
	B.Sc. (Comp.sc)	182	49	1: 3
	B.Sc.(Vis.com)	95	43	1: 2
	B.A (Eng)	50	32	1: 2
	M.S.W	38	18	1: 2
	M.Com	25	18	1: 1
2013-2014	B.Com	569	139	1: 4
	B. Com (Corp.Sec)	110	70	1: 2
	B.B.A	137	70	1: 2
	B.C.A	343	100	1: 3
	B.Sc. (Comp.sc)	236	50	1: 4
	B.Sc.(Vis.com)	116	49	1: 3
	B.A (Eng)	72	44	1: 2
	M.S.W	30	19	1:2
	M.Com	19	14	1:1

Trends

The College has witnessed a steady increase in the number of candidates applying for various courses and the strength of the College has grown from 155 students in 2001 to 1658 in 2014. The growth trends are analyzed as follows.

- There is a steady demand for B.Com, B.Com (CS), BSC (CS), BCA, and BA (Eng) courses because of increasing job opportunities and competitive pay packages. However, variations in demand for BCA and BSc(CS) are reflected when there is recession in the IT industry.
- The demand ratio is comparatively low for certain courses because of the presence of 4 Arts and Science Colleges affiliated to University of Madras within a 3-km radius of the College.
- The number of women candidates seeking admission is comparatively low due to the preference of women to join in the all women's Colleges which are situated within 2-km radius of Patrician College.

- The demand for PG courses has come down because students prefer to take up employment after UG programme and also have several options to continue their higher education through distance mode.
- Students prefer to join Patrician College because of quality teaching and discipline which are hall marks of the College.
- "No Donation and capitation fee" has been an attractive feature.
- Good Infrastructure, proximity to the railway station and bus stand are also the reason for demand.
- Facilities provided for Co-curricular and Extra Curricular Activities such as sports and fine arts are attractive features for students who are interested to develop sports and fine arts talents.
- The Placement record has been a deciding factor for the increased demand.

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- The management and faculty are sensitive to the special requirements of the differently-abled students
- All differently abled candidates who apply are given admission.
- Special facilities such as ramp, elevator, braille, audio books and disabled friendly restroom are made available for differently-abled students.
- The dyslexic students are exempted from writing Language and Non Major Elective papers and are given additional one hour for writing exams and leniency in evaluations. Students are also given scribe facility as per the instruction from University of Madras.

2.2.2 & 2.2.3 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice?

Assessing students' needs before the commencement of the programme

- The knowledge and skills of students at entry level is assessed through formal and informal methods.

- The concerned subject teacher gives a preliminary test based on the qualifying curriculum to assess the capacity of the students.
- From the performance of the students, the teacher is able to identify the gap between the qualifying level and higher level of learning.
- The teacher works out strategies to bridge this gap.

Strategies to bridge the knowledge gap

- Department of English conducts **bridge courses** in English for 3 days at the beginning of the semester to cope with the inadequacies in communication in English.
- The course is targeted at the first year Tamil Medium students to bridge the gap in the medium of instruction.
- Students of general English are also encouraged to help them cope with the demands of collegiate education
- The course is implemented through grammar activity sheets, comprehension passages, simple analytical tools, context clues and mnemonics.
- Department of Computer Science and Computer applications organizes bridge course for students from non-mathematical background for understanding basics in mathematics.
- The institution organizes seminars by experts in respective subjects and soft skills.
- Model exams results and University results are reviewed and remedial classes are conducted by every department to improve the pass percentage.
- In the Arts and Commerce courses, students who are from non-mathematical background and those who have a low percentage in the qualifying exam, are given special coaching in mathematics.
- Students from Tamil medium are given preparatory coaching in English by the English Department.
- The Patrician College Empowerment Cell offers add on Certificate programmes like SPSS, Tally and Soft skills.
- As mentors, the faculty counsel the students on academic, financial and personal matters and guide them to face challenges in life.
- Elective subjects are chosen by the College from the list of electives given by the University to hone the employability skills of students. The Department of Commerce has opted for “Income Tax and Law

Practices" that help the students to acquire the knowledge in filing IT. B.Com (CS) has opted for "Entrepreneurial Development" as an additional skill for self employment.

- Based on performance of the students the academically weak students and slow learners are identified and help is given through remedial teaching, additional notes, special classes, tests, and revision of subjects.

2.2.4 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc.?

- Patrician College is a co-educational institution where girls' enrollment is about 36%. To make the students aware of gender issues, a number of steps are taken through various cells and club activities. The Women cell organizes seminars and workshops on gender related issues to sensitize men and women and to create an enabling environment to bring more women to the forefront. In addition, the College actively encourages girl students to participate in sports.
- Seminars are organized on gender sensitization, inclusion, and on environmental awareness. Days like Global warming, Ozone day, plantation day, Energy conservation day, Aids day, Women's day and other important days are observed to sensitize students on various social, gender and environmental related themes.
- The students of MSW have organized many programmes on the problems faced by transgenders, HIV patients, slow learners, and legal awareness programmes.
- The anti sexual harassment cell is an initiative undertaken by the College in accordance with the recommendations of the UGC and the parent University. The Cell conducts awareness programmes among the girls by arranging special interaction programmes by inviting police and social activists envisaging the importance of respect for women at all places.

2.2.5 How does the institution identify and respond to special educational / learning needs of advanced learners?

- Identification of advanced learners is done by class Mentors.
- They are given more opportunities to participate in curricular, co-curricular and extracurricular activities in and outside College.
- They are encouraged to compete with other professional peer groups to showcase their extraordinary talents.

- Advanced learners are encouraged to handle seminars and to attend/participate at inter collegiate seminars/ workshops/ conferences/ science exhibitions with the guidance of the faculty. They are encouraged to present papers at national and international conferences.
- Group presentation and peer teaching is encouraged by teachers.
- At PG level, based on their interests and career orientation, students are given the opportunity to choose their specializations.
- Post graduate students are motivated to update their subject knowledge and are encouraged to conduct seminars for UG students.

2.2.6 How does the Institution collect, analyze and use the data and information on the academic performance of the students at the risk of drop out?

- The College has developed a mechanism through computer software to collect, analyze and use the data regarding academic performance of students throughout the semester.
- Remedial, Enabling and Tutorial classes are conducted for students who underperform.

Academic performance

On completion of every month, data is collected by respective class coordinators on the following issues:

- Shortage of attendance
- Test marks.
- The PTM is conducted twice a semester in order to motivate parents to regulate the student's attendance as well as academic performance.
- Feedback from the parents are given due importance, and based on that special care is given to underperforming students.

Slow-learners

- Slow learners are identified by classroom interactions, tests and internals.
- They are provided with printed notes and further encouraged to make use of the audio- visual programmes for better understanding of subjects.
- Special coaching is given to these students after class hours.

- A fellow student along with the mentor acts as a co-mentor in the day to day activities of the slow learning. If any help or assistance is required it is reported to the mentor immediately.
- The faculty – member monitors his/her learning programs.

Differently-abled

- Lift and ramp facility are provided for different abled students.
- Scribe facility and extra time during examination as per the instructions of the University.
- Dyslexic students are exempted from Language and NME exams.
- Additional coaching is given to students with learning disabilities.

Drop-out

Frequent late comers and long absentees who may be potential drop outs are identified and counseling is given to them along with their parents for preventive and corrective measures.

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules?

Academic Calendar

- The College plans the teaching, learning and evaluation schedule through an academic calendar prepared in the beginning of the academic year. The academic calendar is prepared by the committee and the calendar is finalized in consultation with all stakeholders. The academic calendar is followed meticulously without any major deviations in the academic schedule.
- The Academic Calendar of the College is prepared in accordance with the calendar of events of University of Madras. The Calendar schedules the activities and events for the academic year which comprises of commencement of theory and practical classes, submission of project reports, University theory and practical examination dates, closing and re-opening date of the semester.
- College calendar is prepared with the following details - vision and mission, courses offered, UG and PG semester wise subjects, assessment mechanism, rules and regulations, examination schedules, activities schedule and holiday schedule.

-

Teaching-Learning Modalities

- Paper allocation is finalized by the HOD based on each teacher's preference list. Teaching plan is prepared with the workload, timetable, methodology to be adopted and provision for evaluation and feedback at the beginning of every semester in consultation with the HODs. The time table for the classes and the name of the course teacher is displayed on the notice board for the benefit of the students.
- A learner centric approach is adopted in the teaching learning modalities. Before the commencement of the course, the teacher, through formal and informal ways, assesses the level of knowledge and skills of the students to adopt appropriate methodology in teaching.
- The primary method of teaching for UG students is the lecture method and for PG students, lecture method is supported by interactive sessions such as group discussions and PPT presentations.
- The learning capacity of students, their special needs and interests are taken care in the teaching learning process. For example, special attention is given to both slow and advanced learners maintaining a balance in the classroom.
- ICT methodologies are used extensively to attract students to the learning environment. Theoretical concepts are made easy through audio visual aids . For example, understanding tsunami as a natural disaster when viewed on the video had greater impact in making the students to understand the ground realities connected with national disasters.
- Teachers are encouraged to adopt other methodologies such as power point presentations, problem solving methods, case studies, role plays, guest lecture by experts, study tours, field visits, seminars, simulation games and other modern teaching methods.

Evaluation Schedule

- Evaluation schedule is based on the University of Madras CBCS pattern. The evaluation schedule is framed by the examination committee and conveyed through the academic calendar to faculty and students.
- Continuous evaluation tests are conducted in the month of August and September for odd semester and January and February for even

semester and 10 marks are allotted for the same. Each test is conducted for 10 marks and the average marks are taken as final test score.

- Assignments and seminars are undertaken through the course of the semester and 5 marks are allotted each.
- Model exam is conducted in the month of October and March. The answer scripts are valued and remedial classes are conducted for poor performers.
- Attendance is also a component of evaluation and 5 marks are allotted for attendance. A minimum of 75 % attendance should be obtained by students to be eligible to appear for the examination

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC functions as a nodal center to ensure quality and sets standards for teaching, learning and evaluation. The IQAC forms guidelines for effective teaching methodologies and documents the best practices relating to curricular, co-curricular and other institutional initiatives.

- IQAC anchors the feedback mechanism. At the end of every semester, feedback is collected from students on the effectiveness of teaching and the results are shared with the faculty to address the inadequacies.
- The progression of students is monitored through result analysis and subject wise pass percentage is reviewed. Subjects with low pass percentage are identified and reason for poor performance is analyzed. The intervention includes mentoring the concerned teacher to improve teaching methodology and conducting enabling classes for poor performers.
- Faculty development programmes are organized to update the faculty with the current pedagogical trends.

2.3.3 How is learning made more student-centric?

Student Centric Learning

The management of the College provides various support structures and systems to inculcate skill based learning in the students. In addition to the classroom inputs, the teachers use a wide of range of methodologies from conventional to modern to impart individual and group learning. Methodologies such as seminars, group discussion, role-play, research group projects, case studies, industrial visits and hands on training, technology based learning, project work, field visits, summer

placement, workshops, entrepreneurship bazaar and technical exhibitions are effectively organized.

In order to promote collaborative learning, students are assigned various group projects. The students are grouped and assigned the responsibility to identify projects, to plan, to mobilize resource and execute the plan. Through these stages, the students learn many administrative, organizational, decision making and problem solving skills. For example, the Department of Business Administration has involved the students in a group project to understand the problems associated with food safety. The students have collected information from fellow students and found that there is a general lack of awareness on food preservation and safety norms thereby promoting an unhealthy consumption pattern. The group of 10 students learnt to execute the project and the outcome was the students learned values of co-operation, collaboration, team work and healthy competition.

The faculty members also promote the experiential and individual learning of students through adopting innovative methodologies. For example, the Department of Corporate Secretaryship organized innovative events to teach management concepts through GOLU doll presentation where the concepts of CSR, Motivation, and Food safety among others were presented in an illustrative displays. Entrepreneurial skills were encouraged by holding a bazaar where the students put their theoretical concepts to practical application. Through College bazaar event the students exhibited their individual creativity and experienced the art of planning, presentation, and enterprising.

Learning through enactment and presentation was introduced by the Department of English to bring out the innovative and creative talents of the students. The Literary Display of a writer encourages the students to study the socio-political, historical and cultural background and imbibe the knowledge through experiential learning

Interactive learning is facilitated through organizing field visits and exposure programmes where students come in direct contact with professionals in the field. For example, the students of Computer Application went on an Industrial visit to the Reserve Bank of India and were exposed to the nuances of bank account operations and their visit to MSME enabled them to learn the opportunities in technical areas such as mobile servicing.

The Department of Social Work offers a unique training to every student of social work termed as the Participatory Rural Appraisal technique which is an experiential as well as a participative learning which integrates the student and the community. It helps the students to map the resources and to give a pictorial representation of the strength and resources in the village. They help the community to do self appraisal holistically and project a trend for the future development of the

village. It is a learning experience for the students as it improves their analytical and presentation skills.

The Department of Commerce offers skill based learning by conducting courses such as chocolate making, jewellery designing and cake making classes where the students are oriented towards developing entrepreneurial skills and self employment.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- The College provides adequate space for nurturing critical thinking, creativity and scientific temper among the students.
- Through workshops, seminars, group discussion and debates on current issues, the departments nurture critical thinking and reasoning in the students.
- Further they are sensitized through value education classes which exposes them to social issues such as corruption, unjust practices, social divide, violation of human rights, status of women, discrimination of the marginalized which enables students to develop critical thinking and conscientize them to challenge the existing social, cultural and ethical practices.
- Ample opportunities are provided to students to develop and exhibit their creativity through technical and fine arts programmes and competitions. The College organizes Evoluzione, an annual event which helps to identify the latent talents within the students and ignites their creative flame.
- The research culture is created through Live projects and technical innovations. Every department initiates minor research projects and involves the students in all stages of the research work thus initiating students into a scientific frame of mind and encourages them to undertake further research projects.
- Students are encouraged to take initiative during vacations like 'On the Job Training' and are offered skill based courses under 'Earn while you learn' projects. This initiative enables them to get hands on experience.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?

- The College provides audio visual teaching aids and tools like computers, internet and LCD projectors.

- A fully functional Language lab is available to the students to enrich their communicative skills.
- E-resources like INFLIBNET and online resources are provided for effective teaching.
- Library membership with University of Madras and other prominent libraries in the city give access to rare and best resources to faculty and students.
- Educational CDs and DVDs are available in the library for faculty and students to improve their knowledge.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills ?

- Departments at UG and PG levels are given more exposure for advanced learning through expert lectures, seminars and workshops.
- All UG and PG departments arrange expert lectures and workshops regularly.
- Faculty members and students are encouraged to participate in seminars, workshops and orientation programmes from time to time.
- The institution conducts faculty development programme at the beginning of the semester to enable the faculty members to focus on the academic vision of the institution.
- The Principal, Secretary and faculty members attend advanced learning programmes conducted by the University.
- The College has well equipped computer labs with internet connectivity and other facilities like scanner, printer, CDs, DVDs, and external hard disks. The College has a Multi-media lab, INFLIBNET, journals, on-line journals and Language lab.

2.3.7 Detail the academic, personal and psycho-social support and guidance services provided to students?

- Apart from senior teachers there are two Counselors available in the College premises to give guidance service to the students.
- The College has a mentoring system to develop communication channels between the administration, the students and their parents.
- There is a mentor for 15-20 students in a class. Each mentor keeps a complete database of students and he /she remains in touch with the students regularly.
- The College timetable has allocated one hour in a month for

mentoring where the mentors try to solve their problems and grievances at their level or bring the same to the notice of the higher authority. Mentors also provide academic advice to the students.

- Mentors keep a close watch on the performance in tests, attendance, performance records of the students. The parents are informed whenever required.
- The College monitors on a regular basis punctuality, attendance, ID cards and dress code of the students.
- The College campus is tobacco and mobile free.
- The students who lack confidence and have psychological problems are counseled and confidence is infused in them.
- The placement cell of the College organizes academic and career counseling.
- The women's cell organizes exclusive program for women students on specific health issues related to women. Expert lectures are given by gynecologists on women's health, and Breast cancer awareness programmes are organized.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years?

- The University Academic Staff College conducts orientation programmes in 'Planning and Management of Higher Educational Institutions' for College Principals and Secretary. Every year, the College Principal and Secretary attend the seminar in order to adapt the innovative methods of the teaching learning approaches.
- Classroom presentations, group presentations, peer teaching, peer learning, role-play based on the curriculum, management games, case study analysis and quiz are conducted to enhance learning.
- ICT - Information and Communication Technology rooms provide a learner- oriented environment for teachers and students to promote the concept of e-learning.
- Audio and Video conferencing methods are adopted for delivering lectures.
- Whiteboard and smart podium are used as aids for teaching.
- Teachers handle the subject by making the optimum use of the ICT room and its facilities.
- The College organizes 15 day course for faculty members every year

to equip them with computer skills. This course is organized by the department of Computer Science and is conducted free of cost.

2.3.9 How are library resources used to augment the teaching-learning process?

- The institution has a general library which caters to the needs of the students and faculty. Besides each department has a departmental library with internet facility.
- The College makes use of INFLIBNET to collaborate with other University libraries to accumulate knowledge resources.
- Resources for competitive exams and employment news are made available and students are encouraged to visit the library for the same.

Facilities available in the library:

- A display board is available with updated clippings from The Employment News regarding banking, defense services, clerical grade exams and other competitive exams.
- Arrivals of magazines, journals, periodicals, Recommended books, both fiction and nonfiction are displayed and are updated on regular basis.
- Newspaper clippings regarding important national and international events, news of the College activities and other important educational websites are displayed.
- Catalogue Card displays the new arrivals in the library.

2.3.10 Does the Institution face any challenges in completing the curriculum within the planned time frame and calendar?

The departments draw up the workload at the beginning of each semester along with a lesson plan to facilitate the completion of the curriculum within the framework of the semester. However, there are challenges in completing the curriculum. Some of the challenges are outlined below:

- Faculty members, who go for Refresher Course, Orientation Course, find it challenging to complete the curriculum.
- At times there is horizontal mobility of faculty members to deliver lectures wherever applicable and in such circumstances it is a challenge to complete the curriculum within the time frame.
- Students find it difficult to balance academics, cultural and sports activities within the rigid framework of the semester system

- Uncertainties like maternity leave, sick leave and OD are further challenges to the management.

Against the above stated challenges, the institution works out alternatives to handle them through the following ways:

- The faculty who are deputed for training are substituted by a part-time faculty during their absence.
- Teachers engage in special classes as per requirement.
- Periodic review of the syllabus is conducted by the Heads and Principal to keep pace with the University calendar and examination schedules.
- Part time faculty members are arranged by the management

2.3.11 How does the institution monitor and evaluate the quality of teaching learning?

- The College has a formal feedback system. The feed back on various academic aspects are obtained from students through a questionnaire distributed to them at the end of every semester. The questionnaire contains the following aspects.
- Subject knowledge: The quality of content of the subject handled by the teacher.
- Class delivery: The methodologies used in handling classes
- Accessibility: The availability of the teacher to students for coaching and mentoring.
- Regularity and Punctuality: The commitment of the teacher to be regular and present in the classroom on time.
- Effectiveness: The ability of the teacher to reach the students at their level.
- Coverage of syllabus: Completion of curriculum within the time frame.

Besides the Pass percentage in the respective subject, Increase in student enrollment for Higher Education and Increase in number of students placed serve as quality indicators for performance.

The data collected from students is processed through IQAC and the report is handed over to the management. The management in turn reviews the results of the analysis and takes appropriate action to handle issues pointed out by students in the feedback.

- The HODs conduct department meeting on the third Wednesday of every month. One of the important agenda of the department meeting is to review the teacher quality. The HODs through observation and through interaction with the students obtain feedback on the teacher effectiveness and commitment in handling class. The HOD also monitors the lesson plan, coverage of the curriculum, conduct of assessments by the teachers and records observation of teacher quality. A report is submitted to the Principal at the HODs meeting.
- The Principal holds the HODs meetings on the last Thursday of every month. The Principal reviews the reports submitted by the HODs and takes appropriate intervention to ensure quality of teaching and address on the issues pointed out by the HODs and students.
- The staff identify the problems and approach the management for appropriate support and redressal.
- The Principal monitors the work plan report so as to ensure that the curriculum is covered as per the work schedule. The report is submitted through the HOD to the management and defaulters are required to give appropriate explanation for the delay in completion.
- Result reviews are conducted after the publication of results and the management analyzes the performance of students vis-a-vis the staff and initiates appropriate action on the faculty who has produced low pass percentage.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management of its human resource to meet the changing requirements of the curriculum

The College makes every effort to recruit and retain qualified and competent faculty and experts. The College has retained the faculty who had joined in the early years of its inception. The Vice Principal and fifteen senior faculty members have more than 10 years of experience from the same institution which is only thirteen years old.

Percentage of teachers who have completed UGC-NET and SLET examinations with Ph.D/ M.Phil is 38.80% and PG with NET/SLET is 10.45 %.

- The College finds new and able teachers by way of references from other teachers and experts in their respective subjects and through advertisements.

- Special care is taken to recruit faculty who are passionate about teaching.
- The need for faculty recruitment is continuously assessed well in advance before the commencement of the academic year. A systematic process of recruitment fills the gap.

Table 2.8 Positions status of Faculty

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D	-	-	-	1	3	4	8
M.Phil.	-	-	-	-	14	33	47
PG	-	-	-	-	4	8	12
Total	-	-	-	1	21	45	67

The College encourages diversity in its faculty recruitment so as to adopt and apply the expertise and acumen of the faculty recruited.

Table 2.9 Diversity of Faculty

Department	From the same College	Parent University	Other University within state	Other State	Total
Mathematics	-	2	2	-	4
B.Sc. Comp Sc	-	1	3	-	4
BBA	1	-	4	-	5
BCA	-	5	4	-	9
B.Com(C.S)	-	2	2	-	4
Language	-	4	1	2	7
MSW	-	4	1	-	5
B.Sc. VisCom	1	1	3	-	5

Department	From the same College	Parent University	Other University within state	Other State	Total
B.A Eng	-	8	-	1	9
B.Com(Gen)	-	10	5	-	16
Total	**2**	**37**	**25**	**3**	**67**

The Institution adheres to UGC and University of Madras norms for faculty recruitment. The selection committee comprises of the Vice Chancellor's Nominee, two subject experts nominated by University, Vice-President, Director/Secretary, Principal, Vice Principal, and Heads of Department. Recruitment of non-teaching and technical staff is done as per the regulatory norms of the Management.

The selection process

- Advertisement about faculty vacancy is given in regional newspaper and the College website in order to get the best available human resource.
- The resume of the applicants are scrutinized followed by a demo class before the selection committee.
- Technical and personal interview of the candidates is conducted by the College management.
- Appointment orders are given based on merit.

Retention: The College has a conducive working atmosphere. On completion of one year faculty is made permanent. Regular increments, incentives are also given. Maternity leave with three months salary are granted to women employees who have completed one year of service. The management is concerned in the care and welfare of the staff. The following welfare provisions are made available:

- Provident fund
- Interest free management loan
- Tuition fee concession for children of Staff and support staff studying in sister schools / College.
- Staff in continuous service for six months are eligible for leave salary.
- Orientation programme is conducted for the new faculty members to brief them about the regular functioning of the College, the facilities and the rules to be followed.

- Faculty development programmes are held to enhance their knowledge and skills.
- Staff producing a higher percentage results are eligible for incentives.
- Faculty members are encouraged to pursue higher education.
- Leave facilities include Casual Leave and Maternity leave.
- Staff are sent for training programme as and when the need arises.
- Two OD per semester per faculty is granted for presenting and participating in National and International conferences.
- Staff welfare fund.
- 100% attendance / 100% result recognition for faculty on College day/ teachers day.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes / modern areas?

As per the need analysis study, it was found there was growing demand for courses like B.A. English, M.S.W and M.Com. Qualified faculty were recruited for the same. When qualification norms were stipulated recently by the University, the College encouraged the staff to qualify themselves as per the requirement. For example, when MSc(IT) was removed from the qualification category to teach Computer Application and Computer Science, the faculty were encouraged to pursue the qualifying degree (MCA). Also, when Shift II was closed, the faculty were retained by introducing additional sections in Shift I.

When new areas of study are included within the courses, staff are encouraged to pursue short term courses, programs either within the College or outside in premier institutions. The College provides every support to enable the staff to equip themselves with required skills.

Table 2.10 Details of courses introduced during the last four years

Year	Courses	Sanctioned Strength
2010-2011	**Shift 1**	
	MSW	30
	BA(English)	50
	Shift 2	
	B.Com	60
	BCA	50
2011-2012	M.Com	40
2014-2015	B.Com (Additional Section)	70

- Whenever the curriculum is updated or modified, the faculty utilize the opportunities available in other institutions and University centers though seminars, workshops and conferences organized by other institutions.
- Whenever new trends in IT are introduced in Computer Science and Computer Application the departments conduct workshops and arrange for guest faculty and experts to teach the new programs in emerging areas.
- Experts from corporate sector are invited to deliver lectures on HR, Companies Act, and emerging social trends.

2.4.3 Provide details on staff development programmes during the last four years.

a) Nomination to staff development programmes

Table 2.11 Number of Faculty nominated for the period 2010-2014

Academic Staff Development Programmes	No of faculty
Refresher Courses	9
HRD Programmes	1
Orientation Programmes	10
Staff training conducted by the University	5
Staff training conducted by other Institutions	4
Summer / winter schools/	10
Workshops	7

b) Faculty training programmes organized by the institution

Table 2.12 FDP organized by the College for the last four years

S. No	Year	Title	Resource Person
1	2010-2011	1. Quality of Life in Higher Education 2. Essentials of Teacher Development	Dr.Marlene Morais, Head, Department of Commerce, Gurunanak College, Chennai Bro.Sebastian, Director, Patrician College of Education

2	2011-2012	Who am I?	Mr.Anto Vincent , Principal – Servant Community College, Ex-President, H.R Ford,Chennai
3	2012-2013	1. Understanding Students needs and issues 2. Application of Statistical tools in Business Decision	Prof. L.S. Ganesh, Dean, In-charge, Management Studies, IIT Madras. Dr.Duraisamy, Associate Professor, Department of Economics, Madras Christian College, Chennai
4	2013-2014	Building Relationship with Young	Rev. Fr. Patrick Anthony Raj, Director – Youth Animation, Vazhikaati, Alaigal Media, Trichy
5	2014-2015	1. Academic Development 2. Motivation and Personality Development	Dr.Fr.Samuel Savio, Parish Priest, St. Louis Church Dr.S.John Britto, Rector, St.Joseph College,Trichy

- **Teaching-Learning methods**: The abilities and cognitive capacities of the students from diverse backgrounds are analyzed and their capacity to learn is evaluated. Teachers adopt different teaching techniques to address the spectrum of students ranging from slow to advanced learners. Faculty members employ a wide gamut of resources in acquiring and sharing knowledge which involves interactions between teachers and learners, learners and peers thereby forging an anchor for the learners to understand and appreciate the curriculum content.
- **Handling new curriculum**: When new subjects are introduced, experienced and expert faculty handle such subjects.
- **Content/Knowledge management:** The management of knowledge and information is influential in accessing, creating and disseminating resourceful data. Pervasive use of hi-tech methods helps information retrieval and reuse. The library, smart classrooms, computer and internet laboratory are supportive organizational structures in knowledge management. The e-content learning module triggers learning through multimedia culture. Subject experts from various departments have been given training on video capturing and editing towards creation of virtual classrooms. Training is rendered to all whenever a new software is introduced. The Computer Science department conducts training in computing skills for faculty.

- **Selection, development and use of enrichment materials**: Subject related journals are subscribed to and e-resources like N-LIST, INFLIBNET, University of Madras Membership, Madras Institute of Development Studies, Anna Library resources are accessed. Faculty publications serve as reference for further research.
- **Assessment:** Faculty are given orientation on the Assessment pattern that is prescribed under the CBCS module. The assessment is carried out in three ways.
- Self appraisal method,
- Student appraisal
- Assessment by management.
- **Cross-cutting issues:** Faculty encourages students to take up campus to community projects to make the students aware of pressing issues in the society like gender, environment and human rights. Daily newspaper reading is encouraged. During club activities, such sensitive issues are discussed. To mould them as responsible citizens, students are encouraged to contribute to the underprivileged sections of society through outreach programs.
- **Audio-visual aids/ multimedia:** The College provides LCD projectors and other multimedia facilities in all the blocks and encourages innovative teaching among the faculty members
- **OERs:** Open Educational Resources like blogspots are created by all the departments to make resources open and accessible at any point of time for the students.

Teaching- learning material development, selection and use: Internet facility is available in the staff room. Faculty can access materials throughout the day and collect materials for teaching. Unlimited access privileges are provided.

- 11.94% Faculty members are invited as resource persons in workshops, seminars, conferences organized by external professional agencies.
- 53.73% faculty participated in external workshop, seminars, conferences recognized by national/international professional bodies.
- 55% of Faculty presented papers in workshop, seminars, conferences conducted or recognized by professional agencies.
- 89% of the Faculty have Industrial engagement.
- 3% have International experience in teaching.

2.4.4 What policies/systems are in place to recharge teachers?

- Faculty are encouraged to take up guideship for M.Phil and Ph.D programmes.
- The **Research Advisory Committee** is formed to undertake research projects and OD is given to promote research. A minimum of one minor research project per department is completed per semester.
- The institution also conducts seminars, exhibitions, workshops, and special lectures for the enrichment of all the stakeholders and other beneficiaries
- The institution motivates the faculty to involve themselves in academic pursuits such as higher education programmes, seminars, conferences, workshops and training programmes on and off campus.
- Publication of research papers in journals and participation in academic seminars, conferences, workshops, special lectures, training programmes organized by other institutions, Universities, and research organizations are encouraged.
- Faculty members are given permission to attend orientation/refresher courses and faculty development programmes conducted by the academic staff Colleges of various universities. Faculties are allowed to go On Duty to attend workshops and seminars for career development.
- The IQAC and Research committee orient the faculty at regular intervals towards research outlook and steer them to send proposals for minor and major projects.
- Faculty Development programmes are organized twice a year.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years.

Table 2.13 Faculty who have received awards / recognition at the state, national and international level

Sl. No	Name	Award
1	Dr. Ravita Bhatia	Best Hindi poet award from Governor of Pondicherry in December 2012
2	Dr. Ahila	Good Teacher Award From Chennai Rotary Club of Zenith In Sept 2010
3	Prof. SanthanaRaj	Best Teacher Award in 2005

2.4.6. Has the institution introduced evaluation of teachers by the students and external peers?

Evaluation of teachers is done periodically by the feedback form filled in by the students and necessary steps are taken to improve the teaching methods.

- The feedback form mainly focuses on various teaching skills of the faculty members, like presentation, communication, knowledge, content covered, innovative practices and punctuality of the teacher.
- **Specific Faculty Development Programs** are conducted every semester based on the feedback of the previous semester so that the teaching quality may be improved. The faculty are also encouraged to attend refresher and orientation courses conducted by the University.
- The Principal meets the staff members confidentially and instructs them to improve their teaching, based on the students' feedback.
- The **Grievance Redressal System** is in place to receive suggestions as well as grievances of the students through the Suggestion box and Complaint box for fast track action.
- Internal and External Academic Audit is conducted annually.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Transparent student evaluation is an integral part of teaching-learning process. So, the institution makes effective arrangements for the smooth applications for the evaluation process. The College has developed a proper mechanism for this purpose. Monthly faculty meetings are conducted and the evaluation process is discussed. The institution also takes the following measures.

- The entire evaluation process is made known to all stakeholders and communication made by the university is announced as and when it is received.
- The information about the evaluation process is available in the handbook.
- Faculty members are deputed to attend meetings on the online entry process conducted by the University of Madras.
- Every faculty briefs the students about the process of internal assessment at the beginning of every semester.
- Every student is made aware of the evaluation of external examination / projects / practical / viva voce / internship throughout the period of his/her study.
- Model exams, model viva voce are conducted to familiarize the students with the end semester examinations.
- In the PTA meetings the evaluation process and the results are communicated to the parents.

2.5.2 What are the major evaluation reforms of the University that the institution has adopted and what are the reforms initiated by the institution on its own?

University reforms

- As the University has adopted the semester system in lieu of annual system, internal evaluation is conducted every semester. To facilitate this, Student Centric learning is adopted by the institution.
- Revaluation results are declared before the subsequent university exam to keep the student aware of his reduced or removed backlog of papers.
- Publication of results within 45 days is communicated to the students through announcement in assembly, public addressing system, notice board and College website.
- Introduction of online system of exam registrations for semester exams
- Introduction of online mark entering system for internals, soft skills, NME, Value education and practical's. (Internal/External)
- Downloading application form /Hall tickets/ Nominal roll/ attendance sheet.
- Introduction of instant exam for final year students who have one arrear in the final semester.
- Introduction of online University exam revaluation application forms

Institutional reforms

- Class tests are conducted to evaluate the performance of students as per CBCS norms
- Solving of 5 previous semester question papers are practiced by the teaching faculty in the class.
- Two **Continuous Internal Assessment tests** are conducted in each semester to monitor their performance. Slow learners are given special attention. The mentor and the parents are informed about their performance.
- **Model exam** is conducted every semester apart from the two Continuous Internal Assessment tests scheduled by the university. The College follows the pattern of the university exam time schedule to get the student attuned to it.

- **Student Enabling Classes** are scheduled after the model exams to focus on the forthcoming university exams. Student Remedial Classes are scheduled for arrear papers.
- Introduction of SMS facility to parents regarding the attendance and results.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

The evaluation reforms of the University are followed effectively:

- If a student feels that the marks are not awarded up to the expectation he/ she may apply for revaluation within 10 days after the publication of the results
- When there are questions out of syllabi in the theory exam it is represented to the Controller of examinations, University of Madras.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement.

The internal assessment marks are considered as a strict means of evaluation of students and is awarded based on the following criteria.

1. Attendance
2. Assignments
3. Seminar presentation
4. Internal test performance
5. Performance in practical

Formative Assessment

Formative Assessment is considered as part of learning and it evaluates the students through assignments, seminars, class participation, departmental activities, reports etc. This acts as a partial internal component for assessment.

Summative Assessment: For continuous comprehensive evaluation, end term summative assessment is given as a model to help the students face the end semester University Theory exams. This helps in assessing time management, assessing his/her skills, and develops writing practice.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment.

The introduction of various internal components in the internal assessment has ensured rigor among the students. Effective internal assessments has reduced absenteeism drastically resulting in better performance, responsible learning thus ensuring a better perspective towards internal assessment.

2.5.6 What are the graduate attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the Students?

- In order to impart holistic education to its students, the College gives equal emphasis to both academic abilities and personal qualities so that knowledge along with values is inbuilt in the students.
- A commitment to excellence in all scholarly and intellectual activities is ensured.
- The students are encouraged to be creative, strategic and critical thinkers with highly developed problem solving skills.
- To exhibit a positive work attitude and work ethic in order to achieve successful outcomes.
- To be culturally tolerant and demonstrate appropriate intellectual competence.
- To have the ability to communicate effectively, and be self-aware and empathetic.
- The Mentoring system helps in inculcating values among students. Faculty members deliver talks on spiritual values, ethical and moral values. In value education classes students are explained as how they can contribute to the community in which they live and work.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

The redressal of grievances regarding evaluation in both internal assessment and University examination is through the following process:

College Level

- The student can represent his grievance with reference to evaluation directly to the Examination Committee, and indirectly through the Grievance Redressal System in place
- The student has free access to the subject teacher with regard to examination discrepancies.

- The internal marks are countersigned by the students.

University Level

- At the University level, the College facilitates the evaluation process. Students, who want to re-evaluate their answer sheets, can apply within 10 days from publishing of results.
- The College Examination committee guides the students on the process, rules and dates for re-evaluation by displaying the information on the notice board.
- The College office creates a separate window to attend to such students. The photocopy of their answer scripts is sent to the students to consult with the subject expert regarding the fairness of evaluation.
- Any student can apply for revaluation and the same is attested by the Principal.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the College have clearly stated learning outcomes?

The College has clearly stated learning outcomes as mentioned in its Vision and Mission statements. They are placed in strategic locations in the College to give information to all the stake holders.

Students

- Orientation program is given to the students before the commencement of the academic year.
- Seminars /workshops for students with the academic & industry experts.
- Syllabus copy is given to every student at the commencement of the semester.
- Mentors help the slow learners by providing special coaching.
- Parents are communicated about the performance of their wards.
- Campus Training and Placement Cell has shown an increase in data of more companies coming for recruitment.
- Internship and part-time job opportunities are given to the students to have hands on experience.
- Advertisements are displayed on the Placement Cell notice board about the various job opportunities available in the private and public sectors highlighting the job requirements.

- Mentors help and guide the students academically and professionally for the overall development and success
- As an outcome, their learning is visible through the achievements in the intra/inter departmental and inter collegiate competitions.

Faculty

- Orientation program given to the faculty before the commencement of the academic year.
- Syllabus copy is given to every faculty member at the commencement of the semester.
- Teacher lesson plan elaborates on the learning outcome.
- The syllabus of every subject and topic has a pronounced learning outcome.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

Monitoring the progress of students

- The institution evaluates the students through two internal tests, communication skills in seminar, presentation, regularity in assignment submission, performance in class tests and internal exams as well as lab performance for practical skills.
- The answer books are distributed to the students to communicate their performance in the tests and for arranging enabling classes
- The results of semester examinations are thoroughly reviewed by the Principal , HODs, and the mentors take up the case of students whose performance is lower than the previous semester. The following table shows the result analysis for the last 4 years.

Table 2.14 Course wise result analysis of last four years

Department	2010-2011	2011-2012	2012-2013	2013-2014
B.C.A	69.5%	81.12%	65%	50%
B.Sc.(CS)	64.11%	56.25%	63.18%	49%
B.Com(GEN)	73.52%	78%	75%	80%

B.B.A	83.8%	80%	71%	77%
B.Sc.(VISCOM)	84.21%	85%	80.48%	76%
B.Com(CS)	88.89%	68.42%	50%	64%
B.A (Eng)	-	-	66%	45%
M.S.W	-	100%	100%	65%
M.Com	-	-	61.3%	92.85%
B.C.A SHIFT II	-	-	45%	35%
BCom SHIFT II	-	-	70%	59%

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- The subject allocation is based on the proficiency of the faculty to handle the subject. This creates an environment to enhance their knowledge in the field of their proficiency and interest. The allocation is done at the beginning of the semester to enable better planning. This also facilitates in achieving the intended learning outcome.
- An orientation programme is conducted for the freshers on the first day of the College highlighting the vision, mission of the institution, specialization, attendance, College rules, continuous assessment, examination system – Semester Pattern, Day Order system, Culturals, Sports, Vacation, Tentative Exam Dates, Non major electives , club details and the objective of the clubs.
- Planning motivates the student to set goals and work towards achievement.
- An academic Mentoring system is in place to reinforce the learning outcomes among the students.
- Counseling and Coaching is given for slow learners.
- Infrastructure is updated to provide a conducive environment for the fulfillment of the intended learning outcome through ICT enabled classrooms, well equipped labs and library, and audio visual equipments.

Assignment Work: Students submit one assignment in each subject in every semester.

Presentations: Presentations by students on the topics within the syllabus have been made a regular practice.

Guest lectures are arranged to give practical exposure about theoretical concepts. Industrial visits are arranged to make the learning more effective.

Departmental Library To give more exposure to the students and to inculcate the practice of self learning, each faculty motivates the students to visit the library. Library hour is introduced for each class in a month.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance of the courses offered?

- The Placement Cell prepares the students to face the corporate world by providing necessary training in interview and interpersonal skills. An awareness on market trends and industrial expectations is created among student community.
- The undergraduate and post graduate courses prepare the students for a variety of job opportunities in administrations, defense, services and teaching.
- Many industrial houses conduct job placement fair in College campus.
- The Patrician College Empowerment Cell (PCEC) conducts job oriented certificate courses to provide economic relevance to the courses offered.
- Entrepreneurship skill training programme is given to all third year students.
- Events like Bazaars are held to enhance the entrepreneurial skills of the students.
- Students are involved in various minor research projects carried out by their departments.
- The students are motivated through personality development programmes.
- Students are encouraged to participate in activities for social and community service.

- The National Service Scheme, Red Ribbon Club, Citizen Consumer Club, and the Enviro Club brings social and environmental awareness to the students.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers to learning?

The Institution conducts social and academic survey on student learning outcomes. Principal in consultation with the heads of the department convenes a meeting after every evaluation to scrutinize the performance of the students. Limitations arising from personal, social and economic factors are identified, analyzed and corrective measure are suggested in consultation with parents.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

- The Principal reviews the annual/ semester results of each department.
- The Attendance Status of the students is reviewed constantly.
- The Principal places the reports of outcome in the College Governing Body meetings and the same are reviewed by the committee.
- The Academic Audit Committee helps in maintaining the quality of academics.

2.6.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning?

The College uses assessment as an indicator tool for evaluating student performance, as well as faculty performance.

The following are the methods of assessment used as indicators of student performance

Table 2.15 Methods of assessment used as indicators of student performance:

Sl. No	Assessment Criteria	Learning Outcome	Examples
1	Written Assessment	Improved flow of thought and expression	Internal Assessment
2	Practical Skill Assessment	Develop learning through hands-on training , resulting in better understanding and fostering creativity	Practical experiments, exhibition and model making.
3	Field Work Assessment	Gaining hands on Experience events	Visit to Cancer Institute Adyar, Chennai
4	Group Assessment	Team work and promotes leadership skills	Projects
5	Competitive Assessment	Achieving ranks and recognitions	Rank holders
6	Project Assessment	Helps in gaining in depth knowledge	Group Projects
7	Attendance Assessment	Leads to regularity and punctuality	Monthly attendance is displayed on the Notice board and information is sent to the parents through SMS/Phone for student who lack attendance.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

The foremost goal of our College is to encourage and support research and extension activities in order to provide students with a broad-based liberal education and serve the community around. In the present context of economic uncertainty and constant change, achieving these goals requires research knowledge and skills. Based on this the College provides a platform to faculty and students to inculcate scientific temper and research culture. The College aims at promoting and participating in research, consultancy, and dissemination of knowledge, competency development in addition to exploring areas of research interest.

3.1 PROMOTION OF RESEARCH

3.1.1 Does the Institution have recognized research center/s of affiliating University or any other agency/organization?

The College was started in the year 2001 and at present it has 7 UG and 2 PG courses. The College is in the process of upgrading the Post graduate departments to offer research degree programmes. At present the research activities are managed and promoted by a research committee.

3.1.2 Does the College have a research committee to monitor and address issues related to research? If yes, what is its composition? Mention a few Recommendations which have been implemented and their impact.

A research Advisory committee is in place and following is the composition of the committee.

Table 3.1 Composition of Research Committee

S.No	Name	Designation	Position
1	Dr.Fatima Vasanth	Principal	Convener
2	Dr. Arokiamary Geetha Doss	Vice Principal	Co-Convener
3	Dr. Suresh Babu R	Assistant Professor	Coordinator
4	Dr.Ahila Sivashankar	Assistant Professor	Member

S.No	Name	Designation	Position
5	Dr.Ravita Bhatia	Assistant Professor	Member
6	Dr.D. Dhananjayan	Assistant Professor	Member
7	Dr. E. Rajasekar	Assistant Professor	Member
8	Dr. Raja	Assistant Professor	Member
9	Dr. Nagajothi S	Assistant Professor	Member

Table 3.2 Few recommendations of the Research Committee and its Impact

S.No	Recommendations	Impact
1	To establish a Research Centre so as to inculcate research culture among faculty and students	Faculty and final year UG/PG students have taken active interest in their Research Activities
2	To disseminate information to the faculty about various schemes for fellowships/scholarships and research grants available.	Faculty is aware of the schemes and scholarship available and is in the process of applying for Research Grants.
3	To orient faculty towards quality and ethics of research and to update them on rules and regulation of Ph.D. Programmes	27 faculty members have registered for Ph.D under various universities
4	To promote publication of research papers and to organize and participate in research workshop, conference and seminars	Faculty members have published research articles in reputed journals and books and taken part in conference and workshops. College maintains complete details of participation by the faculty.
5	Every department has to undertake a minor research project per semester.	All departments have engaged in undertaking minor research projects.

3.1.3 & 3.1.4 What are the measures taken by the Institution to facilitate the smooth progress and implementation of research schemes/ projects and What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students and staff?

Measures taken by the Institution to facilitate scientific temper and research culture

- The College enjoys the pride of having 9 Ph.D. degree holders on its roll, and 27 members pursuing their Ph.D. studies.
- The College encourages the staff to apply for minor and major research projects.
- The University curriculum for Post Graduates contains a mandatory paper on Research Methodology and Dissertation / Project/ Summer Internship. The College encourages all the concerned students to take up research seriously.
- The University curriculum for Undergraduates has research oriented minor projects and mini research in the Business Administration stream where students have to undergo a mini research with the collection of primary data and analysis.
- Summer Internship is mandatory for B. Com. Corporate Secretary ship, B.Sc.(Vis.Com), M.Com. and MSW.
- 25% of the total marks are allocated for Continuous Internal Assessment. All departments have ensured that every course contains a component for research related study by making Seminar / Paper Presentations, Assignments mandatory.
- Subscriptions are made to research journals to make the faculty and students aware of the latest trends in research in their academic disciplines
- Departments have organized International / National / State level seminars/ conferences to provide a platform for research scholars and experts.
- College communicates to the faculty about upcoming seminars/workshops/ conferences in their respective disciplines.
- The College enables knowledge sharing with eminent speakers by participating in external conferences.
- Inflibnet Website enables the faculty to keep abreast with research trends.

3.1.5 & 3.1.6 Give details of the faculty involvement in active research.

Faculty members actively participate in guiding student research at the UG and PG Level. Faculty members have engaged in undertaking minor research projects. Workshop on application of statistical tools, SPSS and research methodology are organized periodically for the faculty.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Table 3.3 Department wise Areas of Expertise available

S.No	Department	Prioritized Research Areas
1.	Tamil	Sangam literature, Bhakthi illakiyam, Short stories and Pudhu kavithai
2.	English	Drama, Fiction and Short stories
3.	Commerce	Marketing Management, Finance and Human Resource
4.	Corporate Secretary ship	Company Law, Secretarial Practices and HRM
5.	Management	Marketing, Finance, Human Resource, Production and Logistics
6.	Computer Science	Networking and Software Testing
7.	Computer Application	Data mining and Image Processing
8.	Visual Communication	Photography and Advertisement
9.	Social Work	HRM and Community Development, Medical Psychiatric Social Work
10.	Physical Education	Health and Physical Education and Physical Activity

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The Industry – Academia Cell of the College organize conferences, workshops, seminars at the International/National/State/Intercollegiate level by inviting entrepreneurs and experts from industries and educational institutions. These provide a platform for the intellectual exchange between researchers and faculty / students.

Some of the eminent speakers who have participated in various programmes in the College include:

Table 3.4 List of eminent speakers for the period June 2012 to Oct 2014

Sl. no	Year	Department	Name of the Resource person and Organization	Theme/Event
1	2010-11	BCA	Dr. Marsha C. Woodbury, Prof, Illinois University	Ethics
2		Bcom(Gen)/ Bcom(CS)/B.B.A	Dr. Xavier Alphonse, Member, UGC, New Delhi	National Conference
3		College	Dr. G. Thiruvasagam, Vice chancellor, University of Madras, Chennai	7th Graduation Day
4	2011-12	YRC & RRC CLUB	Dr. Yashodha Shanmugam Sundaram, Former Vice Chancellor, Mother Theresa University, Chennai	Paper Bound
5		Language	Mr. Natham R.Vishwanathan, Minister, Board of Electricity, Tamil Nadu	International Seminar
6	2012-13	College	Dr. Uma Maheshwari, Director, Collegiate Education, Chennai	Investiture Ceremony
7		College	Smt. Jayanthi, IAS, Chairman, State Human Rights Commission, Chennai	Sports Day
8		Leo Club & YRC Club	Padmashri Dr. V. Shantha, Chairman, Cancer Institute, Adyar, Chennai	Blood Donation Camp

Sl. no	Year	Department	Name of the Resource person and Organization	Theme/Event
9		College	Dr. A. Ravishankar, RJD.	Valedictory
10	2013-14	College	Dr. H Devaraj, Vice Chairman UGC, New Delhi	9th Graduation Day
		College	Justice Rajeshwaran, High Court, Chennai.	10th Graduation Day
		College	Dr. S. Ayyar, State Election Commissioner, Tamilnadu	College Day Celebration

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities?

Since the College is in a growing stage and comprising predominantly of UG courses with no research status, sabbatical leave was not availed by any of the faculty members. However the College is applying for Post Graduate and Research Degree courses in the following Academic year and will motivate and encourage faculty to undertake research projects. The Management also proposes to grant sabbatical leave for faculty to pursue their Doctoral studies and other research activities.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Research culture in the institution has grown due to the proactive measures taken by the College of relating theory to practice.

- The Departments conduct annual exhibitions and encourage students to build models of robots, house security systems, remote operated automobiles via mobile communication, Banking and Management Models.
- Visual Communication students are taught internally to create short films and multimedia projects and put these creative skills into use by being service providers to the Institution by way of designing invitations, brochures, banners, certificates and actively take up the video and photography coverage of various events that take place in the institution.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research?

Give details of major heads of expenditure, financial allocation and actual utilization.

Table 3.5 Resource Allocation for Research Activities

Heads	2010-2011	2011-2012	2012-2013	2013-2014
Library Books	203481.45	495905.50	134617.95	63274.00
Computers	662970.00	710186.00	92365.00	456575.00
UPS	260500.00	253271.00	263100.00	352163.00
Multimedia	--	98380.00	--	--
Software	129712.00	551269.00	108161.00	168153.00
Staff Seminar	2167.00	3000.00	10000.00	8000.00
Total	**1258830.45**	**2112011.50**	**608243.95**	**1048165.00**

3.2.2 - 3.2.4 Is there a provision in the institution to provide seed money to the faculty for research? What are the financial provisions made available to support student research projects by students? How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research?

The Management has proposals to promote research in future and any requests from faculty for seed money will be met by the Management. At present, the College has the necessary infrastructure like internet facilities and subscriptions to online journals and research journals to carry out the student and faculty research projects. The Institution provides opportunities for interdisciplinary research in the form of cross departmental paper presentations where students and staff of one department participate and present papers in other department programmes.

3.2.5 - 3.2.7 How does the institution ensure optimal use of various research equipment? Has the institution received any special grants?

The institution has come out with several strategies to ensure the optimal use of various research equipment and facilities. The faculty and students are encouraged to visit the library on a regular basis and make the maximum use of computer and internet resources to inculcate reading habits and promote research activities. Compulsory library hour is included as part of the time table for all

classes. Students are given assignments and are induced to make references from the journals and books available in the library. The library is accessible on all weekdays from 8 am. to 3 pm. On Saturdays it remains open from 8.30 am to 12.30 pm. Frequent library users award has been introduced for both faculty and students to recognize their motivation and aptitude towards research. The management has set target for every department to undertake a minimum of one minor research project and apply for grants from research funding organizations.

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Table 3.6 Research Facilities Available

S. No.	Facility	Availability
1	National Journals	14 nos
2	International Journals	2 nos
3	Computers with Internet Facility	215 nodes
4	N List and Inflibnet	Available at all nodes

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- More ICT enabled services to be introduced in the College's future plans with a special agenda to convert the PG departments into full fledged research departments.
- MOUs with various external agencies are in the process of being signed.
- The College plans to subscribe to more data warehouses to increase the richness of the information base made available to the faculty and scholars which in turn will increase the quality of research output.
- Bar coding of books in the library facilitate the lending of books for expediting the research process.

3.3.3 - 3.3.4 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? What are the research facilities made available to the students?

Regarding receiving special grants for research purpose, the College is in the process of networking and resource mobilizing from funding organizations.

The faculty members are provided with research facilities by other research institutions as follows:

- University of Madras library cards have been acquired by the College to enable the faculty to do research reference at a higher level.
- Students are taken to the Anna Centenary Library and Madras Institute of Development Studies to access valuable research information data warehouses.
- PG students and staff are given opportunity to access N-List Journals from the Inflibnet database online.
- MSW and M.Com students are encouraged to go for internship programmes to research institutions so that they gain access to research information to present comprehensive research reports.

3.3.5 - 3.3.6 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- The journals subscribed by the College are all research oriented and therefore encourage the researchers to carry out their research with an updated information base.
- Internet enabled terminals are present in the library so that researchers can use online databases as an information pool.
- Apart from being a lending library, the library serves as a reference center well endowed with reputed reference books and journals.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 - 3.4.4 Highlight the major research achievements / publications of the staff and students

Table 3.7 Publications of Books and Articles for the period 2010-14

S No	Department	International	National	State
1	English	-	1	-
2	Language	9	24	7
3	Computer Application	14	4	1
4	Computer Science	2	-	-
5	Commerce/Corporate Secretaryship/Management	30	59	8
6	Social Work	1	20	2

Faculty members of motivated and recognized by the management in the event of publishing articles in journals.

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- Corporate personnel from industries are invited to deliver special lectures
- Industrial visits are arranged for students to acquire practical insights.
- Consultations with industrial experts are arranged to decide on new / add on courses.
- The Placement Cell partners with Industries like NSDC to enable institute-industry interface.

3.5.2 - 3.5.3 What is the stated policy of the institution to promote consultancy? How does the institution encourage the staff to utilize their expertise?

The Management has a policy to permit and encourage the members of the staff to offer consultancy services in their areas of specialization and expertise to other institutions and organizations. The Management also permits staff to attend such programs conducted by other institutions. The profile of the members of the staff is accessible through the College Website. The College encourages the members of the staff to utilize their expertise for consultancy services by sanctioning them leave on duty (OD). The Principal refers the names of such competent members of the faculty to other Colleges and institutions. They are also allowed to make use of the ICT facilities of the College to update their knowledge and get acquainted with the latest trends in their concerned subjects.

3.5.4 – 3.5.5 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The resources of the College, its ICT facilities, infrastructure and expertise of the staff are used for consultancy services as follows:

- Consultancy offered for establishment and initial functioning of its sister institutions at Chennai such as St. Patrick's Anglo Indian Higher Secondary School, St.Michaels Academy, St.Patricks ICSE, Chennai and Patrician College of Education, Dehradun, Uttarkhand.
- The College organizes annual Consumer Awareness Exhibitions where students of nearby schools as well as neighbourhood residents

are made aware of consumer rights and responsibilities along with product standards awareness.

- The department of Social Work extended their consultancy services to Self Help groups and NGOs, street hawkers, gypsies, and transgender groups by promoting the sale of their products among the student community.
- The NSS unit of our College extended their services by adopting a village at Neelangarai Kuppam, Chennai. And promoted healthy life practices among the residents.

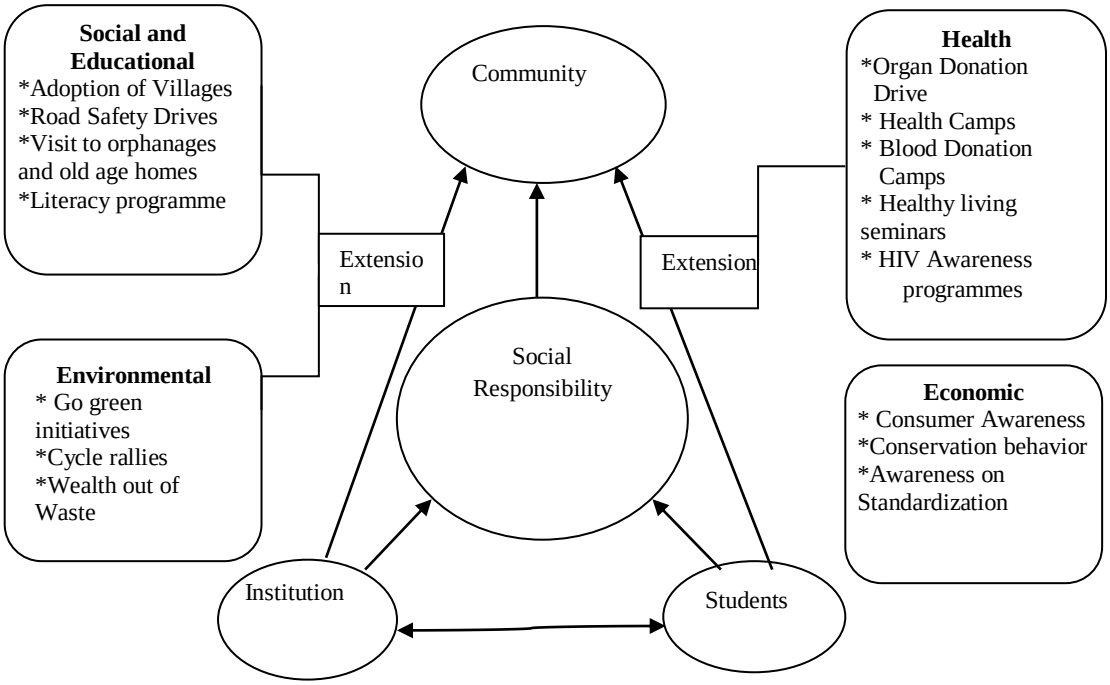
All the above consultancy work was carried out on voluntary basis. In future, the management proposes to encourage faculty members to undertake consultancy work on remunerative basis. The policy for sharing of income will be formulated.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 – 3.6.2 How does the institution promote institution-neighbourhood-community network and student engagement? The Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Students are continuously involved in outreach programmes. The following diagram represents the institution-neighbourhood-community networking approach adopted by the College.

Diagram 3.1 Institutional Social Responsibility Model



- As per the University norms, it is mandatory for every student to serve for 40 hours being a member in a service oriented club in order to earn credits. This credit so earned is mandatory to get their degrees. Therefore students are given an orientation about the various clubs that function in the institution and are encouraged to become a member in the same as per his/ her choice. The faculty in charge of the club keeps a record of the student participation in various programmes and the number of hours served is recorded.
- The students of Social Work who are placed in various non governmental organizations carry out different community oriented programmes.
- Special days earmarked as national/international days with specific purposes such as Martyr's Day Electoral Day/Teacher's Day/Human Rights Day, Women's Day, UN Day are celebrated in the College with all sincerity and seriousness to impress upon the students to groom themselves into good citizens of the future.
- Through the use of notice boards, circulars, posters, specially arranged talks and the Principal's regular talks in the assembly, the students are motivated to spare and preserve natural resources – water, electrical power, greenery and prevent any attempt to pollute them.
- The values of our rich heritage are disseminated in the minds of the students by organizing them to develop herbal garden in the campus
- Amidst the growing fascination for western culture the students are made to realize the legacies of our rich culture and traditions by organizing folk dances and folk arts, classical dances, celebrating state festivals like Pongal, and exhibition of ethnic commodities.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution places utmost importance in the feedback received from the parents and the alumni members, as its stakeholders. Frequent meetings are conducted with the parents in order to know their response with regards to the quality of teaching and performance of the various activities. The alumni members are also contacted on regular basis to decide on matters related to inclusion of programmes. The faculty are constantly consulted on matters impeding the quality of the institutional performance. Students give their input through the various feedback outlets such as student council meetings, class committee meetings, girl students feedback sessions to improve the curricular, co-curricular and extracurricular performance of the institution.

3.6.4 How does the institution plan and organize its Extension and Outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The College sensitizes students and faculty on institutional and social responsibilities through various outreach programmes. All extension units have been very actively engaged in organizing programmes which complement College life. During the orientation programme, students are given detailed presentation on the various extension activities that are available. These activities help to train the students in leadership skills and organization skills. The extension activities inculcate spirit of teamwork and sharing, leading to success. The extension activities done by the various clubs have created a platform for social awareness and involvement of students in social movements.

Table 3.8 Major Extension Programmes for 2010-2014

Year	Programme & Participants	Total Expense	Impact on students
2010 – 2011	Cleanliness Camp, Road safety, Personality Development, Coastal clean-up at Thiruvanmiyur kuppam, Old age home visit, Scribe volunteering, Eye, veterinary and health camp, Go green campaign – NSS Volunteers	Rs. 44,998/-	Students sensitized on the problems and issues of the rural and urban backward communities in terms of health, education and hygiene.
	Blood donation, Art exhibition on global warming, Visit to Cancer Institute and NGO dealing with HIV affected children, Organ Donation, Seminar on Women Trafficking – Rotaract Club Volunteers	Rs. 25,000/-	Bringing joy to cancer patients and HIV affected children, Aiding in examination for visually impaired
	Green Day awareness, Visit to Annai Fathima Child Welfare Center – Leo club volunteers	Rs. 5,000/-	Bringing Joy to orphan children and awareness on pollution
	First Aid Training, Road and life safety Programme, Women's Day celebration - YRC volunteers	Rs.61,555/-	First Aid and road safety awareness.
2010-2011	Seminar on Adulteration of Consumer Goods, Caveat Emptor Seminar,Van campaign, Awareness Program for Residential Welfare Association – CCC volunteers	Rs. 52,000/-	Created awareness on adulteration of Consumer Goods, Conservation of Petroleum, and standardization awareness
2011-2012	Old age home visit, Rural camp at Thiruvanmiyur Kuppam, Energy conservation programme - NSS Volunteers	Rs. 44,355/-	Joy to the elderly and providing clean environment for the kuppam community
	Competition on Conservation of Mountains, Career Guidance, Scribes for St. Louis College for the Blind - Rotaract Volunteers	Rs. 4,000/-	Helping the visually impaired, career orientation and environmental awareness created.
	Visit to Christian Mission Service Children Home, Seminar on Awareness on Women's Issues, Organ Donation Camp – Leo	Rs. 4,000/-	Awareness created on women's issues, organ donation

Year	Programme & Participants	Total Expense	Impact on students
	Volunteers		
	Street Play on Social Issues, TB awareness, Women's day health awareness - YRC volunteers	Rs. 10,183/-	Awareness on Social Issues created
	Caveat Emptor Exhibition and seminar on legal aspects of consumer protection	Rs. 47,000/-	Awareness on standardized goods and consumer rights was propagated
2012-2013	Health and Hygiene programme, Environmental Awareness, Education on Voting rights. – NSS Volunteers	Rs. 12,000/-	Awareness and training given to students on health issues and voting rights.
	Visit to Cancer Institute, Blood Donation Camp, Scribes for St. Louis College for the Blind - Rotaract Club Volunteers	Rs. 15,000/-	Helping those in need such as visually impaired students and cancer patients.
	Visit To St. Louis Institute for the Deaf and Dumb, Blood Donation Camp – Leo members	Rs. 7,000/-	Helping the physically challenged
	Seminar on Plastic Surgery, Women's Health, Blood Donation Awareness Program –YRC volunteers	Rs. 2,865/-	Awareness on Plastic surgery, and women's health
	Poster Competition on Sustainable consumption of personal transport, PCRA and FSSAI van campaigns, Consumer Fest with exhibition and intercollegiate competition, Workshop by RBI on fake note detection	Rs. 28000/-	Awareness on Fuel saving, food safety, and financial prudence through fake note detection.
2013-2014	Awareness on Sexual Abuse, Road Safety Identity Card drive, Eye donation drive – NSS Volunteers	Rs.21,200/-	Awareness on Sexual abuse and donation of organs.
	Seminar on Tobacco Awareness, Healthy living practices, Oral Polio Drop Drive – Rotaract Volunteers	Rs. 3,000/-	Knowledge about Oral Polio Vaccine Administration with Hands On experience
	Visit to Cancer Institute , Jeevadhanam NGO Orphanage and Avvai Home for the Destitute – Leo Members	Rs. 6,000/-	Spending time with cancer patients, orphan children and destitute.
	Blood Donation Camp – 150 YRC volunteers	Rs.1,670/-	Blood Donation encouraged
	Technical session on consumer awareness, National consumer day celebrations, and street play on energy conservation.	Rs. 45000/-	Awareness on consumer duties, energy conservation, initiation of new consumer clubs

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National / International agencies?

Each club receives enthusiastic involvement from the students through voluntary enrollment. The institution promotes their involvement by giving opportunities to students to develop their leadership skills through the election of office bearers for each of the extension units.

Faculty are allotted as coordinators to each of the units and this position is on rotation basis with a view to get the entire faculty to get involved in such extension activities.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?

Table 3.9 Extension Projects based on Social Surveys

S. No.	Dept	Social Survey / Target Group	Extension Project
1	English	First generation learners in St. Patrick's AI HSS.	Coaching in Spoken and Written English
2.	Literacy Club	Literacy Levels among the support staff in College	Publication of Booklet on functional literacy
3.	Computer Application	Computer Awareness Level among Students in Govt. Corporation HSS, Meenambakkam, Chennai	Computer Literacy Programme

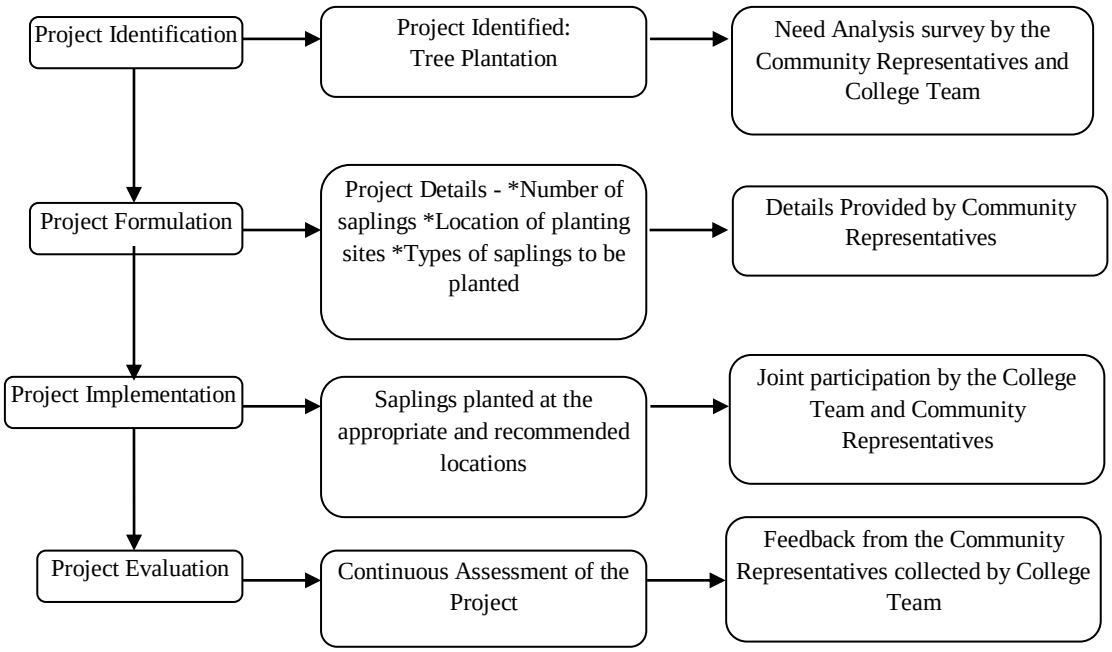
3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

Participation in extension activities brings a paradigm shift in the students. Learning from various awareness programmes, visiting orphanages and old age homes, involving themselves in blood donation camps and cleanliness drives makes the students understand the value of life and the extent to which they are privileged to be in the present state. The students are also sensitized to donate blood of rare blood groups through the Rotaract and Leo clubs. The students interaction with HIV/AIDS affected conscientizes them against discrimination. Through Extension services, the College attempts to imbibes humane values such as respect for others, dignity of life, fight against injustice and discrimination, and groom them to be responsible and responsive citizens.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The College ensures community participation in all the extension programmes undertaken. The extension units involve community in all stages of the project work beginning with project identification to project implementation. The community participation for one of the projects is illustrated below:

Diagram 3.2 Community Participation Model –Tree Plantation Project Illustration



3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The Institution networks with external organizations to mobilize resources and strengthen the extension activities of the College . Some of the organizations with which relationships are maintained are * Madras Blood Bank ***** Cancer Hospital ***** Voluntary Health Services ***** MGR Medical Foundation ***** Government Hospitals * Social Welfare organizations * NGOs.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The following are the awards and recognitions received by the College for extension activities and community development work.

- The NSS unit of the College received a certificate of recognition for contribution towards “Kaitherikku Kai Koduppom”. This was an effort made by the University of Madras to help the cause of the handloom weavers.

- The Leo Club of the College was recognized as the Best Performance College Club in Chennai for the year 2011 – 2012 by the Lions Club International.

- The Rotaract Club has been annually recognized by the Tamil nadu Blood Donors Association for conducting donation camps with over 400 donors from the year 2007.

- Consumer Club has received the Second Place for Best Consumer Club award District Level South in 2011-2012 and Third Place in 2012- 2013 from the Department of Civil Supplies and Consumer Protection, Government of Tamilnadu.

- Liu Ted On won the first place inthe event GET ACTIVE for environmental awareness at YUVA meet at New Delhi, organized by British Council.

3.7 COLLABORATION

3.7.1 – 3.7.2 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Provide details on the MOUs/collaborative arrangements with institutions of national importance/other universities/ industries/Corporate and how they have contributed to the development of the institution.

The College has linkages with over 104 organizations and institutions. Most of these linkages are in the form of students and faculty undertaking projects in these institutions or working as interns in organizations. Industrial visits are also set up with different organizations.

Some of the prominent organizations that the institution collaborates with are:

- NSIC – National Small Industry Corporation promotes small scale entrepreneurship among youth. The collaboration helps in promoting entrepreneur skills among the student community and also provides hands on experience on certain skill based subjects. It also offers certificate programme at free of cost and at subsided rates.

- TREC-Step is a collaborative programme with REC in providing skills like computer hardware servicing and electronic spares servicing. This was an **"earn while you learn"** project which benefitted the students with a stipend of Rs.2000/-. The programme benefitted around 55 students to earn a government certificate and hands on experience.

- NSDC- Providers Academy jointly signed an MOU to conduct mobile servicing classes with a stipend of Rs.2500/-.
- Students who work as interns get a chance to be recruited in the link organizations.
- Consumer club has collaborative arrangements with Tamilnadu Civil Supplies Corporation, Petroleum Conservation Research Association, Bureau of Indian Standards and National Small Industries Corporation for various programmes organized both within and outside College.
- Training programmes have been undertaken by National Skill Development Council (in association with Providers Academy), Tata Consultancy Services and St. John's Ambulance Association.
- The Social Work department has signed 3 **MOUs** with Centre for Counselling, Nungambakkam, Chennai, ARUWE – NGO , and Anugraha Counselling Centre.
- The Social Work department has facilitated linkages with over 56 social welfare organizations for internships and projects.
- The Department of Business Administration has facilitated linkages with 88 institutions for Student project work and industrial visits.

3.7.3 Give details on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution.

- The Institution has facilitated online library resources through its association with Inflibnet where research is furthered through online information.
- Software licenses are procured with software organizations such as Software One India Pvt. Ltd, Carmel Infotech Solutions, Auto Desk, and Digital System.
- The Placement Cell ensures placements through its association with various organizations and has successfully placed many students in major organizations such as TCS, Maersk, Dell, Ajuba, AGS Health Mahindra Finance, Hyatt and other organizations.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the College during the last four years.

Table 3.10 National and International Conferences Organized

S No	Year	Department	State/ National/ International	Title of the Conference/Seminar/Workshop
1	2010-11	Computer Applications/ Computer Science/ Mathematics	International	**TechFest – Innovative Computing** Dr. Prabath Kumar – Project Director, Bhavni, Dept. of Atomic Energy
2	2010-11	Commerce / Management Studies/ Corporate Secretaryship	National	**Kaleidoscope – Transformation, Adaptation and Sustainability for future Growth** Mr. Sarath Babu, C.E.O., FoodKing Dr. T. R. Ananthakrishnan, Advisor, Developing Countries Dr. V. Murali, Chairman, Board of Studies, ICAI, New Delhi Dr. Xavier Alphonse, Member , UGC
3	2010-11	Social Work	International	**Enigma of Social work, Ensconce of social workers** Dr. R. Christudas Gandhi, IAS, Chairman and Managing Director, Tamilnadu Energy Development Agency
4	2010-11	English	National	**Dynamics of English** Dr. Hanifa Ghosh, Principal, CTTE College for Women, Chennai
5	2011-12	Tamil	International	**Ilakkiyangal KaatumThozhilgal** Rejith Rajini from Malaysia Mrs. Valaiyapathi from America Munaivar Su. Venkataraman,Chennai Koothupatrai Na. Muthusamy,Chennai
6	2011-12	Social Work	International	**Current Trends in Professional Social Work** Dr. Udaya Mahadevan, UGC Emeritus Fellowship in Social work, Loyola College,Chennai
7	2011-12	Social Work	International	**Sustainable Practices for Transformation in Social Work** Dr. Anne Dayanandan, International Fund Raiser, and Woman Empowerment, CSI Ewart WCC, Melrosapuram
8	July 2014	Commerce / Management / Corporate Secretaryship	International	**Impact of Sustainable Development on Global Corporate Scenario** Mr. Jankiram, Regional Coordinator, PCRA. Dr. Vincent, Dean Research, Loyola College.
9	August 2014	Tamil	International	**Ilakkiyangal kaatum samuthaaya vizhippunarvu** Kalaimamani Rajesh, Cine Actor.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples of the established linkages that enhanced and/or facilitated –

a) Linkages/collaborations enhancing the curriculum

- Linkages with NSIC have enabled the students to be introduced to extra courses like Tally, DTP, Hardware, and EDP.
- Linkage with NSDC through Providers Academy has enabled students to build their career prospects by making available a course on mobile servicing technology.

b) Internship/ On-the-job training

Post Graduates and B.Com. (CS) students go for internship as part of the curriculum.

c) Summer placement

Linkage with professional organizations have enabled PG and UG students to undertake summer placement with a stipend.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The Institution conducts meetings at regular intervals for decision making resulting in effective linkages/collaborations. The decisions are made at different level meetings – Governing Body, Management Committee, All Faculty, HOD, Departmental meetings and at Student Council level.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

The Patrician College is located in the heart of south east Chennai amid the busy city hub yet with the luxury of a lush green campus, strategically located behind Kotturpuram MRTS Railway station and is conveniently accessible by students through roads and railway from all parts of Chennai city, suburban and rural areas. It is housed on a three-acre land surrounded by very reputed educational institutions and business enterprises. The ambience of the College with its state-of-art facilities, planned layout of buildings, spacious and adequately ventilated class rooms, and well maintained sports fields have been the decisive factors to attract large number of students to the College.

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The policy of the Institution is to provide an ambience that will facilitate teaching and learning environment for the faculty and students to make optimal use of the facilities made available. The Management is committed to provide student friendly amenities in a safe and progressive setting.

In tune with the policy of the Institution, the management enhances the infrastructure every year to ensure the following:

- A convenient ambience with all teaching aids.
- Spacious, ventilated and adequate class rooms and labs.
- Clean drinking water and healthy sanitation facilities.
- Periodic maintenance of buildings and infrastructures.
- Adequate safety measures with fire extinguisher, railings, staircases, floorings.
- LCD projectors in each Seminar hall with a projector in each Block.
- CCTV cameras to ensure safety of students on campus.

4.1.2 Detail the facilities available for:

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

- To enhance the teaching-learning experience, PG classrooms are provided with mounted LCD projectors and UG classes have portable LCD projectors and Audio Visual Aids. Additionally, every department has been provided with a computer with latest configuration and internet facility.
- The Library, a full-fledged Computer Lab and Multimedia Lab, Audio Visual Room, Open Air Theatre, Auditorium, Conference Halls, Seminar Halls, Photography Studios, Drawing Room, Cafeteria, Chapel/Common Prayer Room, Sickroom, Smart Classrooms, Staff Rooms and Public Address System are the specialized facilities available.
- The Computer Lab, Multimedia Lab, Language Lab, DLF Lab. ICT tools, television sets for video lecturing, Recording Studio, Editing Studio and Photography Studios provides opportunities for the students to have hands-on training and they are upgraded on a regular basis. The description of the facilities is detailed below:

Table 4.1 Infrastructure for Curricular and Co curricular activities

S.No	Category	Description
1	Class Rooms	42 well-ventilated classrooms with adequate lighting and fans, facilitated with Public Addressing System.
2	Seminar Halls	6 seminar halls with a capacity of 100 each with lights and fans used for soft skill and placement training, paper presentations.
3	Conference Rooms	5 conference rooms with projector facilities, roll down screens, audio equipments, lights, fans, with seating capacity of 100 which is used for lectures with ICT tools.
4	Auditorium	One auditorium with seating capacity of 800 with adequate number of lights, fans, chairs, and a fixed projector which is used for academic and other collegiate activities.
5	Library	One main library with OPAC, hard copies, journals, magazines, newspapers, e-resources INFLIBNET, Civil services section. Eleven

S.No	Category	Description
		computers with internet and downloading facility, Reprography system with laser printer and scanner, Server with uninterrupted power supply, facilitated with public addressing system, and with a seating capacity of 150 students.
6	MPU lab	Lab provided with microprocessor 8085 kits and digital electronics trainer kits with a seating capacity of 50 students
7	Computer lab	One air-conditioned lab with 100 computers with LAN, 3 Dot Matrix printers, 1 laser printer and 1 laser printer cum scanner/copier, 1 ID card printer, with uninterrupted power supply
8	Multimedia lab	Multimedia lab with 50 computers and LAN facility, fixed projector and audio facility at 1 node, internet facility at 3 nodes.
9	UPS Room	2 UPS rooms which houses the UPS for laboratories
10	Photography Studio	One photography studio with 2 still cameras, 1 video camera, 3 lights, tripod stand, 4 soft boxes, 1 reflector and cutter and 2 umbrellas
11	Recording/Editing Room:	One Recording Studio with 1 mixing console, 2 mics, 2 Yamaha Speakers, and a Nuendo 6.5 licensed software for editing
12	Drawing Room	One drawing room with a seating capacity of 54, One Easel board and inanimate models
13	Departments/Staff rooms	Each department has a staff room with EPABX facility, Public Addressing system, computers having internet facility, water coolers / dispensers and notice boards, department library. Attached Restroom is also provided.
14	Language Lab	One air-conditioned language lab with 50 nodes with LAN facility and headphones, centralized UPS, Sky Pronunciation Suite, Television, DVD player and MP3 player are available.
15	Director / Secretary's office	Air-conditioned room having Computer with internet and Wi-Fi facility, Television, printer and scanner, CCTV monitoring facility and EPABX connectivity

S.No	Category	Description
16	Principal's Office	Air-conditioned room having Computer with internet facility, Television, printer, CCTV monitoring facility, Public Addressing System Control Board and EPABX connectivity
17	Vice Principal's office	Air-conditioned room having Computer with internet facility with printer, scanner/copier and EPABX connectivity.
18	PCEC office	Air conditioned room having Computer with internet facility and printer
19	Placement and Training Cell	Computer having internet connection and printer
20	Administrative Office	4 nodes with printer, copier machine, fax and EPABX facility as well as telephone connection
21	Accounts office	One room having computer with printer
22	Librarian's cabin	2 Computers with internet connectivity and EPABX facility
23	Physical Education Director's room	One Computer with internet connectivity and EPABX facility
24	Extension Room	One Computer for record maintenance and required furniture.
25	Store Room	Materials used for curricular and co-curricular activities
26	Record Room	Record maintenance and back volumes
27	Exam Room	One exam room with computer, internet facility, printer, advanced copier machine and steel cupboard with double lock facility.
28	Prayer Hall	One Prayer hall with a seating capacity of 100 for holding prayer services.
29	Student Council Room	With adequate furniture
30	IQAC office	One room having computer with internet, and required furniture
31	Cafeteria	Cafeteria with attached kitchen available
32	Counselling Room	One room with required furniture and other equipments.

b) Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

Sports – Outdoor and Indoor Games

Physical Education is an integral part of the curriculum. The College provides ample opportunities for students to develop and exhibit sports talent. The sports activities are taken care by a full time Physical Director and Physical Directress. The following facilities provided for sports enhancement:

- A sports room with computer facility
- Necessary sports equipments are purchased as and when required.
- The play fields are well maintained for practice and play.
- A Cricket coach is available on regular basis.
- Summer Cricket coaching camps are conducted for the students.
- Free sports apparels are provided for sports participants.

Table 4.2 Facilities for Outdoor and Indoor Games

S.No.	Outdoor games Play Area	Area sq.ft
1	Ball Badminton Court	4000
2	Basketball Court	8050
3	Cricket Net	3600
4	Single and Double Bar	1350
5	Badminton, Throw Ball and Kabaddi Court	5500
6	Volleyball, Handball	5000
7	Cricket, Football, Hand Ball, Kho-Kho, 200Mts Track and Long Jump Pit	38600
8	Carrom – D Block	1050
9	Chess - D Block	1032
10	Table Tennis – D Block	1050

Cultural Activities

The Patrician campus is kept culturally vibrant through the Fine Arts club which organizes small and major level cultural events at department and College level. The students are also encouraged to take part in intercollegiate cultural programmes and the College enjoys the credit of being one of the top most colleges in the University to have many talented students who win laurels for the College.

The College provides facilities for students to showcase their talents in the fine arts.

- The College has a well-furnished Auditorium which is adequately equipped to accommodate 800 students. Computer with Internet, Laptop, LCD Projector, Audio Mixer with thirty two channels, good

light and sound system, eight high quality speakers, 20 microphones, musical instruments such as keyboard, drums, bongos, a green room and Generator back up is available to conduct Cultural Programs and Competitions.

- Open Air Theatre is used to stage events for large audience such as inter-department culturals. Audio Visual Room and Conference Halls with Computer and LCD Projectors are also used to stage cultural events.
- College students turned choreographers give assistance to train the students to perform better.
- Students Union Council, assisted by faculty members, guides the students in organizing various cultural events in the College and also encourages them to participate in Inter-departmental and Inter-collegiate culturals.
- The students are also part of different Clubs like Rotaract, NSS, Leo Club, Enviro Club, Fine Arts club, RRC, YRC, Golden Triangle Dramatics Club which gives them the chance to render their services for different causes and prove their skill and talent in working towards a better society.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized?

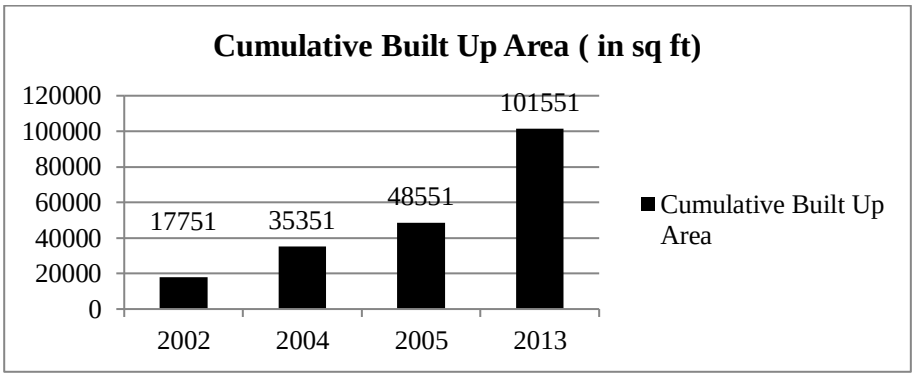
- The College takes adequate steps to enhance infrastructure to promote teaching-learning environment. It has the required infrastructure, with various facilities.
- The College building meets all the mandatory requirements of safety and security. Proper Certification is sought from the competent authorities for the stability of the building, fire safety and sanitation.
- The management ensures proper allocation and utilization of funds towards purchase, construction and maintenance of buildings, furniture and equipments.
- Whenever a new course is introduced, the Management provides the necessary infrastructure for the program via classrooms, laboratories, computers and adequate books, journals, and furniture. Thus the growth of the infrastructure has kept pace with the academic growth of the institution.
- The College has four blocks A, B, C & D with all the amenities provided for the students to develop academically and personally.

There are 42 Class rooms, 5 Conference halls with projectors, 6 Seminar halls, a Computer lab and a Multimedia lab.

- For more efficient functioning of all administrative offices, high-end equipment has been installed in the respective offices. High-speed Internet access, Wi-Fi connectivity, LAN Facility has been provided to all the staff rooms, Library, Auditorium, Conference halls, Seminar halls and also to Audio Visual Room.
- Multi-functional copier machines and printers have been installed in the Administrative office and also in the Examination Cell to meet the printing requirements including Hall Tickets, CIA and Model Question Papers, Mark sheets, Attendance sheets etc.
- Resources are shared by different departments and class rooms/halls are made available for conducting co-curricular/extra-curricular programs.
- The available infrastructure has been optimally utilized for PCP Classes, Distance Education Examination, and Central Valuation Camp of the University of Madras and by Government and private agencies.

Over the years, the built up area has increased substantially and the following graph indicates the growth.

Diagram 4.1 Increased built up area from 2001 – 2014



Perspective planning and the corresponding expenditure for execution of plans is presented below.

Table 4.3 Master Plan of the Institution since its Inception

Year	Proposed Infrastructure/ Academic Planning	Status
2000-2001	Proposed to start Arts and Science College	College started in 2001 in temporary building
2002-2003	To move to new and permanent Premises	3 acres Land Allotted for College by the congregation with an existing building of 17751 sq ft (Ground +2 Floors)
2003-2004	Proposal for additional built up area with Auditorium facility	In 2004, B block was constructed with additional built up space of 17600 sq ft with the provision of indoor auditorium having seating capacity of 800
2004-2005	Introduce new courses and to modify Block C to accommodate new academic programmes	BSc VisCom was started in 2005-2006 and major renovation was undertaken in block C to provide facilities for accommodating BSc VisCom programme
2005-2006	Introduce New Course	In 2006-2007 B Com Corp Sec was introduced
2006-2007	Introduce Additional section to meet demand in BCA and Bcom Gen	In 2007-2008, additional section was started for both BCom Gen and BCA
2007-2008	Expansion of Computer Lab	Computer lab was expanded in 2008-2009 and 50 more nodes were added.
2008-2009	To construct an open air auditorium	The open auditorium facility was completed in April 2009
2009	Introduce PG and new UG Courses	2010-2011, MSW, B. A English., M Sc Computer Science., Shift II BCA and B Com General was introduced

Year	Proposed Infrastructure/ Academic Planning	Status
2010-2011	Introduce New Course M Com General/To construct a New Block with modern Library facility, Seminar Hall, and Class Rooms. (Ground + 3 Floors)	M Com General was started . Foundation stone laid on 8th October 2011. Block D was constructed with an additional built up area of 53000 sq ft. and inaugurated on 17th March 2012.
2012-2013	To provide public addressing system and CCTV facility, and to upgrade multimedia lab.	PA system and CCTV facilities were installed in 2013-2014 along with the multimedia lab being upgraded with LCD monitors.
2013-2014	Introduce additional section B Com General (3rd Section)	B com Gen additional section is introduced in 2014-2015
2014-2015	Proposed to give face lift to the Institution by replacing the existing gate/ move the Library to the new proposed building. Proposal to start new courses for ensuing academic year BSc (Psychology), B Com General (Additional Section), BCA, (Additional Section), M A (English), M Sc (Psychology)	The new gate is constructed. The new library is ready to function at the earliest Proposals to start new application for academic programmes will be forwarded to the university for 2015-2016

Table 4.4 Amount spent on Facilities for the period June 2010- Oct 2014

Nature of investment	Amount invested in 2010-2011	Amount invested in 2011-2012	Amount invested in 2012-2013	Amount invested in 2013-2014
Library Books	203481.45	495905.50	134617.95	63274.00
Computers/Multimedia/ Printers	662970.00	808566.00	952365.00	456575.00
UPS	260500.00	253271.00	263100.00	352163.00
Software / Bar coding/ Website	129712.00	551269.00	108161.00	552892.00
A/C's	79000.00	124700.00	-	-
Repairs & Maintenance	743713.60	783047.95	589356.75	1188711.00

Nature of investment	Amount invested in 2010-2011	Amount invested in 2011-2012	Amount invested in 2012-2013	Amount invested in 2013-2014
Fire Extinguisher	15000.00	-	-	307992.00
Fans / Tube lights	25200.00	49300.00	585476.00	13200.00
Tables(Bench/desk)	241960.00	166191.00	1019737.00	3526010.00
Staff Tables	31610.00	-	-	-
Steel cupboards	130119.00	143710.00	74970.00	86546.00
Chairs	192595.00	31080.00	-	-
Coolers	-	-	-	130700.00
Sports kit	149770.00	514529.30	217048.40	-
Napkin Dispensing machine	-	-	-	135023.00
Projectors	253000.00	113228.00	34000.00	190188.00
Cameras	-	-	98500.00	175350.00
Public Addressing System	-	-	-	240000.00
Copier Machine	-	46500.00	-	197400.00
CCTV	-	-	200000.00	382417.00
EPABX	-	-	-	68945.00
Staff Seminar	2167.00	3000.00	10000.00	8000.00
ID Card Printer	-	-	-	121590.00

4.1.4 How does the Institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?

The Institution is sensitive to the special needs of the students who are physically challenged. Ramps, elevator and restrooms are provided for their easy access.

4.1.5 Give details on the residential facilities and various provisions available within them Hostel Facility.

The College does not have a residential facility for faculty and students. However, the management gives information about nearby facilities to students who require accommodation.

4.1.6 - 4.1.7 What are the provisions made available to students and staff in terms of health care in the campus and off the campus?

One of the prime focus of the institution is the physical and mental health of the faculty and students and it gives utmost priority to providing health care services at the campus. Some of the initiatives undertaken by the management are:

- Well-stocked First-aid kits and Emergency medical kit available in every block.
- Medical insurance policy is provided for faculty, students and parents.
- Awareness about health education, first aid and safety measures is imparted through periodically organized programmes.
- The College has adequate number of Ancillary staff to take care of the cleanliness and hygiene aspects of the College building and its surroundings.
- Solid waste management through 'ITC WOW' that is, creating wealth out of waste is adapted.
- Separate sick rooms for boys and girls with a cot and attached restrooms.
- Coolers provided for clean drinking water.
- Fire safety demos are periodically conducted for awareness on safety measures during emergency situations.
- First Aid Training Program is given to all first year students.
- The College has a network with neighbouring hospitals and during medical emergency students are taken to these hospitals. The College has an MOU with Padma Priya Hospital during emergency
- College Vehicle / Hospital Ambulance are used for emergency cases.

4.2 LIBRARY AS A LEARNING RESOURCE

Patrician College has a modern and well furnished library housed in a space of 3132 sq feet in D Block which acts as a learning resource centre. It is easily accessible by the faculty and students. The library is air conditioned and spacious, providing an ambience for engaging oneself in serious academic activity. The policy of the Management is to attract faculty and students to spend long hours in reading and has therefore invested large amounts to create the state of art facilities at the library.

4.2.1 Does the library have an advisory committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library student / user friendly?

The College has a Library Advisory Committee with experienced members of staff as its members. The Library Advisory Committee meets once in a semester to discuss and decide on the following library related matters:

- Procurement of new books
- Subscription and renewal of journals
- Improvement on the library services
- Policies on lending and return of books
- Fines for late returns
- Innovations in facilities
- Modernization proposals
- Strategies for increase in library users and other related issues.

The Library Advisory Committee is constituted as follows:

Table 4.5 Composition of Library Advisory Committee

S. No	Designation	Positions Held
1	Director & Secretary	Chairperson
2	Principal	Convener
3	Vice Principal	Co-convener
4	Librarian	Co-ordinator
5	Asst. Librarian	Asst.Co-ordinator
6	Two Senior Faculty representative	Member
7	One Students Representative from each department	Member

Library - Student/User Friendly:

The library facilities reflect the policy of the management to provide student friendly amenities which can be seen from the following initiatives:

- Open access system to enable the students to locate the books easily.
- Library is partially automated to enable easy access of research resources.
- Books are issued against Bar coding ID.
- University of Madras library cards are available for faculty and PG students.

- A separate reference section is provided to facilitate students and faculty members involved in research activities.
- Separate reading room and carrels are available to enable reading.
- New arrivals are displayed in a separate rack.
- Volumes of various journals are made available for research and project work.
- Display of information in the library notice board regarding summer courses, short term projects in various organizations, competitive exams, articles of academic relevance which are published in daily news papers and periodicals and new arrivals of magazines and journals.
- Library week celebration to inculcate reading habits among students.
- Book fair organized to familiarize students to the variety of reading resources, reference books/journals available.

4.2.2 Provide details of the library

Details of the library

Total built up space : 3132 sq.ft.

Total seating capacity of the library **:** 150 students at a time.

Working hours of the library

- Monday to Friday : 8.00 a.m. – 03.00 p.m.
- On Saturdays : 8.30 a.m. - 12.30 p.m.
- Public holidays : Library remains closed

Layout of the library

- Library is located in the first floor of "D Block".
- A separate cabin for the librarian is available.
- Internet facility is provided for the faculty and students to access e-resources.
- A separate counter is provided for the registration of faculty and students to borrow and return books.
- A Reading section for staff and students is separately available.
- Adequate signage available for easy access for students.
- Fire extinguishers are installed.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Table 4.6 Details of the amount spent on learning resource

S.No.	Academic Year	Amount Spent on Books	Amount Spent on News Paper and Magazine	Total Amount Spent	Budget For the Year
1	2010-2011	2,03,481	25,544	2,36835	2,20,000
2	2011-2012	4,95,905	59,782	5,55687	5,50,000
3	2012-2013	1,34,617	12,625	1,47,242	1,25,000
4	2013-2014	1,24,306	90,764	2,15,070	2,00,000

Table 4.7 Details of the Books, Journals, Magazines, Newspaper

S. No	Particulars	No. Of Books
1	Text books	7028
2	Dictionaries	47
3	Encyclopedias	7
4	Reference books	500
5	Religious books	65
6	Novel and Stories	500
7	General books	1000
8	Total books	9147
9	**Journals**	**17**
	I. National Journals	15
	II. International Journals	2
10	Back Volumes	200
11	Students Project	600
12	CD	200
13	Magazines	15
14	News paper	6

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

The library is computerized with internet facility which is always available for the members during the working hours. The library has 15 computers and a printer with scanner. Automated library software is initiated for speedy process. LAN Connection facility is provided to access free e-resources available. Information and Library Network – INFLIBNET / N-List is used for the remote access of various journals and publications.

Details of ICT based library services and facilities

- **Network** **:** Users can access resources of various types such as online databases, e-journals and e-books, digitally through networked system.
- **Barcode Reader** **:** This is used for recognizing the accession numbers of the books which are scanned during the book transactions.
- **Online Searching** : Searching of online databases like EBSCO, JSTOR, QUESTIA and N-LIST are available. Browsing and surfing the internet through search engines to supplement the library sources are also provided for the faculty and the student community.

4.2.5 Provide details on the following items:

1. Average Number of Walk–ins/ month : 1000
2. Average number of books issued / month : 450
3. Average number of books returned /month : 325
4. Ratio of library books to students enrolled : 1:6
5. Average number of books added in last 3 years : 6000

4.2.6 Give details of the specialized services provided by the library

- Reference - Separate racks are allocated for reference books like Dictionaries, Encyclopedia and Yearbook and books of rare collection.
- Question Banks are provided for reference and preparation of Model Question Papers.
- Information Deployment and Notification - The library displays the new arrivals prominently and allows faculty and students for their further reference. The library also displays Books, Journals, Magazines, and Newspapers.
- Back volumes of books are available in CDs/DVDs.
- Non-Print materials like CDs/DVDs are available.
- Library provides a link in the College website for previous year question papers.
- Book bank is available.

4.2.7 Enumerate the support provided by the library staff to the students and teachers of the College.

The faculty and students have access to use the library from 8.00 a.m. to 3.00 p.m. on all working days and 8.30 am to 12.30 pm on Saturdays. The library staff provides assistance in searching for books, periodical, database in library. The Library staff is responsible for issue and return of books. They also ensure that the University question papers are made available to the staff and students for reference. Students are briefed time to time by the Librarian with regard to the library rules. Information regarding summer courses, articles of academic relevance, and competitive exams are also displayed in the Library Notice Board.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Since the library is located on the first floor, elevator facility has been arranged for the physically challenged persons to gain access to it.
- Braille books are available to meet the needs of the visually challenged.
- Audio books of certain subjects and literature are available for access by the visually challenged.

4.2.9 Does the library get the feedback from its users? How is it analyzed and used for improving the library services.

- Library feedback is obtained as part of the general feedback obtained by the College at the end of every semester from the students. The details of feedback mechanism is explained under Criterion 1 in diagram 1.2
- The feedback received in the library category is tabled at the Library Advisory Committee meeting and deliberated upon for follow up action to be initiated.
- A strategic solution for the effective utilization of the library is then formulated by the Advisory Committee.
- Library Committee also obtains informal feedback for the improvement of the library.

4.3 IT INFRASTRUCTURE

The IT policy of the College is formulated with the main vision of using the technology to benefit both the faculty and students. The confidential details are maintained by the administration office and on need shared with the Heads of the Department through LAN facility.

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Table 4.8 Details of the Computers with Configurations

S.No	Laboratory Name	Computers with Configurations	Total no. of Computers
1.	Computer Lab	Motherboard – DH55TC/DH61WW Processor – Core-i3 – 3.06/3.2/3.3 GHz RAM – DDR3 – 2/4/8 GB Hard Disk – 250/500/1000 GB Monitor – 18.5" – LCD/LED and 17" – CRT Keyboard – USB and PS/2 Mouse – USB and PS/2 UPS – Connected with 30 KVA OS – Microsoft Windows (Licensed)	52
		Motherboard – DG31PR Processor – Core2Duo – 2.8/2.93 GHz RAM – DDR2 – 2 GB Hard Disk – 80/160/250/500/1000 GB Monitor – 17" – CRT Keyboard – USB and PS/2 Mouse – USB and PS/2 UPS – Connected with 15 KVA OS – Microsoft Windows (Licensed)	52
		Motherboard – IBM – X3200 Processor – XEON – 2.13 GHz RAM – DDR3 – 2 GB Hard Disk – 250 GB Monitor – 17" – CRT DVD – RW Keyboard – USB and PS/2 Mouse – USB and PS/2 UPS – Connected with 30 KVA OS – Microsoft Windows (Licensed)	1
2.	Multimedia Lab	Motherboard – DH61CR Processor – Core-i3 – 3.3 GHz RAM – DDR3 – 8 GB Hard Disk – 1000 GB Monitor – 18.5" – LED Keyboard – USB Mouse – USB UPS – Connected with 8+8+5 KVA OS – Microsoft Windows (Licensed)	50

3.	Staff & Class Rooms	Motherboard –D865GVHZ/DX2480/DG31PR – DH61WW/DH61BF Processor – P4D/C2D/i3 – 2.4/2.8/3.0 GHz RAM – DDR1- 1 GB/DDR2 - 2 GB – DDR3 – 2/4/8 GB Hard Disk – 80/160/250/500/1000 GB Monitor – 17"–CRT/17" & 18.5"–LCD/LED Keyboard – PS/2 & USB Mouse – PS/2 & USB OS – Microsoft Windows (Licensed)	34
4	Library	Motherboard – C2D/ Ci3/P4 Support MOBO Processor – P4/ C2D/ Ci3 – 2.4, 2.8, 3.0 GHz RAM – DDR1/2 – 512MB/1GB/2GB – DDR3 – 2/4/8 GB Hard Disk – 40/80/160 GB Monitor – 15"/17" – CRT Keyboard – PS/2 & USB Mouse – PS/2 & USB OS – Microsoft Windows	18
*		**Total Number of Server :**	**1**
*		**Total Number of Computer Systems :**	**205**

Computer-student ratio

- The computer-student ratio is 1:1 for computer practical classes.

Stand alone facility

- A Comprehensive Website has been hosted. All information regarding Curriculum, Information about faculty, Activities, Departments, Subjects, Symposiums, Current affairs, Placements news, Handbook, Alumnae Meet, achievements are hosted.
- The examination office has secured network computers with servers hosting examination related data.
- Library is provided with uninterrupted internet service with bar coding method for lending books.
- Computers are exclusively provided for students in the library for their subject reference alone.

- Language lab is provided for the English Department to support English language learning for students of all departments.
- Every department is provided with computers with Internet facilities.
- Administrative and Accounts office is equipped with Computer facilities.

LAN facility

- The campus is provided with Airtel telecommunication broadband connectivity, with 8Mbps: unlimited free download.
- Each block is connected with LAN using twisted pair cables CAT 5e with manageable network switches.

Licensed software

- Proprietary software for Microsoft, Adobe, Oracle 9i, Tally are licensed under the campus-wide license and perpetual licensing schemes are used regarding the curriculum.
- All other database and application software used for administrative purposes are licensed.
- Open source softwares like Java, Turbo (C & C++) etc are also used.
- Norton 360 Premier edition Anti-virus software is present at 12 strategic nodes to ensure data security
- The College has self-developed automation software for maintenance of Application forms /TC/Student details.

Number of nodes / computers with internet facility

- All the computers are provided with internet facility, but access is restricted through passwords and used upon necessity.
- One server and **215** nodes are available in the campus

Others:

- Printer and Scanner facility is available for the faculty members in computer lab.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- The Computer and Internet facility for Staff and Students is limited to campus only
- All the staff rooms are provided with a computer with internet facility which helps faculty members to access E-resources and learning materials.

- The Computer Lab and Multimedia Lab provide faculty members with an individual computer with LAN and Internet facility to access e-resources.
- Internet facility (8 Mbps Unlimited Airtel internet leased line 1:1) 8 Mbps speed and BSNL 4 Mbps internet capacity is provided for the Staff and Students.
- The Computer Lab is equipped with MICROSOFT, ORACLE, TALLY-ERP 9 version, JAVA, and TURBO (C & C++) softwares.
- The Multimedia Lab is equipped with latest ADOBE Family, CORELDRAW and 3DS MAX softwares.
- The Computer Lab and Multimedia Lab have the sufficient number of computers to cater to the needs of the students.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The College plans to constantly monitor, maintain and upgrade IT facilities available and to do systematic recording and access of information.
- To customize software packages and update them regularly.
- To enable Wi-Fi facility in the campus.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years).

Table 4.9 Budget for Procurement and maintenance of IT products

Year	Total amount spent	Annual Budget
2010-2011	13,51,678	13,50,000
2011-2012	10,79,353	10,75,000
2012-2013	15,33,884	15,30,000
2013-2014	14,37,333	15,00,000

4.3.5 - 4.3.7 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students? Elaborate giving suitable examples on how the learning activities and technologies deployed. What are the facilities that the Institution avails of directly or through the affiliating University?

The institution encourages every faculty members to use the ICT resources for effective teaching and learning and provide quality education among the students. The following are the facilities available in the campus.

- Number of computers have been increased from 50 computers in 2001 to 215 computers in 2014 to accommodate the increased strength of the students over the past years.
- Faculty are provided with a well configured computer in each department with internet facilities.
- 2 portable projectors are provided on need basis for magnified teaching.
- Projectors are used in computer and multimedia lab.
- Conference hall with audio visual technology is available in different blocks to enhance the teaching methodology.
- Language lab with all ICT facilities is in place.
- Television set is also available in the Audio Visual room for video lecturing with Tata Sky Connectivity for selected Educational Programmes.
- Separate Audio Visual Room is provided for students to make presentations.
- The classrooms are provided with portable/mounted LCD projectors and Audio Visual Aids.
- Students are allowed to have limited access to internet facility in the library.
- INFLIBNET e-resource is accessed through the parent university (University of Madras). Everron –EDUSAT and Gyan Darshan education channel of IGNOU is available.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)

Table 4.10 Amount spent for maintenance of campus facilities for the period of 2010-2014

S.No.	Category	Details 2010 – 2014	Amount spent (in Rs) for the last four years
1	Land	We have not purchased any land	-
2	Building	Repairs and maintenance	3304829.30
		Construction of Block D	51400534.00
3	Furniture	Amount Spent	5644528.00

S.No.	Category	Details 2010 – 2014	Amount spent (in Rs) for the last four years
4	Equipment	Fire Extinguisher	322992.00
		CCTV cameras	582417.00
		Intercom Facility	240000.00
		Sports Equipment	881347.70
		Water Coolers	25700.00
		Projectors	590416.00
		Napkin Machine	135023.00
		Photocopier	134700.00
		Air Conditioners	203700.00
5	Computers	Hardware	2782096.00
		Software	957295.00
6	Vehicle	College Car	1263280.00

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

- All Heads of the departments maintain a stock register for available equipments, benches, desks. Inter-departmental audits of the stock are conducted at the end of every year and audit report is presented to the management.
- Any civil and electrical works undertaken are monitored by the maintenance supervisor periodically and the report is submitted to the Director/Secretary and directs all the repair works.
- Budget for maintenance is prepared by the management for every academic year.
- Separate UPS and battery rooms are monitored by supervisors.
- Water coolers for the students are cleaned at regular intervals by the ancillary staff and report is given to the maintenance supervisor.
- Lush green campus is cleaned every morning and evening by the ancillary staff.
- Whitewashing is done periodically.
- The security services are outsourced by the College.
- To ensure the safety and security of the campus, the College is under central surveillance with the installation of CCTV Cameras at several locations in campus.

- Proper fire safety measures like Fire Extinguishers and Fire Hose connected to a water tank is provided.
- There is a backup Generator and UPS for supplying electricity in case of power failure to the entire campus.

Other facilities:

- The College has a hygienic cafeteria. A team of staff members monitor the hygienic conditions of the cafeteria. The cafeteria provides variety of food at reasonable rates from 8 am to 2 pm. The canteen has adequate dining space.
- The Institution has a student council where the student council members contribute in the maintenance and upkeep of the campus.
- Furniture is maintained and replaced wherever is necessary.
- College car and motorbike are available for official transportation.

4.4.3 How and with what frequency does the institution take up calibration and other precision measures for the equipment/instruments?

The Institution does not have any scientific instruments that need calibration. However, all the computer systems are updated with necessary software / hardware as and when required.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- The College has 250 KV connections from an adjacent transformer to provide uninterrupted power supply.
- The College has necessary step-up voltage stabilizer / UPS for the computers / air conditioners. Separate UPS and battery rooms are monitored often by supervisors
- The Institution has provided firefighting equipment for occupational safety. All necessary pre-maintenance / scheduled maintenance are carried out periodically.
- Metro Water is acquired to ensure perennial water supply. Water coolers are installed at different blocks in the campus to provide drinking water.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

Patrician College has a commitment to the motivation and empowerment of students in all areas of their life in the campus. This support extends across a wide spectrum of study, sport, cultural activities, healthcare, safety, career guidance, hard and soft skill development, extension activity, as well as financial support through scholarships.

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? What is the information contained to ensure institution's commitment and accountability?

College Prospectus

- A Committee for the preparation of the Prospectus is constituted with members of the management and senior faculty members and it is updated annually. The Committee members hold a series of deliberations with all HODs to finalize the information contained in the Prospectus. The Prospectus goes through revision particularly in the area of introducing new courses and regulations and is made available by April for the prospective candidates.
- The Prospectus acts as a guidebook for prospective candidates. It contains a brief history of the college with its vision and mission. It highlights the facilities available in the college for the candidate, the highlights of the courses offered and curriculum, the admission procedure, important rules and regulations.
- The hard copy of the Prospectus along with Application is issued to the candidates at the college and the soft copy of the same is posted on the website. The candidates can download the application online and submit the filled in application to the college with the required documents.
- The Prospectus gives the student the background information about the college, the affiliating University, its legal status so as to enable him to choose the college for higher studies.

- The Prospectus contains special details to parents on their responsibility for the academic progress and conduct of their wards both within and outside the college. This information is covered in the Prospectus with a special intention of involving parents as partners in the mission of imparting a holistic education to their wards.

College Academic Calendar

- The Academic Calendar is prepared annually by a Committee consisting of the members of the management, HOD and faculty representatives. The Committee reviews the activities of the college of the previous year and from feedback obtained from various sources, the Calendar for ensuing academic year is finalized.
- The Calendar contains the personal profile sheet, the college anthem, the college timings, college rules and regulations, code of conduct, general guidelines for parents bilingually, details on the various associations and clubs, the course curriculum, faculty details, details of scholarship and insurance and the academic calendar with day order.
- The Academic Calendar is given to all members of the management, faculty and students of the college on the reopening day in the month of June. Every HOD gives an orientation to the students of their respective department to make them aware of the important details contained in the Calendar and emphasizes the need to keep track of all the academic and other requirements to be adhered to by the students.
- Every student is required to bring the calendar to college daily.
- The curriculum is detailed with all core and elective subjects along with the credit system of evaluation.
- The rules and regulations of the College regulate the conduct and behavior of students and both the students and parents are well informed of the disciplinary actions that will be initiated when there is violation of rules and this prevents from any dispute between college management and students.
- The dates of the conduct of internal assessments, model exams, end semester exams are specified for students to plan and be prepared well in advance.
- The details on financial assistance such as government and private scholarships and insurance are elaborated in the interest of the

students to avail such assistance and keep track of the concerned procedure and deadlines.

- The Calendar facilitates the students to enroll themselves in various clubs and associations according to their interest.
- The Calendar provides blank pages for students to make note of the timetable and other academic assignments with their timeline.

5.1.2 – 5.1.3 Specify the type, number and amount of institutional scholarships given to the students during the last four years. What percentage of students receives financial assistance?

The College admits students from the marginalized sections of the society who are financially challenged and unable to meet the fee requirements of the college. The Management's Mission statement is to take education to the underprivileged and the college is therefore sensitive to such category of students and assists in helping such students with financial support through Government, Management and other agencies. About 22% of students benefit through various schemes of Scholarship and the college is committed to disburse the scholarship immediately on receipt of the same to avoid any delay in meeting students' financial requirements.

Government Scholarship for SC/SCC (BC)/ST Students

Government scholarship is given to students belonging to SC/SCC/BC/ST communities. Minority scholarship to Christians, Buddhists and Muslims are given by the HRD ministry and is also available to the economically-weak students. Students also apply for University of Madras Endowment Scholarships. All eligible students for government scholarship are facilitated to apply to Government to avail the scholarship amount in the beginning of the academic year. From 2010-2013, the scholarship amount was received by the college and disbursed to the students. From 2013 onwards, the Government has initiated the ECS process wherein every student is required to have an individual bank account and the scholarship amount is directly credited into their accounts. In October 2014, the government audit was undertaken for scholarship amounts received for the period 2011-2013.

Table 5.1 Details of Government Scholarship for SC/SCC/BC/ST Students

Year	No. of Beneficiaries	Total Amount
2010-2011	227	9,05,777.00
2011-2012	304	12,01,477.00
2012-2013	354	16,55,300.00
2013-2014	353	16,58,750.00
Total	**1238**	**54,21,304.00**

Management Scholarship

In addition to these scholarships, and with a view to empower the students from economically weaker sections of society, the Management offers scholarships to deserving candidates who hail from economically weaker backgrounds thus ensuring the completion of their studies and a better future. This scholarship is given to those who are not beneficiaries of Government scholarships. Educational opportunities are given to the wards of the Support staff in College. Waiver of fees, partial scholarship and other emoluments are given by the Management to encourage the students.

Table 5.2 Details of Management Scholarship

Year	Name of the Scholarship	No. of Beneficiaries	Total Amount
2010-2011	Patrician Scholarship	7	82,945.00
2011-2012	Patrician Scholarship	22	3,09,255.00
2012-2013	Patrician Scholarship	24	3,12,370.00
2013-2014	Bishop Daniel Delany Scholarship	43	43,000.00
	Patrician Scholarship	17	3,87,860.00
	Total	**113**	**11,35,430.00**

Other Scholarship

The college also facilitates the provision of scholarship from external private funding agencies according to the requirements set by the agencies to make additional benefits available to the needy students. In addition, the college helps students from other states to avail scholarships given by their respective state governments.

Table 5.3 Details of Other Scholarships

Year	Scholarship Agency	No of Beneficiaries	Total Amount
2009-2010	Government of Bhutan	9	1,80,000.00
	Jai Gopal Garodia Trust	1	1,000.00
2010-2011	Government of Bhutan	7	1,40,000.00
	Government of Nagaland	1	6,750.00
	Shirdi Sai Trust	1	7,000.00
2011-2012	Government of Bhutan	1	15,000.00
	Rajasthan Association	2	10,000.00
	Shirdi Sai Trust	4	32,000.00
2013-2014	Maharani Vidyavati Devi Trust	24	1,44,000.00
	Women Voluntary Services	6	9,000.00
	Total	**50**	**5,44,750.00**

5.1.4 What are the specific support services/facilities available for SC/ST/OBC and economically weaker sections

- The College provides admission to students from various strata of the economically weaker section of society which include children of daily wage laborers, fisher communities, domestic workers, drivers and socially backward communities
- SC/ST students are admitted as per the Government of Tamil Nadu Reservation Guidelines which is communicated to the college at the beginning of every academic year and the college follows these norms.
- Government Scholarships are provided and students are encouraged to apply for scholarship offered by the State Governments, Central Government and other Agencies.
- The scholarship related matters are handled by a Scholarship committee who liaison with government.
- The Management makes available partial fee concessions and management scholarships for those students belonging to economically weaker sections.
- First generation learners from such category are identified and mentoring is facilitated.
- Bridge courses and remedial classes are conducted to address the gaps in skill sets.
- Personality development programmes and soft skill training is offered through Patrician College Empowerment Cell.
- Specialized training programmes in communication are provided through linkage with corporate organizations like TCS.

Students with Physical Disabilities

- The physically disabled are given top priority in admission to the college.
- Special care is given to differently abled students to provide them necessary facilities like ramp, allotment of class rooms in the ground floor and disabled friendly restrooms.
- They are closely monitored by the class teachers to understand their special requirements.

- Students as well as teaching and non-teaching staff are sensitized so that there is no biased opinion about physically challenged students.
- Scribes are allotted for differently abled students during continuous internal assessments and during semester Examinations.
- Parents are given every support in helping their differently abled children if they require special support in classroom allotment, special emotional needs, and likewise.
- Slow Learners (Dyslexic) are exempted from language and NME as per the University guidelines.

Overseas Students Support

- The College admits overseas students from Bhutan,China, Srilanka and Andaman. Complete details of such students are obtained and forwarded to the International Students Advisory Bureau, University of Madras.
- The list of overseas students is submitted to the police department for reasons of their safety and security.
- Foreign students Association called Phoenix, where all international students enroll as members, is in place to take care of the interest of these students. A faculty coordinator is assigned for the functioning of the association.
- Overseas students celebrate a special day where they showcase their varied cultures and special talents.
- The University of Madras conducts annual celebrations for the international students and the Patrician international students had to privilege to be invited to perform cultural programmes at the University.

Health Care and Health Insurance

- The College has a policy in place to address the health issues of students in the campus.
- Health fitness certificate is obtained from the students during admission and the certificates are handed over to the class teachers for follow up of students with special medical needs during emergencies.
- In case of emergency, the student is taken to a nearby hospital accompanied by teachers and the information is given to the parent

immediately. The medication is given to the students only after the approval of the parent.

- First-Aid care is given to the student and the medical expense is borne by the College.
- All the students of the College are insured under the Accident Policy with coverage of Rs.50,000 - 1,00,000 for medical treatment and death.
- The college helps in processing insurance claims for various benefits offered under their insurance policy.

Table 5.4 Insurance claims for the period 2010-2014

Year	No. of Claims	Reason	Amount In Rs.
2010-2011	1	Death	Rs.1,00,000
2011-2012	1	Death	Rs.1,00,000
	3	Accident	Rs.10,300/-
2012-2013	3	Death	Rs.1,00,000 each
2013-2014	4	Accident	Rs.16659

Support for slow learners

The slow learners are identified by the class mentors and interventions are organized to address their challenges.

- Most often communication in English is a barrier for learning and hence students are encouraged to improve their spoken and written English through communication skill programmes organized by the department of English.
- To make learning easier, group discussions are encouraged which enables peer mentoring.
- Efforts are taken to ensure that the learning process is easy and the theoretical concepts are explained from the basics as reinforcement lessons. A bridge course process is always undertaken to benefit all learners.
- Visual aids like PPT and ICT are used for easier comprehension of the lessons taught.
- Teachers are trained in effective teaching methodologies to cater to the need of slow learners.
- Bilingual teaching, if required, is given after college hours.

- Enabling classes are conducted as and when required on a regular basis one month before the semester exam for arrear papers.

Skill Development

- Skill development courses are included in the Syllabi for all the Undergraduate and Post graduate programs as stipulated by the University of Madras. As part of the skill development programs, the College offers Soft Skills. It is classified under four modules, one for each semester.
- Apart from this, Environmental Studies is offered to students to create an environment consciousness which is the need of the hour. Students are provided with Value Education to encourage ethical behavior as part of learning. Students are also given specialized training in German, French, Technical Skills, and quantitative Aptitude.
- The College has a new initiative of Patrician College Empowerment Cell (PCEC) which offers need based skill training programme as add-on courses for students who need additional inputs. The faculty identify the gaps in skill sets and encourage students to undergo training. The PCEC is manned by a full time experienced personnel.

Exposing students to institutions of Higher Learning

- Students are encouraged to participate in Seminars and Workshops conducted by reputed Colleges and other institution.
- All final year students are attached to corporate and business houses for internship training and placement.
- The College maintains a directory of organizations where our students undergo internship.

Student Magazine Publications

- The College Magazine is formulated by a Magazine committee consisting of both faculty and student representatives.
- The activities for the year are thoroughly documented and presented to the Magazine committee by the HODs, Club coordinators, and programme coordinators for overall college events.
- The student editors along with the faculty finalize the content of the College magazine along with innovative design options.
- The College magazine is published on August 1st every year.

Performance Enhancement Programs offered by corporate / business houses

The college networks with several corporate and business houses to provide training particularly to final year students to prepare them for placement and career.

Table 5.5 Training offered by corporate/ business houses for final year students

S.No.	Training Agency	Training Area
1	TIME institute	TANCET, CAT and other competitive examinations
2	Fides Global Consultants	Soft skills training for placement
3	SMART institute, Aptech and NIIT	Aptitude tests for placement
4	Mahesh Tutorials	DTP, Tally, Spoken English, Handwriting training, and Computer Applications.
5	Lions Soft Skills	Soft skills for placement
6	Infotech	Pre-requisite of placements
7	Sutherland	Pre-requisite of placements
8	BODHI institute	IQ variance, communication skills and soft skills
9	Eye-Opener Institute and Pro- V	Job requirements in BPO
10	DQ School of Visual Arts	Multimedia Gaming Techniques
11	IMAGE and ICAT	2D/3D Animations
12	ICWA	Career Development in Cost Accountancy

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Entrepreneurial Development Cell

In view of employability, the design and development process ensures need based curriculum. Internships in industries, mini research projects, use of laboratories and library for better exposure and experience are mandatory. The ED cell aims at creating awareness about the entrepreneurial skills and opportunity identification. The major programmes conducted by the club are Tally, ED orientation, Women entrepreneurial development programmes, intensive training on setting up small business units, training sessions on preparation of herbal products, food processing such as cake, chocolate making and jewelry designing.

The objectives of the Entrepreneurial Development Cell are

- To direct the students towards the idea of entrepreneurship
- To impart skill development training
- To conduct women entrepreneurial development programs and give intensive training in both theoretical and practical aspects of setting up a small business unit.

Curricular programmes offered by the different departments to create job opportunities.

- The Computer Application Department offers Visual Programming, C++, Java Programming and Client – Server Computing as their elective papers which develop their competency and employability.
- The Computer Science department offers Data Mining and Computer Graphics as their elective papers to develop their knowledge and employability.
- The Commerce department offers Human Resource Management, Accounts, Finance, Marketing and Income Tax practice where students have practical exposure of paying taxes and calculating taxes which in turn increases their employability quotient.
- The Management department offers Entrepreneurial Development, Customer Relationship Management, and Project Work which enhances their business skills, Entrepreneurial skills and Employability.
- The Corporate Secretaryship department provides subject like Financial Accounting, Company Law and Secretarial Practice, Commercial Law, Industrial Law and institutional training which develops their work experience and practical exposure.
- The Visual Communication department offers editing, animation, web designing and Internship training in the sixth semester to give them work experience and enhances placement potential. The subject gives them hands on experience by taking official photos for all the programmes conducted in the College and by designing the cover page and inner pages of the College magazine. They also administer the College website along with faculty coordinator.
- The department of English offers Journalism which increases their media skills, their competency and employability. They help out in editing the College magazine, College hand book and all official compering and documentation is done with the help of the English department students.
- The PG department of Commerce offers Accounting, Marketing and Human Resource Management as their major specialization. Apart from the specialization some of the skill based subjects like Transport

and Logistics, Labour Legislation, Strategic Management, Organizational Behaviour are also offered to boost their academic talents and promote their leadership quality.

- The department of Social Work offers Human Resource Management, Psychiatric Social Work Practice, Research, Counselling, HIV / AIDS as their specialization courses which increases the scope of employability.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities

Student participation in Sports and Extracurricular activities

- Students are encouraged to participate in sports and games. The College has a sports field complete with an athletic track, cricket pitch, football field, basketball, volleyball, table tennis, badminton and ball badminton courts.
- The Physical Director and the Physical instructress with a team of coaches ensure physical fitness to all students as well as the sports students in their specializations. Intramurals between departments are conducted. Annual Sports day is conducted with various sports and games for the students. Training and coaching is given to the students to educate them on the need for fitness. March past, field events and track events as well as other indoor games are held as part of Sports day.
- Prizes and awards are given to students for participation and excellence in sports events.
- The major sports events played at college level are Chess, volleyball, basketball, Kho-Kho, kabaddi, football, ball badminton, badminton, throwball, handball, cricket, table Tennis and tennikoit.
- The College also represents University of Madras A zone level for Volleyball, Athletics, Basketball, Kabaddi, Cricket, Table Tennis, Kho-Kho, Ball Badminton, Football

Sports Uniform, Equipment and Materials

- The Management provides sports uniform, jerseys, kits and other sports materials for the students who participate in various sports events.
- Students are given T shirts with College logos for each sport team.
- Sports students are given Food and Travel allowance for the expenses during sports events in various parts of the city and the State.

- Faculty members help the students who have missed classes on account of sports with special classes are held for them. Internal exams are rescheduled for sportspersons.

Co-curricular and Extracurricular

Seminars, Workshops, Field Trips, Industrial visits, and hands-on training are given to students to support their education. Government certificate courses like Tally, Mobile servicing courses, DTP and publishing are conducted for the students as per the Government stipulations. Various Agencies are employed to conduct Soft Skills training, placement and pre-placement training, personality enrichment.

Students are also given opportunities to involve in cultural events held in other city Colleges and Institutions. Awards, shields, certificates, medals and gift hampers are given to students for various events.

Cultural Activities

Inter-department cultural event 'Evoluzione' is conducted every year to showcase talents of students. On stage events such as various forms of dance, music, mime and fashion show and off stage events like oratory, vegetable and sand carving, face and pot painting are organized with much enthusiasm.

5.1.7 Enumerate on the support and guidance provided to the students in preparing for the competitive exams.

- There is a Civil Service Cell in the college. Students who are interested to appear for Civil Service exam enroll themselves in the cell.
- The cell organizes motivational talks by successful IPS and IAS officers. Some of the prominent personalities who delivered lectures are Mr. Sylendra Babu. C. IPS, Mrs. Mallika. IPS and Mr. John Nicholson. IPS.
- The cell also organizes periodic programmes to make students aware of the Civil Services examination and the procedure for same.
- The cell prepares them for competitive exams.
- The cell creates the common platform for sharing knowledge among civil services aspirants.
- The cell is anchored by a faculty coordinator and there is a notice board which is used to disseminate related information.
- The post graduate students of MSW, M.Com are trained to appear for UGC/NET, SLET.

- Materials for the analytical and quantitative aptitude and reasoning are available in the library. Previous years question papers of the competitive examinations are also available in the library.

5.1.8 ***What type of counselling services are made available to the students?***

Counseling / Mentoring

- The Management and the Staff firmly believe in reaching out to the needs of the students at every level – educational, moral, ethical and psychological.
- The first year students are divided at 15:1 ratio for mentoring. The mentee-mentor ratio is to help the students cope with various issues regarding academic as well as personal.
- Faculty of the Social work department renders counseling services, dealing with personal as well as psycho- social problems.
- Placement Cell offers counseling in careers.
- Grievances Redressal cell deals with personal issues and renders counseling.
- Apart from this the Management, Principal and Staff members always render advice to students for their holistic development.
- Prayer hall, mass, retreats, one day reconciliation also contribute to the counseling efforts of the college.
- Daily prayer and thought for the day, every Wednesday assembly encourages and motivates the students towards the life of discipline and dignity.
- The various cultural programmes, mass and prayers sow in the minds of students the seeds of love, charity, sacrifice, equality and unity.

5.1.9 ***Does the institution have a structured mechanism for career guidance and placement of its students?***

Placement Cell

- Placement committee anchors the activities of the placement cell. Members of the management, faculty and student representatives form the members of the cell.
- Placement Cell organizes pre-placement training, on-campus recruitment, and follow up of students placed in jobs
- The Placement Officer liaisons with various national and multi-national companies and provide pre-placement and placement information to students.
- The Placement officer ensures that the best company with good benefits is invited for the Campus Recruitment.

- The placement officer also displays the advertisement published in News Papers and other sources for jobs in Private and Public sectors.
- The Cell has a separate office with computer, internet connection, telephone and a printer for the placement activities.
- A separate placement notice board is provided to display information regarding upcoming placements both on and off campus.
- The placement officer maintains contact with the organizations by e-mail and personal visits.
- Placement brochure is prepared with details on college and students' profile for the benefit of visiting organizations. The placement brochure for 2014 was released on 1st August 2014.

Pre-placement Training

- Pre-Placement Training covers various orientation courses and training.
- The major objective is to create awareness about the job opportunities available in the Private and Government Sectors.
- Orientation programme covers information about different organizations eg. International Banks, Insurance Companies, Logistics, Hotels and Airlines.
- Orientation covers the registration process – training – resource materials. Relevant clippings from YouTube and videos regarding defense jobs, Coastal Guard, IAF and Army motivate students to join uniformed services
- Advertisement from leading newspapers and other resources about Government and Private Jobs are displayed.
- PG students are prepared for the entrance exams for banks and Union Public Service Examination.

Table 5.6 Indicative list of placement for the year 2013 – 2014

S No	Organizations	No. of candidates selected
1	Ajuba	22
2	AGS Health / Tidel Park	24
3	Mahindra Finance	60
4	Netambit	53
5	Technosoft Global	16
6	Pleasant Health Care	6
7	Dell	23
8	Maersk	42
9	Hyatt	3
10	Viveks	40

Career guidance programme were very useful to our students judging by their interest. Part-time job opportunities orientation, resume preparation, group discussion and public speaking training were also given. Entrepreneurial Development programmes were also conducted to motivate our students to become employers.

5.1.10 Does the institution have a student grievance redressal cell?

The College is committed to providing a congenial and educational atmosphere for learning and personal growth of students. Besides other welfare measures, a grievance mechanism is created to encourage students to express individual and group concerns related to academic and non-academic concerns.

The grievance mechanism is in place through the provision of three boxes: a Grievance Box (Yellow colour), a Suggestions Box (Green colour) and a Complaint Box (Black colour) for Sexual Harassment and Anti Ragging placed near the Principal's office. Wide publicity is given to the students to drop their grievance letters into the respective box. This will facilitate the firsthand information on grievances.

The grievance mechanism aims to handle complaints in a way which is sympathetic, fair, and efficient, and which encourages informal conciliation, facilitates early resolution, maintains individual privacy and confidentiality and permits useful feedback.

Procedure

- The Three boxes are opened at 1.30 pm on every Monday in the presence of the Dean of Students and the Grievance Cell co-coordinators.
- Letters are numbered and registered in Complaint Registers under the custody of Dean of Students.
- Depending on the nature of the complaint, the grievance is referred to the concerned authorities as follows:

Table 5.7 Delegation of Grievance Handling

Administration and Infrastructural Grievances	Director and Secretary / Principal
Examination Related Grievances	Principal / Vice Principal
Academic Grievances	Dean of Academics
Student Related Grievances	Dean of Students

- The Action Taken Report (ATR) is submitted within a week's time and the information is passed on to the concerned person.

- Complaints relating to Sexual Harassment and Ragging is dealt by the respective Committee.
- All suggestions given will be discussed in Management meeting and implemented accordingly

Commitment

High level of confidentiality and accountability will be maintained with regards to all the issues represented

Table 5.8 Major grievance issues and redressal

Grievances	Action Taken
Provision for more coolers for drinking water	Three more coolers were installed
Clean sanitary conditions	Better sanitary conditions were adopted
Smooth black boards	Black Boards were smoothened and painted every year.
Slow running fans, fused tube lights and broken switch boards	Fused tube lights, broken switch boards, slow running fans are all replaced

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Institutional provisions for resolving issues pertaining to sexual harassment:

Anti-Sexual Harassment Cell

The College has constituted the Anti-Sexual Harassment Cell as per the Prevention of Sexual Harassment at the Workplace Act and Rules 2013 and the provision of the Act are given wide publicity by being put up on the college notice boards. The Cell is constituted with the following members

Table 5.9 Members of Anti Sexual Harassment Cell

Person	Position
Dr. Fatima Vasanth – Principal	Presiding officer
Dr. Arokiamary Geetha Rufus – Vice Principal	Member
Mrs. Meena. B – Dean of Students	Member
Mrs. Anandapriya. B – Dean of Academics	Member
Mr. Sriram. S – Secretary, Faculty Council	Member
Mr. Graham Wilcox – Chairperson, Student Council	Member
Ms. Jennifer – Vice Chairperson, Student Council	Member
Mrs. Virgil D'Sami – NGO officer	Member

Functions of the Cell

The office of the Cell is an educational resource as well as a complaint centre for women members of the teaching, non teaching staff and students of the College.

Its mandate is

- To provide a neutral, confidential and supportive environment for members of the campus who may have been sexually harassed.
- To ensure fair and timely resolution of sexual harassment complaints.
- To provide information regarding counseling and support services.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives which encourage and foster a respectful and safe environment.

Procedure

- The victim of harassment has to immediately report to any member of the Cell in writing.
- On receiving the written complaint, the committee meeting will be called and the complaint will be verified both with the victim and the harasser.
- Appropriate action will be initiated as per the law on the harasser.
- High confidentiality will be maintained with the whole proceeding.

Harassment Status

So far, **no case** of sexual harassment has been registered with the Anti Sexual Harassment Cell

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Ragging Redressal Cell

- To eradicate ragging among the students and other forms of harassment like bullying, teasing etc. Ragging Redressal Committee functions with the panel members comprising of Correspondent, Principal, Vice-Principal, Dean of Students, Dean of Academics, Heads of the Department and Physical Director.
- Actions are immediately taken as per the Tamilnadu Prohibition of Ragging Act 1997 after thorough investigation by the panel members.

- Complaint Box is placed as a part of the Grievance mechanism at the Principal's Office so that students can drop their complaints into it to prevent the disclosure of the complainants' identity.

The summary of the ragging rules is also clearly stated as per the Government's Order at the entrance of the College. The phone numbers of the nearby police station is also displayed on the complaint box. A report is sent to Vice-chancellor every month on the ragging cases in the College. So far the College has **nil** cases of ragging.

5.1.13 Enumerate the welfare schemes made available to students by the institution

Welfare Schemes for students such as:

Financial Help:

- Bona fide letters for educational loans are issued.
- Opening of Bank Accounts is facilitated by the college.
- The Management provides management scholarship for deserving and meritorious candidates.
- The Scholarship committee mobilizes various private scholarships for the students to avail.
- The Management waives fees for deserving students.

Physical Help

- Health issues are dealt with promptly through the presence of adequate first aid.
- Napkin dispensing machine is placed in the girl's restroom.
- Playground with all sports facilities encourages physical development.
- Purchasing of metro water ensures the perennial water supply to the college.
- Medical insurance is arranged for students to ensure their health even in case of unforeseen events.

Psychological Help

- Mentoring system is in place to encourage them at a one-on-one basis.
- Counseling is provided to students who are in need with respect to issues both personal as well as career oriented.
- Cameras are placed at strategic locations on campus to ensure safety of students

- Parent-Teacher meet is organized periodically so that the teachers can inform and get feedback from the parents about the attitudinal issues of their ward.

Spiritual help

- Every day is started with prayer and thought for the day over public addressing system.
- General Assembly on Wednesdays inculcates corporate spiritual exercise.
- Common prayer room / Chapel for students to seek spiritual guidance.
- First Friday Eucharistic service for Catholic faculty and students.
- AICUF club for Catholic Students to promote leadership.

Personal Growth

- Awareness programs on Road Safety, ragging and other issues.
- Bona fide and reference letters for availing different benefits.
- Data cards and ID Cards keep track of the students' identity and background check.
- Display of personality development and encouraging quotes on Notice Boards.
- Issue of Text Books and Note Books for prompt academic exercise.
- Women cell which addresses pressing issues of women.
- Anti-Sexual Harassment Cell which handles all issues related to both men and women.
- Placement Cell caters to training, career guidance and placement
- Foreign Students Association provide amity and security to foreign students.

Evidence based presentation on effectiveness of student personal grooming is described as follows

Case study of an alumnus turned teacher in Patrician College

The best way to look at the effectiveness of student support and progression will be the experiential process of a case study

Patrician College has been an institution that empowers students right from its inception in 2001. The case taken up is that of a first batch student, Mr. Daniel Chalke.

Daniel chose Patrician College to undertake his higher studies and opted for BCA degree. During his study period at Patrician College, Daniel was a bright student. This talent was recognized by his class teacher and he was given the responsibility of Class representative. This position of responsibility created further sense of accountability and achievement in the student that he was able to perform even better in his University examinations and gain good grades in them.

The exposure to cultural activities also brought out hidden talents in him and he soon gained much recognition in the college as a good performer in the arts. Every talent of his was identified by his teachers and opportunities were given to him to exhibit his talent within and outside the college in various academic and extracurricular competitions. He was also a student compere for various programmes in the college and this role developed his stage and communication skills to a higher level .

In his final year, Daniel's development paid off and he was nominated as the Secretary of the Department of Computer Applications Association, Technovision. He displayed many organizational and presentational skills in this capacity which developed his skill to enterprise well. He was also selected as President of the Rotaract Club and during his leadership various initiatives like a community based learning project to enhance child literacy of the neighbourhood children of Kotturpuram were a huge success.

Armed with all these skills and once again with a good final grade, Daniel's confidence was boosted to such an extent that he got the First Rank in the state for the TANCET exam and was enabled to pursue his Post Graduation degree in College of Engineering, Anna University. He completed his MBA in the year 2006.

Recognizing the development given to him at Patrician, Daniel decided to take up a career of teaching and came back in 2008 to serve the institution which had made him the man that he had become.

He now teaches in the Department of Business Administration in the position of Assistant Professor. He continues to be a part of the enabling atmosphere of Patrician by conducting the college choir and inspiring young people to overcome their inhibitions and inferiority complexes using the talent of music and singing.

Thus the student progression environment is proved to be an iterative cyclical environment where the message of student empowerment is exponentially increased.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Alumni Association

- The Executive Committee of Alumni association consists of Alumni Representatives and Teacher representatives.

- The Executive Committee functions for a period of two years with President, Secretary, Treasurer and four Executive members being elected.
- The Alumni association meets every year regularly on January 26th and August 15th and records its observations on the curriculum, infrastructure and other developments in the college.
- Some of the very eminent members of the alumni are also invited to address the students in the college. They also arrange for job fairs and campus interviews.
- The aim is to foster the spirit of brotherhood and comradeship among the members of the management, teaching staff and alumni of Patrician College
- Alumni are invited as judge for various events conducted in our institution.
- Financial Assistance is given by the alumni to the deserving students.
- Alumni present guest lectures to students regarding soft skills, employability skills and other skills necessary for specification of the students.
- Two of our alumni continue their services to the college as Assistant Professors.

5.2 STUDENT PROGRESSION

5.2.1 Provide the percentage of students progressing to higher education or employment and highlight the trends observed.

Higher Education and Employment

Students are encouraged to go for higher education and are given guidance regarding the same.

Table 5.10 Student's Progression to Higher Education and Employment

Year	2010-2011	2011-2012	2012-2013	2013-2014
UG to PG	23.85%	22.32%	21.47%	24.81%
PG to M.Phil	0.00	2.19%	0.00	0.00
PG.to Ph.D	0.00	0.00	0.00	0.00
Recruited on Campus	16.19%	30.85%	37.75%	40.00%
Recruited off Campus	42.45%	33.48%	33.48%	33.89%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)?

The College takes all efforts to see that the students complete their courses successfully. The College has shown a good performance in results over the past four years as can be seen from the table below.

Table 5.11 Pass percentage for the period 2010-2014

Year	No. Appeared		No. Passed	
	UG	PG	UG	PG
2010-11	428	-	321 78.7%	-
2011-12	443	17	367 82.84%	17 100%
2012-13	583	30	426 73.8%	27 90%
2013-14	519	31	330 63.58%	24 77.4%

5.*2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?*

Facilitating student progression

- The College upgrades the departments considering the demand from the students, from UG to PG
- The Placement Cell with its concentrated efforts succeeds in finding jobs for many of the students
- Job oriented certificate courses offered by PCEC increase the inclination of students toward immediate employment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Drop Out Rates

The College is successful in preventing dropouts and the following reveals the small number of students who have dropped out due to personal and academic reasons.

Table 5.12 Drop out Rates for the period 2010-14

Year	2010-11	2011-12	2012-13	2013-14
UG	0.91%	1.24%	1.97%	0.98%
PG	5.88%	2%	3.03%	3.08%

Support Services for Preventing Dropouts

The management provides support services for prevention of dropouts

- Sufficient measures are taken as per requirements and the management directly involves in giving a helping hand to the students since it is the mission of the Management to help the needy.
- Dropout rates are at a minimum in the last five years because of the various student support services that the College offers. The reasons for drop outs are usually due to financial constraints, change of course, transfer and distance from home.
- Parents are periodically informed either through mail or telephone regarding attendance and performance of their wards to prevent from potential dropout.
- Concession in the payment of fees is extended to the needy students and extension of date for fee payment is also made.
- Remedial classes are offered for the slow learners to motivate them to continue their studies without discouragement.
- Bridge courses are conducted at the beginning of the Academic Year.
- Counseling is offered to the students who are in need.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 – 5.3.2 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Extracurricular activities:

Sports and games, cultural and extra-curricular activities are available to all students and proper infrastructure is provided. Prizes and awards are given to students for participation and excellence in sports events. Students are given sports uniform, kits and training. They are recognized for their commitment and involvement in sports. Students are also given opportunities to take part in cultural events held in other city Colleges and institutions. Awards, shields, certificates, medals and gift hampers are given to students for various events. Fine Arts Coordinators are always available to identify talents and give them the right exposure to cultural events at all levels. Staff Club coordinators are available to coordinate Extension service activities like charity, volunteer work, raising funds, creating awareness etc.

Cultural: The inter-department cultural event 'Evoluzione' is conducted every year to showcase talents of students in – classical dance, folk dance, western dance, light music, western music, adaptune, ad-zap, skit, fashion show, mime, Street play, Quiz, Shipwreck, Block and Tackle, Spin a Yarn, Vegetable Carving,

Photography, Sequencing, Variety Show, Dumb charades, JAM, Potpourri, Sand carving and Debate.

Clubs and outreach programs

To enable a holistic education, students are sent on outreach programs to help the underprivileged in society. Clubs like NSS, Leo, Consumer, Rotaract, Enviro, Phoenix, Golden Triangle Dramatics, YRC and RRC.

Program calendar for the Year 2013 – 2014

Table 5.13 Program calendar for the Year 2013 – 2014

Date	Activity
20/06/2013	Staff Orientation
25/06/2013	College reopens for Second & Third year
06/07/2013	Investiture Ceremony
20/07/2013	Fresher's day
13/08/2013	Sports Day
15/08/2013	Independence Day
02/10/2013	Gandhi Jayanthi Celebration
21/12/2013	Christmas Celebrations for Students
22/12/2013	Christmas Celebrations for Teachers
10/01/2014	Pongal Celebration
24/01/2014	Annual Day
26/01/2014	Republic Day
02/02/2014	Founder's Day

5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Fine Arts Achievements

Table 5.14 Fine Arts Achievements for the period 2010-2014

Year	Name of the student	College	Event	Place
2011-2012	VK Mani (B.Sc visual communication) Jacob Dilip Thomas(B.Sc Visual communication)	Ethiraj College	Quiz	First place
	Abdul Rehman, (B.Sc visual communication) Murtaza(B.Sc Visual communication)	Stella Maris, Aquiliae	Push Up Bhel Puri Eating	First First

Year	Name of the student	College	Event	Place
2012-2013	Denzil Noronha BA English	Stanley Medical, Euphoria"13	Mr.Euphoria	Winner
	Huzefa, (B.COM) Rizwan(B.COM)	WCC, "Festeve"	Junk Art	Second
	Dwayne - BBA Leanne - BBA Rizwan- BCom Gen	MCC, "Deepwoods"	Best Male Model Paper Modelling Face Painting	Winner First Second
	Murtaza- BSc. Visual Communication Husaina- BSc. Visual Communication Yashwant- BSc. Visual Communication	SDNB College, "Shristi"	Dumb Charade	First
	Maya Bhargav- BSc. Visual Communication	Guru Nanak College, Chennai	Elocution	First ,Cash award
	Liu Ted On- BCom Gen Lushanthan- BCom Gen Sachin- BSc Computer Science	University of Madras, Chennai	Quiz	First
	Shannon- B.Sc Computer Science Samuyukth Dani – Bcom Gen Maria- BBA Jason- BSC Visual Communication	University of Madras, Chennai	One Act Play	Second
	Richie Richardson- BSC Visual Communication	Anna University, Chennai "Techofest"	Adapt Tune	Second
2013-2014	Mahesh.G- B. Com Gen Divakar.V- B. Com Gen	Kumara Rani Meena Muthiah College, Chennai	Clay Modelling	1st Place
	R.Sathriyan – BSc Visual Communication S.Sathish– BSc Visual Communication Splendid Neil– BSc Visual Communication Ashwin.N.N– I B.B.A	Kumara Rani Meena Muthiah College, Chennai	Harmonics	1st Place
	Karthick.N- BCom Gen	Kumara Rani Meena Muthiah College, Chennai	Adaptune	1st Place
	Anand Jha- B.A. English Jayan- B.A. English Abdul Rehman – BCom Gen Rakesh R – Bcom Gen	Kumara Rani Meena Muthiah College, Chennai	Fashion Show	1st place

Year	Name of the student	College	Event	Place
	Santhosh Kumar – BCom Gen			
	Karthick.N.V – B.Com Gen Kevin Mario – B.Com Gen	Kumara Rani Meena Muthiah College, Chennai	Sand Art	2nd Place
	Nishat Nazneen BCom CS	SDNB Vaishnav College, Chennai	English Oratory	1st Place
	Divya Devnani BBA Maria Prabhakaran BBA	SDNB Vaishnav College, Chennai	Nail Art	2nd Place
	S Prabhakaran M Balaji P. Sriram S. Vimal M. Surendhar D.S. Gopalakrishnan	SDNB Vaishnav College, Chennai	Mime	1st Place
	Bernadette Fernando BSc Visual Communication Kanakala Sauparnika BCom Gen	SDNB Vaishnav College, Chennai	Dumb Charades	2nd Place
	Joicy F BSc CS	Anna Adarsh College for Women , Chennai	Maathi Yosi	1st Place
	Karthick.N.V – B.Com Gen	Hindustan College of Arts and Science, Chennai	Soap Carving	1st Place
	Karthick.N.V – B.Com Gen Mahesh.G- B. Com Gen	Hindustan College of Arts and Science, Chennai	Face Painting	1st Place
	Karthick.N.V – B.Com Gen Mahesh.G- B. Com Gen Blessina Mary Vinitha B.Com Gen Anetha VS – B.Com Gen	Hindustan College of Arts and Science	Rangoli	1st Place
	Aravind Guruprasath. R	Hindustan College of Arts and Science, Chennai	Sudoku	2nd Place
	Karthick.N.V – B.Com Gen	Hindustan College of Arts and Science, Chennai	4 Pic	2nd Place
	Mahesh.G- B. Com Gen	Hindustan College of Arts and Science, Chennai	Poster Designing	2nd Place

Sports

Sports: Sport is an important activity in the college and is encouraged at different levels. At the collegiate level, sports such as Chess, Volleyball, Basketball, Kho-Kho, Kabadi, football, Ball Badminton, Shuttle, Badminton, Throw Ball, Handball, Tennis, Table Tennis, Tennikoit are played actively. The college also represents University of Madras A-zone in sports such as Volleyball, Athletics, Basketball, Kabadi Cricket, Table Tennis, Kho-Kho, Ball Badminton, and Football. Manual Gym facilities are available for students to work out.

Table 5.15 Tournaments organized by the college for the period 2010 – 2014

Date	Name of the tournament	Level
19-2-2011	Kabaddi	Intercollegiate
3/4 – 2- 2011	Five A Side football	Intercollegiate
19/21-2-2011	20-20 Cricket	Intercollegiate
20-2-2012	Volleyball	Intercollegiate
20/21-2-2012	Five A Side Football	Intercollegiate
25-9-2012	Madras University A-Zone Women Volleyball	University
6/9-2-2013	20-20 Cricket	Intercollegiate
11-10-2013	Madras University A-Zone Women Volleyball	University
21/27-1-2014	20-20 Cricket	Intercollegiate
4-2-2014	Volleyball	Intercollegiate
5-2-2014	Kabaddi	Intercollegiate
3/4-2-2014	Five-A-Side football	Intercollegiate

Table 5.16 Students major participation in sports for the period 2010 – 2014

Date / Year	Name of the Tournament	Level	Status
27-09-2010	Madras University A-Zone Men Athletic Meet	Inter Collegiate A-Zone Men	R.Balachandar III B.com 'A'(Gen) 400 Mts Hurdles A-Zone winner
2010-2011	TNCA IV Division League	Fourth Divisional	R.K.Saravana Kumar of III B.COM(CS) TNCA 4th Division League Player(Dorai Raj. CC) N.Raju Choudhary of III B.B.A TNCA 4th Division League Player(GTUC)

Date / Year	Name of the Tournament	Level	Status
04-08-2010 To 05-08-2010	Chennai District Football Men Tournament	Chennai District Men	Dale Mario Dsylva III B.COM 'A' (Gen) Selected Chennai District team S.H.Mohammed Rizwanudeen of III B.COM 'B'(Gen)) Selected Chennai District team
2010-2011	TNFA I Division League Men Tournament	First Divisional	Dale Mario Dsylva of III B.COM 'A' (Gen) Selected 1st Division League team (Income Tax)
2010-2011	South Zone Inter University Men Table Tennis (2010-2011) Tournament	University	T.M.Velu of I BCOM 'B' was selected Madras University Men Table Tennis team
May 2011	Chennai Cricket Academy Try Serious Tournament May-2011	Academy, College Teams	Winner
23-09-2011 To 27-09-2011	Sport Fest 2011 (Institute of Gymkhana IIT) Men football Tournament	Inter Collegiate	Winners
29-01-2012	KK. Srinivasan Memorial Trophy State Senior Men & Women Open Boxing Championship – 2012	Open State Senior Men and Women	J. Lokesh of III BBA was participated Namakkal District and Secured Runners position
02 -02-2012 To 04 -02-2012	3rd Fistball Federation Championship was organized by Hariyana State Fistball Association	All India Level	V.Vigneshwari of III BBA has represented Tamil Nadu State Fistball team and the team was Runners
17-02-2012 To 21-02-2012	Sri Sankara Trophy Inter collegeiate Cricket Men Tournament	Inter Collegiate	Runners

Date / Year	Name of the Tournament	Level	Status
20-02-2012 & 21-02-2012	2nd Patrician Inter Collegiate Football 5 A Side Men Rolling Trophy	Inter Collegiate	Runners Patrician B-team Fourth Place Patrician A-team
20-02-2012	First Patrician Inter Collegiate Volleyball Men Rolling Trophy	Inter Collegiate	Runners
21-02-2012	2nd Patrician Inter Collegiate Kabaddi Men Tournament	Inter Collegiate	Winners
22 -02-2012	Dr.C.L. Metha Inter collegiate Kabaddi Tournament	Inter Collegiate	Runners
25-11-2012 to 01-12-2012	State Level Volleyball Men Tournament (Nagercoil)	State Level	S.Sudhakar of II B.COM 'B' was Selected Kanchipuram District Volleyball team
15-12-2012 & 16-12-2012	Athletics, Basketball and Volleyball Chennai Divisional	Chennai Divisional	R.Nirmal of II BA (Eng) was Selected Air India Team
06-02-2013	3rd Patrician Inter Collegiate Kabaddi Men Tournament	Inter Collegiate	Winners
06-02-2013 To 09-02-2013	4th Patrician Inter Collegiate T-20 Cricket Men Rolling Trophy	Inter Collegiate	Runners
23-07-2013	St. Louis Inter Collegiate Throw ball Tournament for Women	Inter Collegiate	Winner and Cash Prize Rs.3000/-
20-08-2013 To 26-08-2013	State Level Inter Collegiate Cunnan Cricket Trophy for Men	State Level Inter Collegiate	Runners
06-09-2013	Madras University A – Zone Women	A-Zone Inter Collegiate	S.Foumitha Begam I B.Com 'A' secured 2nd

Date / Year	Name of the Tournament	Level	Status
	Athletic Meet		Place in Long Jump and 3rd Place in High Jump
28-09-2013 To 05-10-2013	IIT Sports Fest 2013 Inter Collegiate Invitation Cricket Tournament	Inter Collegiate	Runners
22-01-2014 To 24-01-2014	Tamil Nadu State Senior (Men) First League Invitation Boxing Tournament	Tamil Nadu State Senior Men	M. Kamaleshwaran of II BCA 'A' secured 2nd Place

5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Feedback from graduates

The college receives oral and written feedback from the students and alumni. Prospective employers appraise the students while they come for institutional placement. This feedback is helpful to improve any educational skill that is still required of the students. Alumni meetings are conducted every year and feedback is collected. The Management, Principal and faculty meets members of the Student Council, class representatives and toppers regularly to obtain feedback from them on curriculum, teaching methodology and the quality of institutional provisions.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Major Publications by students

- Each department publishes its own magazine or newsletter. Financial support is provided either by the Department or by sponsors
- Student's representatives act as Student Editors in the publishing of News Letters, Journals and Magazines. They are guided by the faculty members. The list of news letter published by various departments are provided below:

Table 5.17 List of news letter published by various departments

Department	News Letter/ Magazine
English	Vistas
Visual Communication	Gazette
Computer Application	Techwiz Timez
Computer Science	Byte Street
Corporate Secretaryship	Corpship
Commerce/ Management	Patcom, Illuminations, Masobatra

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Student Council

A selected body of student members functions as the Student Council and coordinates with the events of the College. It consists of the Chairperson, Vice Chairperson, Secretary, and Treasurer with other Secretaries of the Departments.

1. Cultural secretaries co-ordinate with Fine Arts coordinating committee to conduct cultural events.
2. Sports Secretaries co-ordinate with the Physical Director, Physical Instructors to conduct sports events.
3. Each Department has its secretaries for the Association functions.
4. Each of the clubs has a student body comprising of President, Vice-President, Treasurer and Secretary for the conduct of all extension Service Activities.

Students who exhibit talent and excel in Academics are qualified to stand for the post and are nominated by the Department. Such students compete with other students. The nominees are given opportunity to address the students during the Assembly. Each student presents himself/herself and his/her attributes one week before the commencement of elections. All the student representatives are called to elect the office bearers of their choice through secret ballot. The candidates who get the most number of votes are elected. This constitutes the elected body of the Student Council. They coordinate various college events and functions. The Student council is encouraged to come up with various programs and outreach activities. Thus, the student council functions as an independent body but aided and coordinated by the Student Advisory Committee.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

Student representation

There are several Academic and Administrative bodies that have student representatives.

- Each department has a department secretary guided by other secretaries for the various Associations functioning under the Department.
- Apart from this, several clubs like the NSS, Rotaract, Leo, Enviro, Consumer, Women's Cell, Civil Services Cell, and Phoenix Association have student representatives. They are encouraged to come up with outreach programs and other activities.
- The College Magazine has student editors.
- Placement training is assisted by student secretaries of the unit.
- The student secretaries also help in Sports Day, College Day, and Culturals.
- Students are given every single opportunity to work as a team and so build a sound training in team work, organizing skills etc.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Institutional Network with Alumni

- The Alumni Association with its Staff coordinators maintains regular contact with the Alumni through social network groups online.
- The College E-newsletter has a dedicated space for Alumni to encourage continuous interaction with the institution.
- They meet twice a year to coordinate the activities of the Alumni association.
- Alumni members help the students during Placement and enhance employability during Placement programs in College.

- Alumni members give Guest Lectures to students on Soft Skills, Employability skills and other employability skills necessary for specialization of the students.

- The former faculties of the Institution are invited to present course-based seminars, workshops, guest lectures.

The network with the former staff enables the college to grow from the inputs available through them.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

The college is managed by the Brothers of St. Patrick who are visionaries with exuberant spirit to serve humanity. The Patrician brothers have been pioneers in the field of education for 206 years across the globe with 139 years of dedicated and tireless service in the field of educating the youth in India. The Governance and Leadership of the college facilitates systems to address the needs of the society, encourages innovative strategies to serve the students it caters to, and upholds institutional traditions and culture to impart a value based education. The management adopts a democratic, transformative and participative style to include all stakeholders in governance to translate the vision and mission of the institution into concrete realities.

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics?

Vision

Patrician College will emerge as the Centre for Excellence in Higher Education and build Human Resources with values to make a significant contribution to society.

Mission

To provide a holistic education for Intellectual and Physical Development, Social and Cultural Sensitivity and Economic Opportunities that will empower every student to live in harmony.

The management takes every effort to ensure that its policies, programmes, governance and leadership manifest the guiding principles enshrined in its vision and mission. The outcome of this has positioned the college to be unique and recognized as one of the leading institutions in this part of the region. The distinctive features are outlined below.

Distinctive Characteristics of the College

- **Holistic Education:** The College offers an integrated approach encompassing the physical, educational, social, economical, spiritual, and psychological aspects in order to prepare human resources who will contribute to society constructively.

- **Ethical and value based orientation:** The College is committed to prepare every patrician student to uphold ethical and moral values in all circumstances. Towards this commitment, the College gives regular reinforcements of values through moral science classes and value based programmes.
- **Students' Social Responsibility:** The College sensitizes the students on social issues and realities such as corruption, social injustice and discriminatory practices that affect the functioning of the society and the need for students to become aware and challenge these situations. The exposure is given through field visits, interaction with target groups and community based extension programmes.
- **Leadership development:** Concerted leadership development programmes are organized to enable students for leadership positions at the class, department and College levels, to groom them as leaders for future.
- **Student empowerment:** Students from the marginalized groups - SC/ST and other categories are empowered through intensive strategies to enable them to progress confidently and competitively.
- **Girl child empowerment:** The College gives priority in enrolling girl students and encourages them to perform without any gender biased prejudices and obstacles.
- **Inclusive development:** The first generation learners and students from economically weaker sections such as children of daily wage earners, auto drivers, domestic workers and fisher communities are admitted on priority basis and are provided support services to ensure completion of studies.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The quality policy and plans are decided at the management meetings consisting of Director cum Secretary, Principal and Vice principal. The Principal prepares the agenda for the management meetings which is held every Monday and discusses important policy matters in the management meetings. The agenda includes the points arising out of HOD and faculty meetings, and also the reviews taken from the students, parents and alumni.

Role of Top Management: -

- Preparing the vision and mission statements and revisiting it periodically to keep abreast with the changing times.

- Formulating major policies, giving direction for execution of the policies.
- Providing the necessary financial, infrastructural and other support services.
- Safeguard the institution from any unethical and wrong practices.
- Recruitment of teachers and administrative staff and ensuring quality of personnel.

6.1.3 What is the involvement of the leadership in ensuring

a. The policy statement and action plan for fulfillment of the stated mission?

The management follows democratic leadership procedures to ensure that policies and guidelines which are framed for all academic matters in accordance with the mission of the institution. These policies are communicated through Staff meetings, practiced in teaching – learning process of the College and in the day-to-day governance and administration. The College follows decentralized governance, enabling leadership and responsibilities which helps to accomplish the vision and mission.

b. Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan?

Keeping the changes in mind, policies are modified and action plans are initiated in staff recruitment, admissions, academics, infrastructure, budget and other areas of administration under the direction provided by the management.

c. Interaction with stakeholders

To promote the welfare of the student community, the College maintains constant interaction with all the stakeholders.

i) Students

The Student Council is a powerful medium for connectivity and interaction with students. The council is formed with elected members in the beginning of the academic year and the elected leaders are encouraged to keep constant interaction with the faculty. The Principal and the Heads of the Department initiate their interaction with the first years at the beginning of the academic year through the orientation program. The program conveys to the students, the values and ethics of the institution and its vision and mission. In addition to this, the Principal and all faculty members interact on different occasions with the students collectively or individually on a regular basis. The Weekly Assembly enables for direct interaction and dissemination of information. The clubs and associations promote informal interaction between faculty and students. The Mentoring system provides the

medium for interaction at the personal level wherein non academic issues are also shared and discussed.

ii). Parents

The Parent Teachers Association (PTA) meeting is convened once a semester and this serves the purpose of direct interaction with parents to discuss various issues related to the academic and non-academic issues of their wards. This also gives an opportunity for the parents to represent any grievances from their side. The faculty members meet the parents whenever the need arises. The grievances of parents are immediately attended to and appropriate responses are provided. In case of any emergency, the parents are contacted and informed immediately. If a student is absent continuously for two-three days without prior permission, the parent of the absentee is instructed to meet the concerned faculty to give explanation for the absence of their ward. If any untoward behavior of the students is noticed, the parents are informed to meet the Principal in the presence of the HOD and the concerned faculty for further course of action.

iii) Teaching and Non-teaching Staff

The Members of the teaching and non-teaching staff work together, harmoniously to accomplish and to uphold the vision and mission of the institution. The Staff meeting is conducted every month along with the management and the faculty represents their needs and grievances directly to the management. The staff are also encouraged to represent any of their requirements in writing and the Management takes great care to address the personal and professional needs and meets their requirements in the best possible manner.

iv) Society

The public are very important stakeholders for the successful running of the College and the College maintains good rapport with the neighbourhood. The community extension programmes enable the faculty and students to reach out to the community. Every department formulates and undertakes community outreach programmes with different target groups. The College has exposed the students to the rural/urban communities, hospital settings like cancer institutes and HIV affected persons, social welfare organizations like orphanages, home for the destitute and the aged, and institutions for the deaf, dumb and blind. The College also invites outstanding personalities who have excelled in the different fields of sport, education, fine arts, social welfare, and entrepreneurship to address the students thus creating the link between the College and the society.

d. Support for policy and planning through need analysis, research inputs and consultations with the stakeholders

Before a policy is formulated, in-depth need analysis is undertaken with appropriate methodology. For example, (1) Policy on scholarship was formulated after a need-analysis study was undertaken with the economically weaker students and the data was also supported by details available with the grievance cell, mentors and tutors. (2) The Pre-placement training policy was formulated after obtaining feedback from recruiting companies and analyzing skill gaps of the candidates.

e. Reinforcing the culture of excellence

Every activity in the College is an attempt to unfold itself towards the realization of its vision and mission. The Management, Principal and Staff work towards achieving this culture of excellence. The institution gives special thrust by providing technical support to the teaching and administrative staff for improving their efficiency in discharging duties. The management concentrates on increasing its infrastructure and facilities. For example, Language Lab, INFLIBNET, more spacious class rooms and improving the quality of the faculty. Incentive schemes are introduced for the faculty to excel themselves. Faculty who produce 100% results, are given special awards on Teacher's day. Students and faculty who have 100% attendance are given special recognition on the College day. Subject and class toppers are awarded with prizes and certificates. Only students who excel in studies are eligible to contest for student council elections thus spreading the message and reinforcing the culture of excellence.

f. Championing organizational change

By and large the management is responsible for driving the organizational change and this is facilitated through interaction with all stakeholders. The governing body and the management committee analyzes the organizational climate in terms of quality of faculty, delivery of services, service conditions of staff, requirements of students and the overall systems in the College and works out plans for organizational changes. There are several committees like IQAC, Staff and Student councils, Parent Teacher and Alumni associations to closely monitoring the organizational climate and suggesting to management for changes to be brought in wherever required.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution has different mechanisms that are functional and effective to monitor and evaluate policies, and suggest improvements. The committees in place are:

Management Committee: The Management meetings are held every Monday convened by Director cum Secretary and attended by Principal and Vice Principal. The functioning of the plans and policies is carefully reviewed and suggestion for changes are made. The Principal and Vice Principal implement the suggestions and report the status in the next meeting.

Academic Advisory Council : The Academic Advisory Council is constituted with members of the management committee, deans, and experts from the field. The academic advisory council meets once in a semester and advises on changes to be introduced in the academic policy matters

HOD, Department and Administrative staff: Meetings are held every month to obtain feedback on existing policies and suggestions for changes and the Principal ensures the implementation of the suggestions for change in the policies and reports the status in the subsequent meetings.

Student Council: The council meeting is held every month with the elected members of the student council to obtain direct feedback for required changes.

IQAC: The IQAC acts as a powerful medium to convey the gaps in policies and implementation. The assessment by the IQAC is reviewed and suggestions are implemented.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Principal inculcates and nurtures a positive work culture. All the responsibilities are delegated and faculty members are nominated as convenors and coordinators for various academic and co-curricular committees, and programme activities. The HODs are entrusted with academic leadership for the management of the respective departments with no interference from the management. The faculty members are given academic freedom to design their teaching methodologies and academic interactions with the students.

6.1.6 How does the College groom leadership at various levels?

Faculty

Faculty development program/workshops are conducted twice a year for skill up-gradation and training of the teaching and non-teaching staff. Every year faculty members are motivated to attend orientation and refresher courses which help them acquire the latest information and knowledge which enables them to take lead roles in developing and implementing academic activities.

Administrative Staff

Management engages a periodic review on the performance of the Administrative Staff to identify the gap in knowledge and skills and initiates capacity building training programmes. Administrative staff play a critical role in maintaining quality of service delivered in the college being the frontline personnel to liaison between students and the management.

Students

In order to cultivate and nurture the leadership qualities of the students, priority is given to each and every class to conduct a weekly assembly on Wednesdays. Students are encouraged to do classroom seminars, group discussions, debates and paper presentations through Soft skills course which is part of their curriculum. Participation in NSS, YRC, RRC, and Consumer Club activities also help the students acquire leadership qualities.

6.1.7 How does the College delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

The Administration is decentralized and there is a proper coordination between the departments and personnel of the institution for the sustenance and improvement in the quality of education. The Director cum Secretary assures a high quality and positive working environment and holds a key position in discussion relating to budget and facilities planning. The Principal is the Head of the Institution and is responsible for discharging both administrative and academic functions. Heads of various departments are responsible for the functioning of their respective departments in academic and other related matters. Functional Committees like, Admission Committee, Sports Committee, Co-curricular and extra-curricular Committee execute duties assigned to them by the Principal.

Decentralization of Academic Powers:

- Faculties are given freedom to arrange guest lectures and remedial classes, Seminars and Workshops, Industrial tours, enabling classes and conducting internal exams.
- Freedom is given in organizing co-curricular and extracurricular activities.

Decentralization of financial powers:

- The Departments submits budgets to the Principal who in turn forwards it to the Director cum Secretary and obtains the approval from him.

- Principal and Heads of departments are given financial freedom to meet the day to day contingencies.
- The Request Indent for stationery requirements is drawn up by the HODs and presented to the Director cum Secretary for approval and sanction. This promotes transparency and accountability.
- Heads of departments are given financial freedom to conduct seminars, workshops and enabling class and guest lectures.

6.1.8 Does the College promote a culture of participative management?

The College follows the principle of participative management. Committees are formed by the Principal for every activity and the following procedure is adopted to help in participation of the faculty members. At first level, the Principal holds consultation with the Conveners of the committees along with its members. At second level, the conveners of the committees involve the members and discuss on the details of the project. At the final level after the execution of the program, the members review the outcome of the program against the objectives set and incorporate the feedback while planning for the next programme. At each level, the participants are aware of their roles and functions and the type of decisions they need to make. This facilitates proper coordination and enables the institution to promote culture of participative management.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy?

- The quality policy of the College is developed by the members of the management ably supported by the IQAC, HODs and members of the alumni.
- The quality policy is stated in vision and mission statement of the College and is given wide publicity to all stakeholders through various media like College website, Prospectus, Academic calendar, E - Brochure, E-newsletter.
- Academic Internal and External Audits, IQAC, University and Government agencies conducts periodic review on the quality in academic programmes, teaching and learning, research and development, student support services, and community extension programmes.

6.2.2 Does the Institute have a perspective plan for development?

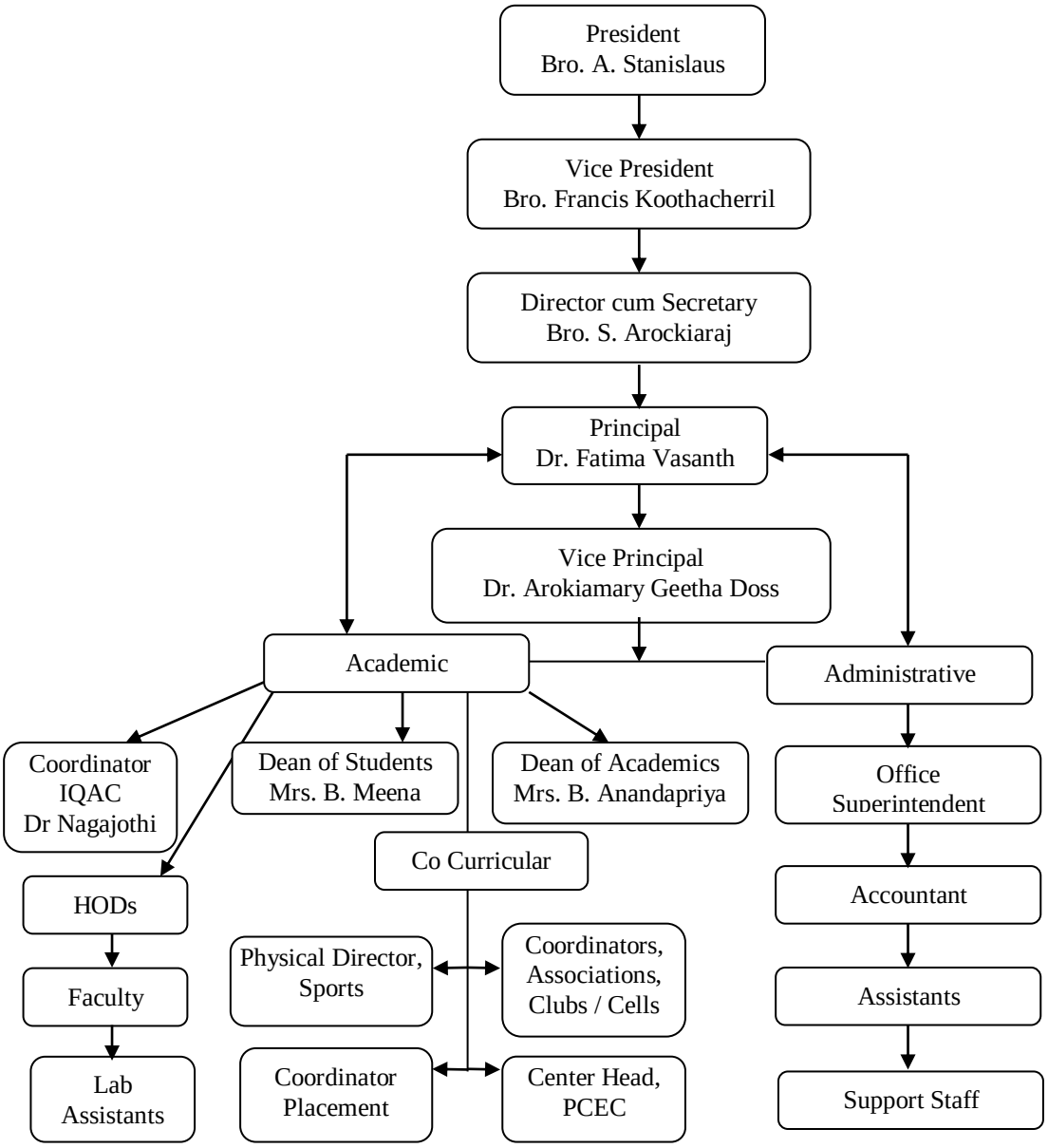
The institute has a perspective plan for development as follows:

- To obtain autonomous status for the institution
- To upgrade all UG departments into PG and research departments.

- To start PG programs that have demand.
- To promote research activities in the College.
- To have 100% teachers qualified with Ph.D.
- To encourage faculty to participate in international and national conferences and publish papers.
- To enter into MOU with reputed institutions of higher learning.

6.2.3 Describe the internal organizational structure and decision making processes.

Diagram 6.1 Organizational Structure of Patrician College



Decision Making

Decisions are made at different levels and the following describes the role of decision makers

President

The Province leader is the President of the Governing Body of the College. He is responsible for providing leadership on all matters related to College. He, in consultation with the council makes policy decisions for all the educational institutions of the Congregation including the College. The Governing Body gives approval for the proposals submitted by the Director cum Secretary of the College.

Vice President

The community leader of the Society is the Vice president. The Vice President is responsible for implementing all the decisions and also acts as the liaison between the Province leader and all the educational institutions at Chennai. The Vice president plays an advisory role in decision making.

Director cum Secretary

The Director cum Secretary acts as the liaison between the governing body of the Management and the College. He convenes the governing body meeting. He advises the Principal and supervises the smooth running of the College. He is responsible for decisions on financial, recruitment and overall administration of the College.

Principal

The Principal is the head of the institution. The following are the responsibilities and corresponding decision making powers of the Principal:

- Liaisoning between the management, the faculty, students and other stakeholders and decision on the execution of policies.
- Creating the necessary academic climate for teachers, facilitative learning environment for students and ensuring the network with all stakeholders.
- Planning and executing academic programmes in consultation with the Secretary, Vice Principal and departmental heads.
- Organizing and coordination of curricular, co-curricular and extracurricular activities of the College.
- Assisting in the recruitment process and decision on appointment of faculty.
- Responsible for communication with the UGC, University, Government and other professional bodies.
- Day-to-day supervision of teaching and non-teaching staff and students.

- Coordinating admission process – Prospectus, application and admission of students.
- Ensuring smooth conduct of examinations – College and University exams.
- Conducting HOD and faculty meetings.
- Facilitating scholarships.
- Reporting on regular basis to the management on all aspects of academic administration.

Vice Principal

- The Vice-Principal takes the place of the Principal in her absence.
- She coordinates and assists to make decision on general discipline of the College.
- She monitors, together with the Principal, the attendance and class regularity of the faculty and students.
- She coordinates all Cultural, Associations and Club activities.

HODs

- The HODs anchor the academic, co-curricular and extracurricular activities of their respective department and make all decisions pertaining to the functioning of their departments.
- The HOD is the liaison between the Principal and the department.
- Workload, subject allocation, time table and academic calendar for the department is prepared by the HOD
- The HOD monitors the lesson plan.
- Ensures the overall discipline of the department.
- Monitors the attendance status of faculty and students.
- Mentoring and Counseling for students.
- Liaisons with parents on progress of their wards.
- Facilitates scholarships for needy and deserving candidates by identifying them and intimating of scholarship opportunities.
- Maintains relationship with alumni for constructive progress of department.

Faculty Members

- The Faculty members are responsible for completing the curriculum assigned to them and they make decisions on lesson plan and teaching methodology.

- They also make decisions pertaining to mentoring, students discipline, attendance maintenance, conducting internal assignments and other academic related activities.

6.2.4 Give a broad description of the quality improvement strategies of the Institution for each of the following

Teaching and Learning

- Innovative teaching methodologies like ICT tools are employed to emphasize quality in subject delivery.
- Continuous tests and evaluation are conducted to strengthen the students' confidence in facing the end semester examinations.
- INFLIBNET services is made accessible for out of book research.
- Values are incorporated through value education classes.
- The Library is upgraded in terms of books, journals and other learning materials.
- Faculty development programmes are conducted to develop teaching skills.
- Group discussion, paper presentation, assignment and seminar are some of the interactive methodologies adopted.

Research and Development

- To strengthen research activities College encourages all the faculty members to pursue their research studies and qualify in Ph.D.
- The target is fixed for faculty members to publish one article per semester in the leading books and journals.
- It is made mandatory for every department to undertake one minor research project on subject of relevance for the department.
- Faculty members are encouraged to apply for research grants. Management helps to identify potential funding agencies for projects and research based activities.
- Faculty development programs with specific themes like Research Methodology and Statistics, and SPSS package training are conducted to equip faculty with research knowledge and skills to guide project work of students at the UG and PG level.

Community engagement

- Every department identifies an extension project with a particular theme and target group and have undertaken extensive projects on computer literacy for corporation school students, book collection for government schools, literacy programmes for neighborhood residents.

- Students and faculty members through outreach programmes have visited several social welfare organizations and hospitals and undertaken social service programmes like cleaning community areas, providing clothes, provision, toiletries and gifts to the needy people.
- MSW students have outreach programs as part of their curriculum to serve for the welfare of the weaker sections.
- Students of the All India Catholic University Federation engage in community development programs during Christmas and on special days.

Human resource planning and development

- At the end of the academic year the management committee reviews the current position of the existing teaching and non-teaching staff and if there is a requirement, the management follows the recruitment policy and procedure outlined in Criterion II.
- The Management organizes Induction programmes for the new recruits
- Periodic workshop and training programmes are organized for the existing faculty and administrative staff to update their knowledge and skills.

Industry interaction

- Each department organizes an industrial visit for the benefit of the students.
- Departments have tie-ups with industries, institutions and agencies for conducting workshops, seminars, conferences.
- Experts from the industry are invited to address the faculty and students.
- MOUs are signed with industry for internship training by the MSW department.

6.2.5 How does the Head of the institution ensure that adequate information is available for the top management and the stakeholders, to review the activities of the institution?

- The Head of institution obtains feedback, both formal and informal, from all stakeholders – faculty, students, parents, alumni, partnering organizations, and shares the information with the top management.
- Recommendation of the various committees are consolidated and passed on to the management for taking it forward.
- Conducting parents-teachers meet twice in a year.

- The information is shared with the top management through monthly and annual reports and in management meetings, with the faculty at the time of faculty meetings and with the students during assembly sessions.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- The faculty members are encouraged to develop their leadership and teaching competence by providing them opportunities to take up leadership positions through the different associations and clubs.
- Continuous support and encouragement is provided to the faculty members for their ongoing research activities.
- Management encourages healthy and informal relationship among students - teacher and non-teaching staff by celebrating Founder's Day, Director's Feast Day, Teachers Day and during Christmas, special programmes are organized where gifts are distributed to teachers.
- The talent and potential of every staff member is recognized and when staff achieve, they are honored with awards and prizes.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Table 6.1 Implementation status of resolutions made by management council in 2013 – 2014.

Resolution	Implementation Status
To construct additional building to accommodate Post Graduate programmes, Library.	The new block and a centralized air-conditioned Library has been completed.
To start certificate courses for students.	Certificate courses are offered through the Patrician College Employment Cell like Communication Skills and Personality Development, Tally Classes and SPSS classes and in progress.
To constitute Anti Sexual Harassment Cell for Women.	Anti Sexual Harassment Cell for Women has been constituted and is functioning effectively.
To offer EDP training for the students.	Employability training like candle making, hand crafts, cake and chocolate making have been conducted for the students.

To initiate more scholarships schemes.	New Scholarships and freeship schemes for first generation learners has been introduced
To start additional section for B.Com(Gen)	Course started with 70 students on roll.
To Construct new entrance gate	New entrance for 4-wheelers and 2-wheelers with security cabin constructed
To introduce attendance software	Implemented

6.2.8 Does the affiliating university make a provision for accord the status of autonomy to an affiliated institution?

The College proposes to become autonomous for which the first step of getting NAAC accreditation is initiated.

6.2.9 How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively?

The College has an effective grievance mechanism which is explained in Criterion 5.1

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

In the last four years, 1 court case has been filed against the institution. The details are given below.

Brian Jude Nathan of BBA filed a case WP No 9326 of 2011 against the College issuing TC as he was involved in a murder case outside the College premises. The court upheld the College's decision to issue TC to the student in the event of him being a nuisance and creating disturbances in the normal functioning of the College.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance?

The student feedback is properly analyzed and reviewed, the shortcomings are identified and corrective measures are taken to prevent the recurrence of the same in future. The feedback from the students and the performance appraisal of staff members provide a strong tool to analyze the quality of teaching-learning process, which in turn determines the institutional performance. The feedback mechanism is presented in detail in Criterion I.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Staff members are always highly motivated to participate and publish papers in seminars, conferences and workshops. The faculty are encouraged and supported by the management for research work. Presently 21 members of the faculty are pursuing research degrees. The Management is always liberal in providing support for updating the qualification of the staff members.

FDPs such as Teaching-Learning Methodologies, teacher effectiveness, Academic excellence, professional ethics, counseling, interpersonal skills, technical skills and essentials of teacher development are regularly organized to equip the staff members with multi-skills, the details of which are presented in Criterion I.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The College conducts faculty development programs every semester to develop the skills and motivate the staff in enhancing their teaching methodology. Orientation programme for new faculty are organized when they join the institution. Faculties are also allowed to attend subject orientation programs, workshops, refresher courses and seminars. NSS, Consumer and RRC coordinators attend training programs organized by the University.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Self-Appraisal by teaching staff is done at regular basis. Teachers are also required to state the papers presented and conferences, seminars, refresher courses and orientation programs that they have attended.

Student –Teacher evaluation: Student feedback is collected annually before the end of each academic year through centralized questionnaires. It is strictly anonymous and the purpose of the evaluation is clearly explained to students beforehand. The questions are based on various parameters like punctuality, discipline, innovative teaching aids used, percentage of interactive sessions conducted, explanation and understanding by the students, additional information beyond syllabus, availability and accessibility. The Principal confers with the teacher over the report and discusses on the points of possible improvement. Students are even encouraged to express their views on teacher's performance through informal framework, students representation and student letters.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The College has a mechanism in place for performance assessment of faculty and staff which includes:

- The management undertakes performance assessment of faculty and staff on an annual basis through the help of a questionnaire which contains academic, co-curricular and extracurricular data to be furnished.
- Students' feedback on the performance of the teacher is collected through a teacher evaluation questionnaire administered to the students.
- Senior faculty members make assessment on the performance of junior faculty.
- Peer evaluation of the staff is also adopted as an effective method to obtain the performance of the faculty.

These evaluations are used as guidelines for improving teaching and research activities of the faculty and to improve the performance of the faculty members. The College proposes to introduce self-assessment to encourage faculty for introspection into their performance and self suggest improvements.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- Salary certificates provided by the management for processing Loan.
- Refreshments during working hours for the administrative and Support staff.
- Loan facilities for the Support staff.
- Maternity Leave for a period of three months with pay.
- Provident Fund facility for all staff members.
- Advance salary is dispensed for the faculty members in case of emergency.
- Financial Aid to educate the children of the support staff is made available.
- Admission, scholarships and fee concessions for daughters/sons of administrative, support and teaching staff.
- Flexible time provided for medical treatments.

- Picnic is arranged for teaching, non teaching and support staff annually for recreation and fraternity purpose.
- Gifts are given to staff during Christmas and Teachers Day.
- Uniform for the support staff.
- Cash awards are given to faculty members who secure 100% percent attendance.
- Certificate of merit is given to faculty members for securing 100% percent results.
- Medical and refreshment allowances are given to all staff members
- Bonus to non – teaching staff.
- In every faculty monthly meeting, a welfare initiative like insurance schemes, banking facilities and health care is shared with the faculty through experts drawn from the field.

Many of the Teaching and Non-Teaching staff have availed the benefits by the above mentioned welfare schemes from the college.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Incentives and appreciation are given to the faculty members by the management in the form of:

- Higher pay scale.
- Cash awards for 100% Attendance by the faculty during the academic year.
- Encouraging teaching faculty to pursue research and ongoing training programs.
- Producing 100% results in the subjects handled by the faculty in the semester examination.
- Creating the best ambience for a work environment.

OD – Facilities for :

- Presenting papers.
- Acting as External Examiners.
- Acting as members in the examination inspection squads.
- Acting as External Chief Superintendents.
- NOC certificates are provided for the faculty members who aspire to do their doctoral degree. Leave is given to staff to travel abroad**.**

6.4 FINANCE MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- Annual budgets are prepared by the management.
- Payments are authorized by Vice President and 2 members of the Governing body out of whom one is the Director cum Secretary of the College.
- Major expenses are approved by the members of the Governing body of the society.
- For transparency, student fees and other payments are collected only through bank.
- At the end of every programme, the accounts are settled by the concerned staff to the management within a week's time

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections?

- Internal audit is conducted at regular intervals.
- The accounts are externally audited regularly by M.Thomas & Co., Chartered Accounts.
- The last audit was done for the assessment year 2013 - 14.
- There were no major audit objections.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed?

The only source of institutional fund is fee receipts. In case of any deficit the College meets the same through its Congregation society. The Management does not take any donations.

Table 6.2 Income and Expenditure Statement for 2010 – 2014

INCOME	2010-11	2011-12	2012-13	2013-14
Fees	36945373	44744001.62	49217016	52617687
Interest earned	650540	1742214	1559663	871835
Miscellaneous Receipt	111100	102000	18307	100000
Application/Prospectus/TC Income	140500	100500		99504
Rental Income	30000			28000
Contributions Received from St.Michaels	10000000			
TOTAL	**47877513**	**46688715.62**	**50794986**	**53717026**

INCOME	2010-11	2011-12	2012-13	2013-14
EXPENDITURE	**2010-11**	**2011-12**	**2012-13**	**2013-14**
Advertisement Charges	269422	452895	431181	599129
Auditors & Statutory Fees	26472	105370		103491
Bank Charges	25344.07	29909.02	34716.96	39541.93
Text Books and Note Books			246706.5	574045
Charity and Gift	73148.2	162215	80004	74213
College General Expenses, Domestic Articles	398778.1	91722	80893.9	223070
Computer Lab Maintenance	41174	60081.5	41216	71803
Culturals and Functions	485761.74	456570.5	826019	865576.5
Directors Expenses		59241.2	28597	289213
Doctor and Medicine	11691.45	19628.55	20497.9	33061.5
Electricity Charges	541345	581104	706601	465128
Electricals & Electrician paid		3680	86040.5	434101
Fees Refunded	341070		212940	632665
Garden Expenses	13640	3661	7360	5547
Generator Maintenance	400	126002	162196	61565
ID Cards	16425.4	27599	29590.95	22762
Insurance Premium	34900	83722	102540	96784
Meetings, Seminars, Staff Education exp.	2620	290047	23633	377419
Newspaper and Magazine	25544	59782	12625	90764
Security Charges	101448	90349	167194	174333
Postage	16167.8	35348.5	24736	22332
Printing & Stationery	453226	749927	1098990.5	1173357
Refreshments	180759.7	170487.8	202254.15	196573.5
Repairs and Maintenance	2385620.6	791819.95	589356.75	1154307
Salary, Honorarium Paid	12913964	15237574	18153791	20136200
Sports Expenses	149770	514529.3	217048.4	227212
Staff Welfare	42958	159496	158840.25	30000
Telephone, Mobile, Internet charges	89847	77587	78520	129480
Travel and Conveyance	126307	103434	318360.55	304080.5
University Fees Paid	1136005	1049320	761620	2368517

INCOME	2010-11	2011-12	2012-13	2013-14
Visual Communication Expenses	8021.4	7738	39208	26675
Water Charges	201485	238180	263575	155235
Software and renewal		551269	108161	168153
Contributions to Sister Institutions	3800000	3803790	3775000	7070000
TOTAL	**23913315**	**26194079.32**	**29090014.31**	**38396333.93**

6.4.4 Give the details on the efforts made by the institution in securing additional funding and the utilization of the same

The College is a self-financed private institution and has not received any government grants. However, the departments mobilize funds for their seminars and workshops from private agencies. The institution proposes for fund raising programmes to sponsor seminars and workshops to be organized by the various departments in the College.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. ***Has the institution established an Internal Quality Assurance Cell (IQAC)? What is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?***

The College established an Internal Quality Assurance Cell (IQAC). The cell constitutes of 5 internal members and 2 external members. The IQAC team meets every month to discuss the forthcoming activities. The decisions taken in the meeting are communicated to faculty, after consultation with Principal, through circulars and mail. The institutional policies with regard to quality assurance are:

- To ensure quality in academic pursuits, teaching learning process and building research culture environment.
- To facilitate academic audits for monitoring and follow up measures.
- To conduct faculty development programmes.
- To design a system for Continuous Internal Assessment.
- To arrange for seminars and conferences to update faculty members on quality trends.
- To streamline documentation and assist departments to update documents.
- To facilitate students feedback and staff appraisals.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

- Mentoring and feedback system has been approved and effectively implemented.
- Management has procured additional books to strengthen the library.
- Faculty development programmes are organized at the beginning of every semester.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

The IQAC has two external members on the committee.

- Dr. D.Xavier Mahimaraj, IQAC Coordinator, Loyola College, Chennai.
- Dr. Sandra Joseph, IQAC Coordinator, Stella Maris College, Chennai.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Meetings are conducted with student council members every month and also with alumni to ensure continuous support from them. Feedback is taken from students at the end of every semester on academic related issues.

e. ***How does the IQAC communicate and engage staff from different constituents of the institution?***

Communication is ensured with the departments through meetings, circulars and e-mail. The IQAC team visits the departments to ensure implementation of quality policy.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The IQAC monitors the overall activities of the College and provides working formulae for quality improvement. The suggestions and recommendations are discussed in the HOD meetings and their implementation is finalized. The administrative activities are supervised and monitored by the Principal. To ensure better quality in academic and administrative activities, the office and departments have been computerized with internet facility. EPABX facility has been provided throughout the campus for easy reach and uninterrupted communication.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures?

Efforts have been taken to engage faculty in various training programmes to involve themselves in enhancing quality assurance activities. As an impact of the training programmes the faculty members are motivated to organize various seminars, workshops and conferences and publish articles in reputed books and journals.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions?

- Internal Academic Audit is undertaken on interdepartmental basis. The faculty of one department audits another department.
- The External Academic Audit team has been constituted and the audit will commence from March 2015.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- Internal quality assurance mechanisms are aligned with the requirement of University of Madras.
- Staff selection committee is formed as per the norms of the University for Recruitment and approval of the faculty.
- Continuous internal assessment tests are conducted very stringently and subject wise results are reviewed to formulate appropriate intervention.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- Continuous efforts are taken to review the teaching learning process.
- The departments are monitored through monthly department meetings convened by the HOD.
- Feedback is collected from the students and suitable action is taken for the same.
- Students are encouraged to state their grievances through grievance box which is opened every Monday at 1.30pm by the Dean of students and the grievance cell co-coordinators. Complaints are registered and in consultation with Principal suitable action is taken.
- Internal assessment is conducted and the performance of the students is recorded.

- After the publication of the semester results, review meetings are conducted to analyze the performance of the students and decisions are taken on the further actions to be taken to improve the quality of performance.

- Lesson plans are prepared by the faculty which is monitored by HODs and verified by Principal.

Outcome of the mechanism is that the quality of teaching has improved and there is a strong bond created between students and faculty.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Any other relevant information regarding Governance, Leadership and Management which the College would like to include.

- At the commencement of every academic year all faculty meeting is conducted and the Principal explains about the academic policies and procedures.

- The various committees and their activities are framed. The report of all the activities of the department and the clubs in and off the campus are published in the College website and e-newsletter.

- Principal gives a detailed account of the rules and regulation of the College to the parents of the new entrants on the first day of their joining in the College through an orientation programme.

- Alumni meetings are conducted twice in a year for a continuing rapport with the members.

- Faculty meet the parents through a general Parents Teachers Meeting held twice a year to update them with regards to the performance of their wards.

- General assembly is conducted every week on Wednesdays and announcements are made about the various policies.

Other relevant information:

- The management of the College is in the field of education for more than a decade and the College has three sister institutions in the neighbourhood. Therefore, the management continuously supports all the efforts taken for the cause of education and service to society.

- The leadership style is democratic and team work is insisted and encouraged to have a healthy work environment.

- The Principal enjoys full autonomy and freedom to implement innovative decisions in matters related to academics. The Principal in turn extends academic freedom to HODs to propose and implement any plans for quality enhancement.

- The IQAC continuously strives to evolve a suitable system and recommendations for quality improvement.

CRITERION VII

INNOVATION AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

The College seeks to promote Environmental stewardship. One of the primary objectives of the Institution is to sensitize students on environmental issues to motivate them to promote ecological justice and sustainable development.

7.1.1 Does the Institute conduct a green audit of its campus and facilities?

A committee for green audit is constituted with the members of the Enviro Club which consists of faculty and student representatives. The College has always been conscious and proud of its green campus with many big trees, well maintained gardens and natural fauna. The various units of this mini eco system are collaboratively maintained by the College. It has small gardens with ornamental plants, seasonal flowers, and a medicinal garden.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The college ensures good air quality with its well nurtured lush greenery which increases the oxygen and reduces the CO2 content in the atmosphere. An herbal garden with valuable medicinal plants is maintained near the C Block. The initiatives taken to make the campus eco-friendly are:

- The students are involved in planting saplings.
- The campus is made free of flower and leaf wastage as they are collected in a compost pit.
- The college adopts rain water harvesting system. The water is collected in the sump constructed for the purpose as well as in the open well.
- The promotion of tree plantation in the campus helps to balance the carbon levels.
- CFL bulbs are installed in the campus to facilitate conservation.

- The students are made responsible for switching off lights, fans and electrical gadgets when not in use.
- Paperless communication - all faculty circulars and notices sent through e- mail to promote green communication
- The college practices e-waste management by following the buyback basis for the disposal of electronic items.
- The college ensures to provide well ventilated and spacious class rooms. It also provides two sick rooms with beds and medical aid.
- The college provides rest rooms for staff, girls and boys maintaining good sanitary regulations.
- The college instills in the students good hygienic habits which is carried out at the cafeteria area- such as sufficient garbage bins around as well as coolers with purified water
- Two sanitary napkin dispenser machines are installed in the girl's rest rooms.

Energy conservation

Energy saving techniques in the Office/ Examination Cell/ Departments/ Campus are:

- Energy draining equipment like Computers, printers and laptops are unplugged when not in use.
- Energy efficiency rated equipment like ACs, Laptops, Lighting, Microwave ovens and other equipments have been acquired.
- Old cathode ray monitors have been replaced with LED or LCD monitors
- Ceiling fans are used instead of using air conditioning as this could save more than one ton of CO_2.
- CFL bulbs are installed in the campus to facilitate conservation.
- Utility bills are analyzed to determine and target the greatest consumption or energy drains in the office
- Energy efficient lighting, appliances and technology are used.
- The College realizes that the above initiatives, while being important, cannot replace inculcation of good energy habits and basic

conservation skills among the stakeholders. A number of initiatives have been undertaken in this direction in realizing the long term goals of energy conservation.

- Environmental Studies are introduced as a compulsory Foundation course that makes the students aware of various energy conservation methods and techniques to be employed in a world where these are becoming increasingly popularized.
- Watering the gardens in the evening saves water and this has been practiced.
- "Wealth out of waste" project in collaboration with ITC has been initiated to create awareness among students on recycling of paper.

Clubs: The College has integrated various clubs to instill awareness on environmental issues to the students. Clubs such as Rotaract, YRC, NSS / RRC, Enviro, Consumer, Leo and Phoenix have staff coordinators and student representatives. The PG dept of Social Work organizes initiatives to create environmental awareness in the community. Activities pertaining to instilling eco-friendly habits are conducted on and off campus.

NSS Volunteers took part in campus clean up, coastal cleanup and tree plantation programmes

- A cycle rally was conducted for "Go Green" campaign.
- A painting exhibition on global warming was organized.
- An awareness play on water conservation was conducted.
- An awareness programme on "Global Warming" and "Conservation of water resources" was organized.
- The students of Enviro club participated in Green Fest 2011 held at Loyola College, Nungambakkam.
- The Enviro club conducted a campus clean week from 19/3/2012 to 22/3/2012 in our College.
- On 19/10/2012 GO GREEN day was observed by campus cleaning.
- On 1/08/2012, on Freshers' Day a mime was conducted on the theme "Energy conservation" by the Consumer Club volunteers.
- On 21/8/2012 an intercollegiate poster painting competition was conducted on Sustainable Consumption of Personal Transport.

- On 18/09/2012 a van campaign was organized in collaboration with PCRA on Energy Conservation.
- On 10 & 11/10/2012 a Consumer fest was conducted in the College premises. It included an inter collegiate competition on consumerism.
- All these activities have provided the students the understanding of social realities and they have experienced to organize programme for the benefit of themselves and the community.

7.2 INNOVATIONS

7.2.1 Give details of innovations during the last four years which have created a positive impact on the functioning of the college.

- The curriculum has been designed to facilitate learning by University of Madras.
- The curriculum has been supplemented by components like soft skills, personality development, computing skills to equip students with the necessary skills for employment.
- A language lab has been introduced to improve proficiency of the students in Communicative English.
- Inter-disciplinary/multi-disciplinary courses such as Journalism, History of Tamil Cinema, ISO, and Introduction to Financial Markets, HTML and MS Access are offered to increase the employability of the students at national and global levels.
- Gender related topics have been introduced by the University in the department of English. The college gives priority to organize gender sensitization programmes. Many eminent speakers have been invited to address on women's health issues.
- **Innovations in teaching -learning -evaluation.**

Teaching – Learning:

- In addition to conventional teaching and chalk board method, LCDs and OHPs are also used.
- ICT method of teaching has been introduced and effectively practiced.
- Computer Science is now offered as a subsidiary subject to all students irrespective of stream.

- Classroom sessions are interactive in nature.
- Projects/Assignments based learning and student seminars are promoted.
- Internet facility has been made available to all the faculty and students.
- Self-learning component has been made mandatory in all subjects.
- Extra classes during holidays are arranged by the faculty when required.
- Language Lab helps the students to have a better exposure to conversational English.
- For the English stream of students classic movies, novels and dramas are screened.

Evaluation:

- Semester System has been introduced for continuous evaluation.
- Semester system also reduces the stress burden on the students.
- Answer books of mid-semester exams are given to the students, performance is reviewed and remedial measures are undertaken.
- Revaluation of subjects and instant exam conducted by the university helps students.
- Evaluation of teacher's performance through feedback for better teaching learning process.

To promote research and extension the following initiatives have been taken by the College

- Staff members are motivated to pursue PhD and take up research projects and publish research articles.
- All departments have been equipped with computer and internet facility.

To provide good governance the College management encourages participatory management by decentralizing the powers at various levels.

- It seeks to improve understanding and coordination between the management, the Principal and the staff members for the overall growth and development of the institution.

- Apex bodies like Governing Body and Academic Council take policy decisions.

Various committees have been constituted to look after the matters that are related to the day-to-day functioning, quality enhancement and effective governance.

7.3 BEST PRACTICES

The college has maintained a distinct identity from its inception. Its illustrious alumni are a testimony to its high standards of academic and discipline.

The institution identifies and shares good practices with various stakeholders as follows:

- Student representatives are actively associated in different decision making bodies concerned with academic matter and their suggestions are given due weightage.

- Faculty members give their feedback in the staff meetings. Students interact and express their difficulties and also share their suggestions which can improve their quality of teaching.

- Culturals and outreach programmes provide great opportunities for identifying good practices by various constituents.

- The college practices secular values and ethics through showing equality and concern for other religions.

- Sharing of views and ideas in meeting and appreciating each other's suggestions promotes transparency and participation of the faculty and students.

- Every Wednesday the College holds an Assembly based on a value based theme. Students of each department take turns to conduct it under the supervision a faculty. It is also a forum to disseminate information on upcoming events, exams, general information and a venue to recognize students and Staff achievements.

- Before the commencement of classes every day morning prayers and a Thought for the day is impressed upon the students.

- The Academic calendar carries thought provoking quotations enabling the students to imbibe it.

- As a Catholic institution, the first Friday of every month Mass is celebrated. During that hour students of other religions are given moral instruction.
- Children of Staff and support staff are given concession in our Schools and College.

Following are some of the best practices that are undertaken in the institution.

Curricular aspects

- In addition to University curriculum, the management has initiated the Patrician College Empowerment Cell to offer additional skill development courses for employability of students.
- To facilitate the preparation of examination, all previous question papers of the University semester examination are posted on the college website. The library also maintains the question bank for ready reference and preparation for semester examination.

Teaching Learning

- Special attention to the slow learners helps in preventing dropouts.
- ICT usage in teaching is predominantly used by the faculty.
- The language laboratory facilitates to address the gap in language skills.
- A workbook on English Grammar was published by the Department of English. (as prescribed by the University of Madras in the Foundation Course English Syllabus).
- Two notebooks and a few textbooks are distributed to all first year students by the management. For second and third year students few text books are given.
- Promotion of healthy teacher student relationship.

Research Consultancy and Extension

- Availability of internet facility for all departments has helped in access to wealth of information.
- Granting NOC has increased the number of staff pursuing research.

Infrastructure and Learning Resources

- The campus is always kept clean through the support staff which has been highly commended by visitors.
- The college has state-of-art facilities particularly in terms of spacious class rooms and well maintained computer labs.
- TATA Sky with select educational channels are provided to students during leisure hours.
- Public Address System has been installed for effective college wide communication.
- ID card machine is installed for quick processing of students ID card.
- CCTV is installed at the gate and in various important zones of the College for security and safety purposes.

Student support and progression

- Discipline is a hallmark of the College and the alumni bear witness to the disciplined education they have received in the college thus enabling them for being successful in life and career.
- Students are happy with the good academic ambience provided.
- News Papers are provided to all Departments.
- Medical Insurance for students as well as parents has helped during crisis of accidents and death.
- First Aid facility in each Department has addressed safety measures.
- Napkin disposal machines are provided in the girls restroom
- The economically weaker and first generation learners are generously assisted by the management.
- Distribution of college team uniforms for all games encourages more participation in games and sports.
- Emphasis on co- curricular and extracurricular activities helps to identify latent talents and enhance leadership qualities.

- The college provides a very vibrant cultural life through celebrations of festivals and important occasions.

- The college has an award winning choir which performs both in college and outside college ably managed by a college choir master and is known widely in the city of Chennai as the Dancing Choir of Chennai.

- All the cash prizes won by the students, by their participation in sports and fine arts activities both within and outside college is retained by the students and this practice is appreciated by them.

- The College promotes inclusive practices by admitting students from the marginalized categories bring equality and social justice.

- Preference is given to admit girl students and the management gives them concession in fees.

Governance, Leadership and Management

- The Management is pro-active to initiate accreditation process, to obtain religious minority status and to take the institution to the next level of obtaining permanent affiliation and autonomous status.

- Honoring staff for cent percent attendance motivate the staff to be more committed.

- Active support and encouragement by the management to teachers for purchase of library books.

- The hospitality provided for all visitors of various programmes is highly appreciated. The visitors' book maintained by all departments serves as a document of reference to the vast human resources that the college has networked.

- Meetings of the Management, HODs, Department, Administrative staff, Parent Teachers, Alumni and Student Council meetings are scheduled in the academic calendar.

- Support staff play a very positive role in enhancing the delivery.

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the institutional Objectives and / or contributed to the quality improvement of the core activities of the college.

BEST PRACTICE I

Title of Practice: Educate and Empower the economically disadvantaged students and the first generation learners.

GOAL:

This project is aimed to create an opportunity for the economically disadvantaged students and first generation learners to be empowered with educational and life skills in order to level play with other students in their campus and face competitions both within the campus and outside.

Objectives of the Practice:

- To identify the students belonging to the category of First generation learners and the economically weaker sections.
- To monitor closely the academic performance of these students during their education.
- To understand the level of educational and life skills.
- To initiate a system to help every student in a holistic manner.
- To build a positive attitude in the mind of student towards learning.
- To provide a healthy environment between faculty and student.
- To bridge the class difference between these students and create an atmosphere of equality.

Context:

The College gives priority to admitting students who are first generation learners and students from the economically weaker category. The present system of education equates all students on the same platform without understanding whether these students learn to cope with the understanding of the concepts and communicate in English during their tenure in college. Besides, these students are vulnerable as they come from a section of community who lack basic facilities at home which hinder them to go through their studies without obstacles. Such students suffer severe psychosocial and emotional problems which most often are not addressed in the college campus due to the presence of large number of students and the inability of the teacher to balance between academic delivery and personal attention to students.

The Practice:

The Patrician College adopts specific strategies to identify the first generation learners, hand hold them during their study period and follow up their progress after completion of their studies. The helping relationship begins soon after the identification of such category of students and an integrated approach is adopted to assist the student from his personal and professional fronts.

Academic Help

- Assessment of the performance of the student and offering remedial or enabling classes.
- Helping the student to complete academic assignments such as helping him to prepare for the class seminar or presentation.
- Coaching him for class tests and end semester exam by providing previous question papers and enabling him to answer the questions.
- Reinforcing the lessons, breaking down difficult concepts in to simpler understanding.
- Bilingual classes after the regular working hours to facilitate the understanding of concepts.
- Peer mentoring is allotted to these students who are guided by an understanding and willing class mate who acts a peer mentor. The decision is voluntary and the student and the peer-mentor choose each other as per convenience.

Psycho-Social Help

- Mentoring to address his personal and psychological problem
- Building confidence and boosting self image through addressing his issues related to inferiority complex such as his family background, inability to converse in English.
- Motivating the student to take part in different sport and cultural events so that he can promote his leadership and social skills.

Financial Help

- The student is supported by scholarship by the management.
- Waiver of fees is given to those from economically weaker sections.

Evidence of Success:

There is a great change in students' academic success as time progresses. The students learn to set goals and accomplish it. This gives them a sense of achievement. This has created confidence, responsibilities and commitment in the students. The peer mentors and faculty in charge give them a positive influence to face any challenges in life. The pass percentage of these students is more than 90% as can be evidenced from the following description.

Achievements of first generation learners:

R. Arockiaraj Dominic, batch of 2008-11, first generation learner from a poor academic background had secured University rank and is currently working as an executive at the Bank of America, Bangalore.

First generation learner**, Jonathan D' Cruz** from the second batch of Social Work held the position of Department Secretary who passed out in 2013, was an academic rank holder and is working as an HR in a premier IT firm.

Problems Encountered and Resources required:

- The difficulty of the students to remain encouraged when academic activity needs more effort and their inability to cope with it is a challenge.
- To create a sense of equality before students with greater academic success.
- To bring them out of their cocoon to stand up for what they have decided to pursue.

Though, this practice has created a very strong impact on student community as a whole, still few students are not able to come out of their personal inhibition. The mentors (faculty in charge) work with them on individual basis to understand their needs.

BEST PRACTICE - II

Title of the practice: **Leadership Development through Associations and Clubs.**

Goal: This practice is aimed at enhancing student's leadership through Association and Clubs.

Objectives:

- To cultivate and nurture the leadership qualities of the students.
- To identify leadership talents and provide opportunities for development.

- To develop problem solving skills and critical thinking.
- To expose students to real day to day life situations and have hands on experience.
- To help them set goals for the benefit of themselves and society.

Context:

There is an abundance of leadership potential among the youth of today. Their energies are diverted into degenerative practices. This is due to the unavailability of channels to capture their energies. The need of the hour is to create avenues and channels whereby the student can focus on his skills and abilities to self development in reaching higher altitudes and engage himself in positive and constructive engagements.

Practice:

Patrician College attempts to provide the right opportunities for channelizing the energies of the youth and creating leaders among them. The College has initiated various forums by which the students can participate in leadership positions. The College sets up a student council where members are nominated by the faculty and elected by the student representatives. The student council consist of Chairperson, Vice Chairperson, Secretary and Treasurer. Leaders are also elected for various clubs and associations. Exemplary students with good academic record are the candidate pool from which the office bearers are chosen. This policy motivates the students to prepare well academically and hone their skills toward social service and other talents throughout their initial years of study so that they may be elected to the student council in the capacity of core council member or association/club officer.

Evidence of Success:

The council leaders, the clubs and associations officers are given opportunities which enable them to formulate action plans for core curricular and extracurricular activities. They work as a team thus learning the values of collaboration, cooperation and conflict management. They get the opportunity for decision making, mobilization of resources and networking through the organization of various programmes under their leadership.

Some of the concrete evidences of leadership training is presented below.

- A first generation learner turned leader, **Rashme C Mohan**, a 2008-11 batch student who studied B.Com from a poor economic background and the daughter of a paralyzed father was the Consumer Club Secretary in her final year of study is currently a Senior Executive at Maersk Global Services. To top it all, she is currently an executive member of the prestigious member of the Patrician Alumni committee.

- **Balaji .E,** III B.Com C.S is the present student Director of the Leo Club. He is a first generation learner yet the College has provided opportunities for him to become a capable leader and he is an organizer of many events and also has a first class percentage of 68% in his academic pursuits.

- **Jothi Priya**, a current third year student of III B.Com CS is the Chess captain and a platform for sports activities has enabled her to become a good leader in managing crisis situations.

- **Mr. Joshua Sathyaraj**. **G.M**., a current final year student is a first generation learner who has excelled both in academics and extracurricular activities is currently the Rotaract Club President and a member of the library committee

- **S. Mohan Raj** of III B.Com has beaten all odds from being a first generation learner to be the President of the Literacy Club and has been taking many initiatives on behalf of his club. His leadership skills have been fine tuned through active participation in club activities in addition to an excellent academic record.

- **Shanti. M** is the carrom captain of the College currently and has a decent first class percentage in spite of her sports activities and active participations in co-curricular activities The college has helped her to achieve her goals.

Problems Encountered:

- Even though the clubs and associations provides opportunities for leadership development, the college has a long way to go to ensure the participation of all students from the first generation learners and students from economically weaker section.

- The observation of the college is that these students are inhibited to come forward to actively take part in the leadership development programme due to several impeding factors like lack of encouragement from family and external peer groups. Their confidence level is low despite the college handholding and encouraging them to take the first step to enroll themselves in the leadership development programmes.

- New strategies need to be worked out to promote such candidates with additional inputs that will enable them to make use of every opportunity that is provided by the college.

Patrician College of Arts and Science

Chennai - Tamilnadu

Evaluative Report of Departments

Submitted to

National Assessment & Accreditation Council

For Accreditation: First Cycle

October 2014

DEPARTMENT OF ENGLISH

1. Name of the Department : Department of English

2. Year of Establishment:

Foundation English 2001
B.A English 2010

3. **Names of Programmes/Courses offered**:

B.A. English, Foundation course – English. Soft Skills, Non Major Elective – Journalism

4. Inter-Disciplinary courses and Departments involved:

The following Part IV Skill based subjects are offered to all other UG Departments.

Course:	Skill based subject	Semester program	Conducted by	Department benefited
Soft Skills	Essentials of |Language and Communication – Level I	1	English	All UG courses
	Essentials of Spoken and Presentation Skills Level I	1	English	All UG courses
	Essentials of |Language and Communication –Level II	1	English	All UG courses
	Essentials of Spoken and Presentation Skills- Level II	1	English	All UG courses
	Personality Enrichment	1	English	B.A. English
	Computing Skills	1	English	B.A. English
NME	Journalism	1	English	B.Com (Gen), BBA, BCOM (CS)

6. **Annual / Semester Choice based Credit System:**

Semester with Choice Based Credit System was introduced from the academic year 2008-2009

7. Participation of the Departments in the Courses Offered by other departments:

Semester	Subject	Offered by the Department
I, II, III, IV	Foundation Course Tamil	Tamil
I, II, III, IV	Foundation Course Hindi	Hindi
I, II, III, IV	Foundation Course French	French
1	An Introduction to Financial Markets(1 semester)	Commerce
1	Basics of Retail Marketing	Business Administration
1	An Overview of ISO	Corporate Secretaryship
II	Principles of Management	Commerce
II	Consumer Protection and Consumer Rights	Corporate Secretaryship
II	Elements of Insurance	Business Administration
I & II	Basic Tamil-I & II	Tamil Department

8. **Courses in Collaboration with other Universities, Industries, Foreign Institutions etc.**: Nil

8 Details of Courses/ Programmes discontinued(if any) with reasons: Nil

9 Number of Teaching Posts:

Designation	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	9	9

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D./M.Phil.etc.,) :

Name	Qualification	Designation	Specialization	Experience
Mrs. Lenora Vieyra	M.A., M.Phil(1990)	Head and Assistant Professor	Shakespeare, Indian Writing in English, American Literature	13.5
Mrs.LakshmiKumari R	M.A.,M.A. (MCJ), M.Phil SLET (1999)	Assistant professor	Indian Literatures in Translation, Phonetics and Phonology	13.5
Mrs.Mohanapriya	M.A., M.Phil	Assistant professor	Indian writing in English, American Literature.	7
Mrs. Ann Jacob	M.A., NET	Assistant professor	American Literature	5 1/2
Mr. PrithiviRajkumar	M.A., M.Phil	Assistant professor	American Literature, Language and Linguistics,	4
Mr.Dharmendar A	M.A., M.Phil	Assistant professor	Indian Literatures in Translation, American Literature	4
Ms. Deepa. S	M.A., M.Phil	Assistant professor	Indian Writing in English	1
Ms. DivyaDwivedi	M.A., M.Phil	Assistant professor	Indian Writing in English	2
Ms. Benita Samuel	M.A., M.Phil, B.Ed	Assistant professor	American Literature	

11. List of Senior visiting faculty:

- Mr. Pencier, Associate Professor, Department of English, LoyolaCollege, Chennai
- Mr. Manohar, Associate Professor, Department of English, LoyolaCollege, Chennai
- Dr. Ganesh, Associate Professor, Department of English,Madras Christian College,Chennai
- Dr. Meenakshi, Retd. Professor, Department of English,Queen Mary's College, Chennai
- Mrs. Eugenie Pinto, Retd. Principal, Department of English, Queen Mary's College, Chennai
- Dr. Hanifa Ghosh, Principal, Chevalier T. Thomas Elizabeth College, Chennai
- Dr. Christina Rajkumar, Principal, Stella Maris (Evening College), Chennai
- Dr. Stephen Jebanesan, Professor, Department of English, Madras Christian College., Chennai
- Dr. Ordetta Mendoza, Professor, Department of English, Stella Maris College, Chennai
- Dr. Angela Koreth, Retd Professor, Department of English, Miranda House College, Delhi University, New Delhi
- Dr. Abdul Shaik Wahab, Professor, Department of English,New College, Chennai
- Dr. J.M. Arul Kamaraj, Professor, Department of Social Work, Loyola College, Chennai

12. Percentage of lectures delivered and practical classes handled by temporary faculty: NIL

13. Programme-wise student-teacher ratio:

Program	Student-Faculty Ratio
1. UG English	18: 1
2. Foundation English (First Years)	35: 1

14. Number of Academic Support Staff (Technical) and Administrative Staff

a. Technical Staff - 1 for Soft Skills Practicals / Language Lab

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

Qualification	No of faculty
PhD	-
M.Phil	8
M.A.	1

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** NIL

17. **Departmental projects funded by DST_ FIST: UGC, DBT, ICSSR, etc. and total grants received:** NIL

18. **Research Facility / Center recognized by the University**: NIL

19. **Publications:** NIL

20. **Areas of consultancy and income generated:** NIL

21. **Faculty as members in a) National committees b) International committees c) Editorial boards:**

All the faculty of English are in the College magazine editorial board.

22. **Student Projects:**

Minor project is undertaken by the department to survey the level of English acquisition of First Generation Learners in the neighborhood area of the

College and studying in its sister Institution St. Patrick's Anglo Indian Higher Secondary School, Adyar, Chennai

23. Awards / Recognitions received at the National and International Level by:

a. **Faculty :** NIL

b. **Students:** NIL

24. List of Eminent Academicians and Scientist/visitors to the Department.

- Mr. Pencier, Associate Professor, Department of English, Loyola College, Chennai
- Mr. Manohar, Associate Professor, Department of English, Loyola College, Chennai
- Dr. Ganesh, Associate Professor, Department of English,Madras Christian College,Chennai
- Dr. Meenakshi, Retd. Professor, Department of English,Queen Mary's College, Chennai
- Mrs. Eugenie Pinto, Retd. Principal, Department of English, Queen Mary's College, Chennai
- Dr. Hanifa Ghosh, Principal, Chevalier T. Thomas Elizabeth College, Chennai
- Dr. Christina Rajkumar, Principal, Stella Maris (Evening College), Chennai
- Dr. Stephen Jebanesan, Professor, Department of English, Madras Christian College., Chennai
- Dr. Ordetta Mendoza, Professor, Department of English, Stella Maris College, Chennai

- Dr. Angela Koreth, Retd Professor, Department of English, Miranda House College, Delhi University, New Delhi
- Dr. Abdul ShaikWahab, Professor, Department of English,New College, Chennai
- Dr. J.M. Arul Kamaraj, Professor, Department of Social Work, Loyola College, Chennai

25. Seminars / Conferences / Workshops organized and the source of funding.

A. **National** - One day National Seminar on the Dynamics of English on 12th March 2011/ Self generated

B. **International** - Nil

26. Student Profile Programme course-wise

Name of the Course/Program	Applications received	Selected		Pass Percentage
		M	F	
2010	30	19	4	66.67%
2011	50	20	7	50%
2012	50	26	7	Yet to complete
2013	75	22	22	Yet to complete

27. Diversity of students

Name of the Course	Year	% of students from the same state	% of students from other states	% of students from abroad
B.A English	2010	72	18	10
	2011	80	20	---
	2012	86	14	---
	2013	77	23	---

28. How many students have cleared National and State competitive examinations such as NET, SLET, GATE, Civil Services, Defense Services etc. NIL

29. Student Progression :

Student Progression	2012 - 2013	2013 – 2014
UG to PG	20%	**20%**
PG to MPhil	----	----
PG to PhD	----	----
PhD to Post Doctoral	----	----
Employed	-----	-----
Campus recruitment	NIL	**NIL**
Other than campus employed	72%	75%
Entrepreneurship / Self Employment	8%	15%

30. Details of Infrastructural facilities:

A. **Library** – Well-Stocked department library for Language and Literature

B. **Internet facilities for staff and students** - 1 computer in staff room

C. **Laboratories** - 1 Language Lab

Language Lab with 50 computer nodes and 50 headphones for receiving linguistic instruction for both Literature students and other students too for Soft Skills.

D. **Classrooms with ICT facilities** : 1 (Audio-Visual Room)

31. No of students receiving financial assistance from College / university / government or other agencies

Scholarship	2010-2011	2011-2012	2012-2013	2013-2014
College	-	2	1	5
Government	3	5	7	5
Private	-	-	-	1

32. Details on Student Enrichment programs(Special lectures / workshops / seminars with external experts)

S.No	Resource Person	Topic	Date	Topic	Beneficiaries
1.	British Council , Chennai	PRE BEC orientation	13,14,15 July 2010	Business English certification and its uses	400
2.	Twice Academy, Chennai	One day seminar on soft skills	2011	Soft Skills	400
3.	Dr. Hanifa Ghosh, Principal, CTTE College for Women	Usage of English	11th March 2012	Chief Guest of the Seminar on English – the need for building confidence to English language acquisition	100
4.	Mr. SRM Chokkalingam, Proprietor, Versatile Business School, Chennai	Grammar and its uses	11th March 2012	Guest Speaker. He addressed on easy methods to learn Grammar	100
5.	Mr. Daniel Felix Joseph Chalke, Alumnus and Faculty, Patrician College of Arts and Science	Texting Language	11th March 2012	Alumnus and Guest Speaker. He spoke on the rise of a new sphere of words within English	100
6.	Dr. Christina Rajkumar, Vice Principal, Stella Maris(evening)	The Necessity of English in today's world	Oct 5, 2012	Chief Guest of the Inauguration of Association. Spoke on the rich History of the language	100
7.	Dr. Arul Kamaraj, Professor, Loyola College	Electoral Day	25thJanauary2013	Guest Speaker. He spoke on using language	100

S.No	Resource Person	Topic	Date	Topic	Beneficiaries
				to be the voice for the voiceless	
8.	Dr. Ganesh, Professor, MCC College	Workshop on META theatre	31stjan 2013	Chief Guest. Spoke on the Classical Drama and its structure	100
9.	Dr. Stephen Jebanesan, Professor, MCC College	Seminar on importance of English in todays world	2013	Chief Guest. Spoke on importance of English in Today's world	100
10.	Dr. Abdul ShaikWahab, Professor, New College, Chennai	How English language has influenced people	18th Feb, 2013	Chief Guest. The rising need to understand English to use it well for placement.	100
11.	S Meenakshi, Alumna (2010 – 2013)	Linguistics	19th September	To understand the bsic structure that makes up the language	30
12.	Anand Kumar Jha Alumnus (2011- 2014)	Necessity of Spoken English for Placement	19th September	Spoke on effective communication to secure a placement	50
13.	Dr. Angela Koreth, Retd Professor, Miranda House College, New Delhi	Gender Issues in literature	25th September	Chief guest and Guest Speaker. She spoke on how literature is a useful tool to bring out important social issues in a sublime level	150

33. Teaching methods adopted to improve student learning:

- Interactive learning methods
- Group discussions
- Interactive lectures with students
- Laboratory classes especially for linguistics students and for improving pronunciation and communication skills in general pertaining to Soft Skills
- Audio-visual aids like ICT materials including OHPs, Powerpoint presentation, etc.
- Problem solving – in home assignments, class participation problem-solving approaches are undertaken.
- For hands on training field visits to historical places are done
- Screening of classic novels and dramas pertaining to the syllabus

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Students act as Club Secretaries, and Club Representatives of various clubs like NSS, Rotaract, RRC, YRC, Leo Club, Consumer Club, Golden Triangle Dramatics Club, Foreign Students Club, Enviro Club and render services.
- They coordinate, actively participate and are a part of the decision making process with the club coordinators in various social activities.
- Faculties serve as co-ordinators of various clubs and associations. They also act as Staff editors in College Magazines and E-Newsletters.

Mrs. Lenora Vieyra	Editorial Board for the Magazine Nodal Officer (2013 – 2014)
Mrs. Lakshmi Kumari	Editorial Board for the Magazine

	Scholarship Co-ordinator Literay Club Cordinator Fine Arts Coordinator
Mrs. Mohanapriya	Women's Cell
Mrs. Ann Jacob	Editorial Board for the Magazine and E-Newsletter

35. SWOC Analysis of the Department and Future plans

Strengths

- Remedial personalized coaching to first generation learners
- Bilingual approach to non-English medium students – vernacular approach given only if required after college hours
- Mentoring students at a ratio of 10: 1. Formal and non-formal approaches are used to encourage students who lack motivation.
- Meeting with parents to help the parent and the ward to aid in the process of education.
- A strong team of dedicated faculty with a passion for teaching.
- Transparency and democratic leadership has given way to highly motivated and ambient atmosphere for learning.
- Positive reinforcement methods to garner student responsibility and leadership
- The newsletter of the Department VISTAS gives a platform for the students to exhibit their talent, creative writing skills, and abilities based on English Language Acquisition
- An opportunity to use Skill based Subjects for improving the Employability of the students
- Enrollment has considerably increased over the years.

Weakness

- The learning mode in school and inability to cope up with self-analysis study mode in College causes spoon-feeding
- Bilingual teaching which brings in a few setbacks in classrooms
- The expectation designed with the course and the non-participative nature of the students with the given focus sometimes causes low outputs.

Opportunities

- Infrastructure cogent to the learning mode of the students
- Participation in various conferences, seminars, workshops and literary fests
- Cross-stream learning possibilities are high
- Placement opportunities are broader
- Technology based learning using internet, PPTs, videos online
- Creative writing possibilities during the publication of newsletters and in-house publication.
- Soft Skills help in reinforcing communicative tools fo English speaking.
- Value Education programs serve as a platform to mentoring and giving motivation

Challenges

- Language teaching disability in a heterogeneous class with students from various learning abilities
- To enhance critical thinking and analytical skills
- Application of latest technology in teaching
- The public appeal about the course and its employable nature

- To help them understand the richness of the program and the amount of inuts they can receive from right focus to the Subject.
- Lack of motivation, media culture, distractions, negative effects of media have kept students under very low expectations' from themselves.

Future plans of the department

- To introduce PG course in English
- To offer certificate courses like Business English and Journalism
- To introduce more systems in the language lab.
- To publish a workbook for softskills.
- To conduct more workshops, poetry reading sessions, and participation in productions outside of the college.
- To enhance the Department Library by advising the alumni to contribute books which would in turn help the economically weak students.
- Take student for a visit to various historical places pertaining to English history and the local culture.
- To visit various libraries to train them in learning history directly from Primary Sources.

DEPARTMENT OF BUSINESS ADMINISTRATION

1. **Name of the department** : Business Administration
2. **Year of Establishment** : 2001
3. **Names of Programmes / Courses offered** : BBA

4. Names of Interdisciplinary courses and the departments/units involved:

Semester	Subject	Offered To
I	An Introduction to ISO	BCA, BSc(Comp sc), BSc (Vis Com), BA (Eng) in the first semester
II	Consumer Protection and Consumer Rights	BCA, BSc(Comp Sc), BSc (Vis com), BA (Eng) in the second semester

5. **Annual/ Semester/Choice Based Credit System:**

Semester with Choice Based Credit System introduced from the Academic Year 2008- 2009

6. **Participation of the department in the courses offered by other departments**

Semester	Subject	Offered By
I,II,III&IV	Tamil, Hindi, French, English	Language & English Department
I, II	Non Major Electives like Ms Access, HTML(both theory and practicals), Journalism(I&II), History of Tamil Cinema and Great Artists.	BCA, B.SC.(CS), B.Sc. (Vis. Com), B.A. (Eng.)
III & IV	Business Statistics and Operations Research	Mathematics Department

7. **Courses in collaboration with other Universities, Industries, Foreign Institutions, etc:** Nil

8. **Details of courses/programmes discontinued (if any) with reasons**: NA

9. **Number of Teaching posts:**

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	4

10. **Faculty Profile :**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. S. Nagajothi	M.Com, M.Phil, PhD, SLET	Assistant Professor	General	13
Mr.Daniel Felix Joseph Chalke	MBA, M.Phil, NET	Assistant Professor	HR	7
Ms. G. Mahalakshmi	M.Sc,MBA, M.Phil	Assistant Professor	HR	2.5
Mr. A. Raja	MBA, M.Phil, NET	Assistant Professor	HR	2.5

11. **List of senior visiting faculty:**

- Dr. Premavathi – Head, Assocaite Prof. PG Department of Commerce, Queen Mary's College, Chennai.
- Ms. Priyadarshini – Associate Professor, Department of Management Studies, Mohd Sathak College of Arts and Science, Chennai.

12. **Percentage of lectures delivered and practical classes handled by temporary faculty**: Nil

13. **Student -Teacher Ratio** : 30:1

14. **Number of academic support staff (technical) and administrative staff** : Nil

15. **Qualifications of teaching faculty with DSc/ D.litt/PhD/ MPhil/PG:**

Qualification	No of faculty
PhD	1
M.Phil	3

16. **Number of faculty with ongoing projects from**

a) National b) International funding agencies and grants received: Nil

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**: Nil

18. **Research Centre /facility recognized by the University**: Nil

19. **Publications:**

- **a) Publication per faculty**
- **Number of papers published in peer reviewed journals (National /International) by faculty and students:**

Faculty Name	National and International Publication with ISSN/ISBN
Dr. S Nagajothi	6
Mr. Daniel Felix Joseph Chalk	2
Mrs G Mahalakshmi	5
Mr A Raja	6

20. **Areas of consultancy and income generated** : Nil

21. **Faculty as members in**

a) **National committees b) International Committees c) Editorial Board**

Dr.S. Nagajothi	Chief Superintendent, UNOM
	IQAC-Co-Ordinator
	Editorial Board, Patrician College, Chennai

22. **Student projects:**

a) Percentage of students who have done in-house projects including inter departmental/programme – 30 %

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies – 100%

23. **Awards / Recognitions received by faculty and students:**

Student Name	Award won	Place/Year of award
Liu Ted On (2010-2013)	First Place for "Get Active", at YUVA	British Council , New Delhi (2013)

24. **List of eminent academicians and scientists / visitors to the Department :**

S.No	Eminent Speaker	Designation
1	Mr.Sarath Babu	CEO, Food King
2	Dr. V George	Chairman, Knowledge Exchange, Chennai
3	Dr. T R. Ananthkrishnan	Advisor, Developing Countries, Chennai
4	Dr. V Murali	Chairman, Board Of Studies, ICAI, New Delhi
5	Dr.Xavier Alphonse	Member, UGC, New Delhi

S.No	Eminent Speaker	Designation
6	Dr. Victor Louis Anthuvan	Chair person, LIBA, Chennai
7	Dr.Duraipandian	Principal, Agarsan College, Chennai
8	ThiruKeezhanurRajendran	MLA, Chennai
9	Dr. V. Manikandan	Head, Department of Accounting and Finance and Bank Management, Ramakrishna Mission Vivekananda College, Mylapore, Chennai
10	Dr. R. Rangarajan,	Associate Professor, Department of Commerce, University of Madras.
11	Mr. V.Balasubramaniam,	Secretary, Madras Stock Exchange
12	Ms. Priyadarshini,	Associate Professor, Mohammed Sathak College, Chennai
13	Mrs.Hemalatha Raman,	Former Executive of Trade, Siemens Ltd
14	Mr. Shankar,	Vice- President (sales and Marketing) RAMCO

25. **Seminars/ Conferences/Workshops organized & the source of funding:**

National	1 (Self Generated)
International	1 PCRA and Self Generated

26. **Student profile programme/course wise**:

Batch	Applications received	Applications selected/Enrolled		Pass Percentage
		Male	Female	
2010-2011	120	61	9	71%
2011-2012	125	62	8	76%
2012-2013	150	62	8	Yet to complete
2013-2014	150	56	14	Yet to complete
2014-2015	160	58	12	Yet to complete

27. **Diversity of Students:**

Name of the Course	Batch	**% of students from the same state**	**% of students from other States**	**% of students from abroad**
BBA	**2010-2011**	89.23	-	10.8
	2011-2012	94.11	-	5.9
	2012-2013	99	-	1.0
	2013-2014	95.68	1.42	2.9
	2014-2015	100	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

One students has cleared Group II TNPSC

29. **Student progression:**

Student Progression	**Against % enrolled**
UG TO PG	10%
PG TO M.PHIL.	-
PG.TO Ph.D.	-
Ph.D. to Post- Doctoral	-
EMPLOYED : ✓ CAMPUS SELECTION ✓ OTHER THAN CAMPUS	 24% 66%

30. **Details of Infrastructural facilities:**

a) Library : The department library, common to B.Com (General), B.B.A and B.Com (CS) has nearly 200 reference and syllabus based books which are used by the staff and students.

b) Internet facilities for staff and students : Available

c) Class rooms with ICT facility : Common Pool

d) Laboratories : Computer Lab, Language Lab common for all

31. **Number of students receiving financial assistance from college, university, Government or other agencies:**

Scholarships	2010-2011	2011-2012	2012-2013	2013-2014
Government	22	27	41	39
Management	-	-	3	-
Private	-	-	8	5

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:**

Year/Date	Resource Person	Topic	Beneficiaries
3rd and 4thMarch, 2009	Dr. Victor Louis Anthuvan, Chairperson, LIBA, Chennai	Chief guest for inter- collegiate competitions- addressed to the students on holistic development	200
9thMarch, 2010	Dr.Duraipandian, Principal, Agarsan College, Chennai	Chief Guest for inauguration of inter collegiate competitions- addressed on importance of education	180
10thMarch, 2010	ThiruKeezhanurRajendran, Ex-MLA, Chennai	Chief Guest for inauguration of inter collegiate competitions- addressed on role of	180

Year/Date	Resource Person	Topic	Beneficiaries
		youth in future development	
25thFebruary, 2011	Dr. V. Manikandan, Head, Department of Accounting and Finance and Bank Management , Ramakrishna Mission Vivekananda College, Mylapore, Chenni	Students were addressed on spirituality and education.	150
09th July, 2011	Fr. Freddy, Trainer, Chennai	Junior Achievement Programme with special focus on ERP	35
23th September, 2011	Dr. R. Rangarajan, Associate Professor, Department of Commerce, University of Madras.	Students were addressed on technological development and the need to be update with the same.	45
28th February, 2012	Mr.V.Balasubramaniam, Secretary, Madras Stock Exchange	Making sense out of sensex	50
July,2012	Ms. Priyadarshini, Associate Professor, Mohammed Sathak College, Chennai	Workshop on Research Methodology	52
February, 2013	MrsHemalatha Raman, Former Executive of Trade, Siemens Ltd, Chennai	Students were enlightened on the nuances of making presentations	180
October,2013	Mr. Shankar Vice President (sales and marketing), Ramco, Chennai	Students were addressed on ethical trends in marketing	165

33. **Teaching methods adopted to improve student learning:**

Lecture method, Problem solving and brain storming sessions, Paper presentation, Industrial visits, Role playing, Group discussion, enabling classes, Seminars and Power point presentation methods are used.

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities:**

- Ethnic day celebration
- Participation in Blood donation camps by Rotaract and Leo clubs
- Participation in outreach programmes
- Students have participated in various awareness programmes like awareness on cancer, diabetes, chronic pains, TB, health and food etc.
- Students actively participate in various social movements organized by various departments.
- Faculty members coordinate various clubs on rotational basis in every academic year.

35. **SWOC analysis of the department and Future plans:**

Strength:

- Practical knowledge is given to the students in computer applications to enhance employability skills
- Personality development programmes help the students gain self-awareness and inter personal behavioral skills
- Emphasis on uniqueness and individuality by encouraging the students to participate in seminars and conferences in and outside the institution

- Bilingual teaching methods are used to make the students understand the concepts in a better manner.
- Qualified, experienced, skilled, dynamic and dedicated faculty member
- Parents Teachers meet is conducted regularly
- Company based projects given industrial exposure to students
- Entrepreneurial based programmes motivate the students to venture into businesses.
- The department encourages transparency between faculty and students.
- Industrial visits give practical exposure to students about plant layout and production methods.
- Career guidance and placement training
- Department enrollment has increased considerably.

Weaknesses:

- Lack of communication skills among the students
- Low industry – institute tie up: this a main drawback as the UG students are not preferred by the companies to do the project work and industrial visit.
- As students are used to teacher centric learning from their school, participative learning becomes difficult.

Opportunities:

- With entrepreneurship concepts becoming popular, management is a well preferred area of study

- Practical exposure is given to students through project work which helps in tapping employment opportunities.
- Students are encouraged to undertake competitive exams.
- Soft skill and placement training in given to enhance their communication and competitive skills.
- Learning with social perspective is insisted on through value education.

Challenges:

- To give practical exposure to students about the recent development in the industries.
- To accelerate the institution -industry tie up
- To make the students aware about the prospects in the field of management
- Overall development of the students to equip them with skills suitable for recruitment in well reputed companies.
- To encourage the students to take up higher education
- To get funding agencies to conduct seminars and conferences.
- Lack of self motivation among the students as they are very much distracted by the various electronic gadgets and social networking.

Future plans of the department:

- To introduce a PG course in management
- To commence certificate course in management
- To organize more industrial visits

- To become a research department and carry out research projects by obtaining grant facility
- To strengthen research and publication
- To conduct collaborative programmes with other institutions and industry.

DEPARTMENT OF CORPORATE SECRETARYSHIP

1. **Name of the department** : Corporate Secretaryship

2. **Year of Establishment** : 2006

3. **Names of Programmes/ Courses offered** : B.Com. (Corporate Secretary ship)

4. **Names of Interdisciplinary courses and the departments/ involved**:

Semester	Subject	Offered To
I	Introduction to Financial Markets	BCA, B.SC.(CS), B.Sc. (Vis. Com), B.A. (Eng.)
II	Basic Principles of Management	BCA, B.SC.(CS), B.Sc. (Vis. Com), B.A. (Eng.)
IV	Company Law	B.Com. (Gen.)

5. **Annual / Semester / Choice Based Credit System**:

Semester with Choice Based Credit System was introduced from the academic year 2008- 2009.

6. **Participation of the department in the courses offered by other departments**:

Semester	Subject	Offered By
I,II,III&IV	Tamil, Hindi, French, English	Language & English Department
I, II	Non Major Electives like Ms Access, HTML(both theory and practical's), Journalism(I&II), History of Tamil Cinema and Great Artists.	BCA, B.SC.(CS), B.Sc. (Vis. Com), B.A. (Eng.)
III & IV	Business Statistics	Mathematics Department

7. Courses in collaboration with others universities, industries, foreign institutions, etc: Nil

8. Details of courses/ Programmes discontinued (If any) with reasons: Nil

9. Number of Teaching Posts:

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	4	4

10. Faculty Profile:

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms. B. Meena	M.Com., M.B.A., M.Phil., NET	Assistant Professor	Accounting, Marketing.	12
Mr.M. Krishna	M.Com., M.B.A., M.Phil.,	Assistant Professor	Financial Management	8
Ms.H.Maheshwari	M.Com., PGDM.,NET(Commerce)., NET(Management)	Assistant Professor	Finance	3
Ms..Philomina Xavier	M.Com., M.Phil.,	Assistant Professor	Marketing	1.5

11. List of senior visting faculty:

Dr. Premavathy, Principal, Govt. Arts College, Kudiyatham & Joint Dirtector, Vellore District, Tamil Nadu.

Mrs. Priyadarshini, Asst. Professor, Department of Management Studies, Mohammed Sathak College, Chennai.

12. Percentage of lectures delivered and practical classes handled by temporary faculty

Nil

13. Student- Teacher Ratio

30: 1

14. Number of academic support staff (technical) and administrative staff:

Nil

15. Qualification of teaching faculty with Disc/ D.itt/ PhD/ M.phill/ PG

Qualification	No of faculty
Ph.D	Nil
M.Phil	3
PG	4

16. Number of faculty with ongoing projects from :

(a) National; (b) International funding agencies and (c) Total grants received Nil

17. Departmental projects funded by DST-FIST: DBT, ICSSR, etc.: and Total grants received:

Nil

18. Research Centre / facility recognized by the university

Nil

19. Publications:

a) Publication per faculty

Faculty Name	National/ International publication with ISBN / ISSN
Mrs. B. Meena	9
Mr. M. Krishna	3
Mrs..Philomina Xavier	4

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a) National Committee b) International Committees c) Editorial Board

Mrs. B.Meena	Member in Editorial Board of college Magazines Department Magazines and National seminar proceedings "Kaleidoscope"
Mr. M. Krishna	Member in Editorial Department Magazines and National seminar proceedings "Kaleidoscope"
Mrs.H.Maheshwari	Editorial Board of Department Magazines
Mrs..Philomina Xavier	Editorial Board of Department Magazines

22. Student Projects

a) Percentage of students who have done in-house projects including Inter-departmental : Nil

b) Percentage of students doing projects in collaboration with industries/ Institute : 100%

23. Awards/recognitions received at the National and International level by Faculties and Students

Nishat Nazneen of III B.Com. (CS) Student won First Place in the National level conference Organized by Hindustan University (Academic Year 2013 – 2014).

During the year 2011, the Chair person of the Leo Club V.Jayaprasanth was awarded best Secretary in Chennai zone in the year 2010.

24. List of Eminent Academicians and Scientists/Visitors to the Department

Sl.no	Name of the Eminent Academicians/ Visitors to the department	Designation
1	Mrs. Gajalakshmi	HR, Pioneer India Ltd.
2	Mrs. Roshini Devi	Director, Versatile Business School,Chennai
3	Mr. V. Balasubramaniam	Secretary, Madras Stock Exchange
4	Mr. Ragunathan	CEO of Alletec AX Solutions Pvt. Ltd.
5	Mr. Thomas Parch	DGM, HR, L&T, Integrated service , Chennai
6	Dr. Guruswamy	Head, Department of Commerce, University of Madras
7	Dr. Premavathy	Principal Govt. Arts College, Kudiyatham , JD, Vellore District.
8	Dr. Rangarajan	Associate Prof., Department of Commerce, University of Madras
9	Dr. Ramakrishnan	Principal, TSN College, Chennai
10	Dr. Duraipandian	Principal, Agarsan College, Chennai
11	Mr. Nataraja Soma Sundaram	Manager, AVIVA Life Insurance, Chennai`
12	Dr. Manikandan	Head, Department of A&F & B&M, Vivekananda College, Chennai
13	Rev. Fr. Dr. Xavier Alphonse	Director, MCRADCE,Tamil Nadu
14	Mr. SarathBabu	CEO, Food King, Chennai
15	Captn. V.J.Pushpakumar	Director and Founder, Indian Institute of Logistics, Chennai.
16	Mr.Sukumar	General Manager, Indian Institute of Logistics, Chennai.
17	Mr.A.VijayBaskaran	Deputy Manager, NSIC, Chennai.
18	Mr.R.Balasubramanian	Manager, NSIC, Chennai.
19	Mr.Nandakumar	Regional Manager, Issues Dept, RBI, Chennai.
20	Mrs.Vijaythilagam	Superintendent, Consumer Advice Cell,Chennai Dept. of Civil Supplies and

Sl.no	Name of the Eminent Academicians/ Visitors to the department	Designation
		Consumer Protection, Chennai.
21	Dr.V.Murali	Chairman Board of Studies, ICAI, New Delhi.
22	Dr.V.A.George	Chairman, Knowledge Exchange, Chennai
23	Dr.T.R.Ananthakrishnan,	Adviser, Developing Countries
24	Mr. Barath Surendran	Director, Techmate Leadership Academy,Chennai

25. Seminars/Conferences/Workshops organized and the source of funding (National/ International) with details of outstanding participants, if any

National level	1(self generated)
International Level	1 PCRA / Self generated

26. Student Profile Programme / Course-wise

Batch	Applications received	Students Admitted/Enrolled		Pass Percentage
		Male	Female	
2010-11	**100**	**52**	**14**	**81.03**
2011-12	**70**	**58**	**12**	**47.36**
2012-13	**150**	**50**	**20**	**Yet to complete**
2013-14	**100**	**45**	**25**	**Yet to complete**
2014-15	**161**	**56**	**14**	**Yet to complete**

27. Diversity of students:

Name of the Course	Batch	% of Students from the State	% of Students from other States	% of Students from other Countries
B.Com cs	2010 – 2011	97	0	3
	2011 – 2012	88	1	11
	2012 – 2013	100	0	0
	2013 - 2014	97	3	-

28. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations :

Nil

29. Student progression

Student Progression	**Against% enrolled**
UG to PG	**16.07**
PG to M.Phil	-
PG to Post- Doctoral	-
Employed • Campus selection • Other than campus recruitment	 27 25
Entrepreneurship/Self-employment	**2**

30. Details about Infrastructural Facilities:

(a) **Library** : Yes. The Department library, common to both B.Com (G) & B.Com (A&F) has nearly 200 syllabus based books which are used by the staff and the students.

(b) **Internet facilities for staff and students** :Available

(c) **Class rooms with ICT facility**: Common Pool

(d) **Students' Laboratories** Computer lab & Language lab common for all.

31. Number of students of the department getting financial assistance from college, university, Government or other agencies :

Scholarships	**2010-11**	**2011-12**	**2012-13**	**2013-14**
Government	36	43	42	35
Private	-	1	2	4
Management	2	3	1	5

32. Details on student enrichment programmers (special lectures/ workshop/ seminar) with external experts:

Date	Resource Person	Topic	Beneficiaries
15.03.2011	Mrs. Gajalakshmi, HR, Pioneer India Ltd. Chennai.	Workers participation in the management in indian companies	B.Com.(CS) 200 Students
18.03.2011	Mrs. Roshini Devi, Director, Versatile Business School, Chennai	Higher education & career planning	B.Com.(CS)/BBA/B.COM 850 Students
28.02.2012	Mr. V. Balasubramaniam, Secretary, Madras Stock Exchange, Chennai.	Making sense out of sensex	B.Com.(CS)/BBA/B.COM 850 Students
29.09.2012	Mr. Ragunathan, CEO of Alletec AX Solution Pvt. Ltd.Chennai.	Bridging industry - academic knowledge gap	B.Com.(CS)/BBA/B.COM 850 Students
22.01.2013	Mr. Thomas Parch, DGM-HR, L&T Integrated Services, Chennai	A micro outlook - workshop	B.Com.(CS) 200 Students
24.09.2013	Mr. Barath Surendran Director, Techmate Leadership Academy	Trends in marketing	B.Com.(CS)/BBA/B.COM 850 Students

33. Teaching methods adopted to improve student learning:

Chalk and Talk Method, Lecturing, Case Study Method, Real Time Assignments, Group Discussion, Seminars, Role Play, Field Visits& Laboratory classes, Enabling classes, Mentoring.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

It is mandatory for the students to participate in Extension activities such as Rotaract, RRC, YRC, LEO, Fine Arts, Enviro club, and Citizen Consumer Club for which extra credits are awarded.

Mrs.B.Meena was the co-ordinator of leo club from 2009 to 2011.She was awarded best co-ordinator in the Chennai zone for organizing various welfare activities like Organ donation, blood donation camp for cancer patients etc.,

Mr. M. Krishna was the co-ordinator of Civil Service Club and all Faculties co-ordinate various clubs on rotational basis and also participate in the extension activities hosted by the department.

35. SWOC analysis of the department and Future plans:

Strength

- Qualified, experienced, skilled, dynamic, and dedicated faculty members
- Application of theory in practice as a part of learning activity
- Special coaching to the first generation learners /SC/ST students.
- Flexibility in teaching styles
- Regular parents teacher's meeting
- Exposure to the practicalities of the corporate world through institutional training.
- Organising seminars regularly .
- Two staff pursuing PhD.

Weakness

- Most of the students are selected from the first generation learners with average Academic background
- No flexibility in curriculum as it is designed by the parent university

Opportunities

- Placement offers from different companies.
- Learning with social perspective
- Being located in Chennai the teachers &students have access to different academic programmes held in various colleges & universities.
- Availing experts from neighboring industries.

Challenges

- Finding funding agencies
- To increase the strength of female students in the department
- Need to inbuilt values and ethical behavior among the students community.
- Language barriers among students possess a challenge.
- Tie up with foreign institutions and universities
- To publish department newsletters
- To conduct alumni meeting every year
- To conduct collaborative programs with institutions and industries
- To bring awareness and coach them to take up professional careers
- To conduct seminars and conferences

Future Plans of the Department:

- Tie up with foreign institutions and universities
- To publish department newsletters
- To conduct alumni meeting every year
- To conduct collaborative programs with institutions and industries
- To bring awareness and coach them to take up professional careers
- To conduct seminars and conferences for the enrichment of knowledge among staff and students.
- To have MOU with ACS chapter Chennai.
- To conduct collaborative programs with institutions and industries
- To bring awareness and coach them to take up professional careers
- To conduct seminars and conferences for the enrichment of knowledge among staff and students.

DEPARTMENT OF COMMERCE

1. Name of the department: Commerce

2. Year of Establishment :

B.Com (General)	2001
Additional Section B.Com (General)	2007
M.Com	2011
Additional Section B.Com (General)	2014
Shift-II	
B.Com (General)	2010

3. Names of Programmes/

Courses offered : B.Com General , M.Com General

4. Names of Interdisciplinary courses and the departments/units involved:

Semester	Subject	Offered To
I	Basics of Retail Marketing	B.C.A., B.Sc., B.Sc.(Vis. Com), B.A.(Eng.)
I	Financial Accounting	B.C.A., B.B.A.
II	Basic Elements of Insurance	B.C.A., B.Sc.(CS), B.Sc. (Vis. Com), B.A. (Eng.)
II	Cost and Management Accounting	B.C.A.
II	Management Accounting	B.B.A.
III	Financial Management	B.B.A.
IV	Business Taxation	B.B.A.

5. Annual/Semester/Choice Based Credit System:

Semester with Choice based Credit System was introduced from the academic year 2008-09.

6. Participation of the department in the courses offered by other departments:

Semester	Subject	Offered By
I & II	English	English Department
I & II	NME	B.C.A, B.Sc., B.A.(English), B.Sc.,(Vis.Com)
I, II, III & IV	Soft Skills	B.A. (English)
I & II	Tamil, Hindi, French	Language Department
I , II, III & IV	Business Mathematics, & Business Statistics And Operations Research	Mathematics Department
II, V	Principles of Management	B.B.A.
M .Com.	Quantitative Techniques	Mathematics Department
M.Com.	Information Technology	B.C.A.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NSIC (National Small Industries Corporation, Chennai)

8. Details of courses/programs discontinued (if any) with reasons:

B.Com (Shift II) was discontinued from academic year 2012 – 20 Reason: Due to administrative problems the management has decided to temporarily suspend Shift II B.Com coursefor the academic year 2012-2013.

9. Number of teaching posts:

Grade	Sanctioned	Filled
Professors	–	–
Associate Professors	-	-
Asst. Professors	15	15

10. Faculty Profile :

Name	Qualification	Designation	Specialisation	No. of Years of Experience
Dr. Arokiamary Geetha Doss	M.Com., M.Phil., Ph.D	Assistant Professor	Accounting	15.5
Ms. Unika, D.	M.Com.,M.Phil.,. M.B.A., NET	Assistant Professor	HRM	13.9
Ms. Meenakshi	M.Com, M.Phil., NET.	Assistant Professor	Accounting	8.6
Ms. Manjusha, T.V.	M.Com, M.Phil., NET.	Assistant Professor	Marketing	8.6
Ms. Bhuvaneswari, P.	M.Com, M.Phil.	Assistant Professor	Financial Management	10.8
Dr. Suresh Babu, R.	M.B.A., P.G.D.M.A. M.Com., M.Phil., Ph.D., SET.	Assistant Professor	HRM	7.5
Mr.S. Arockia Raj	M.Com,,B Ed., M.Phil.,	Assistant Professor	Marketing	7
Ms.Joicy Lidwina	M.Com,,B Ed., MBA.,M.Phil.,	Assistant Professor	Marketing	5
Ms. D. Sreepriya	M.C.S., M.Com, M.Phil.	Assistant Professor	Accounting	10.6
Mr. S. Arunan	M.Com, M.Phil., NET	Assistant Professor	Accounting	4.6
Mr.Y. Rufus Sooria Kumar	M.B.A., MHRM, PGDMM., M.Phil., NET	Assistant Professor	HRM	2.5
Ms. Mary Louisa .A	M Com., M.B.A., B.Ed. SET.,	Assistant Professor	Management	1.11 Months

Mr. J.Sakthivel	M.B.A, SET, NET	Assistant Professor	Marketing	1.6 Months
Mr.Muthu Kumaravel S	M Com., M.Phil.	Assistant Professor	Accounting	5½ years
Mr. Jagadeeshan B	M.Com., M.Phil., NET	Assistant Professor	Accounting	3 Years

11. List of senior visiting faculty:

Dr. Victor Louis- Chairperson, LIBA, Chennai

Dr.Vijaya Thilakam -Co-ordinator, Civil Supplies Department

Mr. Raju Iyer -Chairman of ICAI, Southern Indian Regional council

Mr.R.Balasubramanian- Manager, NSIC, Chennai

12. Percentage of lectures delivered and practical classes handled by temporary faculty: Nil

13. Student -Teacher Ratio (programme wise)

U.G. : 30: 1

P.G. : 15: 1

14. Number of academic support staff (technical) and administrative staff:

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	No of faculty
PhD	2
M.Phil	11
P.G	2

16. Number of faculty with ongoing projects from

a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University : NIL

Nil

19. Publications:

a) Publication of faculty

Faculty Name	National and International publication	National and International publication with ISSN/ISBN	Books Edited/ Books Authored
Dr. Arokiamary Geetha Doss	**12**	**4**	**3**
Mrs. Unika, D.	**6**	**1**	
Mrs. Meenakshi	**4**	**1**	
Ms. Manjusha, T.V.	**6**	**1**	
Mrs. Bhuvaneswari, P.	**10**	**1**	
Dr. Suresh Babu, R.	**18**	**6**	**1**
S. Arockia Raj,	**4**		
Ms Joicy Lidwina	**4**	**3**	
Mrs. D. Sreepriya	**5**		
Mr. S. Arunan	**3**	**1**	
Mr.Y. Rufus Sooria Kumar	**2**	**1**	
Mrs. Mary Louisa, A.		**1**	
Mr. J.Sakthivel		**1**	
Mr.Muthu Kumaravel, S.	**4**	**2**	
Mr. Jagadeeshan	**1**	**1**	

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

a) National Committee b) International Committees c) Editorial Board

Dr. Arokiamary Geetha Doss	Editorial Board: National Seminar Journal on "Transformation, Adaptation and Sustainability towards a bright future conducted by Patrician College. College Magazine from 2003 till date. Editor PATCOM Commerce Department Magazine. Editor Masobatra Magazine for Commerce/Management and Corporate Secretaryship. Advisory Committee: Was a member of the "Advisory Committee" in the National Seminar conducted by Guru Nanak College. "Innovative Strategies for Corporate Management in the Globalized Scenario" held on 25th January at Guru Nanak College, ISBN – 978 – 81 -90792 – 48 – 6.
Mrs.Unika	Editorial Board: College Magazine from 2003 till date. Editor PATCOM Commerce Department Magazine. Editor Masobatra Magazine for Commerce/Management and Corporate Secretaryship.
Mrs. Meenakshi	Editorial Board: Editor PATCOM Commerce Department Magazine Editor Masobatra Magazine for Commerce/Management and Corporate Secretaryship.
Ms.T.V. Manjusha	Editorial Board: Editor PATCOM Commerce Department Magazine Editor Masobatra Magazine for Commerce/Management and Corporate Secretaryship.
Dr. Suresh Babu	Editorial Board: Editor PATCOM Commerce Department Magazine Editor Masobatra Magazine for Commerce/Management and Corporate Secretaryship.

22. Student projects:

a) **Percentage of students who have done in-house projects including inter departmental/programme :** Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. : P.G 100%

23. Awards / Recognitions received by faculty and students:

STUDENTS:

Student Name	Batch	Awards\Achievements	Place
N. Velu	2004-07	Table tennis in all India level	University Player
R. Pradeep	2004-07	Hammer throw	University Player
		Half marathon	University Player
		Volley ball	University Player
Samuel George	2004-07	Volley ball	University Player
P. Jansi Rani	2005-08	Volley ball	University Player and represented all India university
Kiruthiga	2005-08	Volley ball	University Players and represented all India university
T. Kishwar Sultana	2005-08	Volley ball	University Players and represented all India university
M. Karthik		The Cross Country Race	10th Place
Lushanthan	2009-12	University Level Quiz Competition	3rd Place
C. Jagath Kumar	2010-13	• Represented Madras University Athletic Team In 400 mts	2nd Place

Student Name	Batch	Awards\Achievements	Place
		• All India Meet held in Chennai	Won the 4th place in 400Mts and 5th Place in the 4x400Mts Relay
Parthiban	2011-13	National Level Conference	First place and cash award of Rs.5000
Vignesh	2011-13	National Level Conference	First place and cash award of Rs.5000
Ms Sree priya	2012-13	Consumer Club award	Second prize
Pavithran	2012-14	National Level Player	Table Tennis
Vasanth Kumar	2012-15	Body Builder award in university level	First place

24. List of eminent academicians and scientists / visitors to the department

S.No	Name	Designation
1	Mr. R. Elavarasan	Asst. Manager, ICICI (MUMBAI)
2	Dr. Victor Louis Anthuvan,	Chairperson, LIBA, Chennai
3	Dr.V.George,	Chairman, Knowledge Exchange, Chennai
4	Dr.T.Ananthakrishnan	Advisor, Developing Countries
5	Mr.V.Murali ,	Chairperson, Board of Studies, ICAI, New Delhi
6	Mr.Sarath Babu,	CEO, Food King
7	Dr. Xavier Alphonse	Member, UGC, New Delhi
8	Fr. Freddy,	Founder of Junior Achievement, Chennai
9	Mr.Ramesh Panduranga Vittal	Asst Corporate Finance Manager, Alsonsa Electric, Gulf
10	Mr.Shankar,	Mahindra Pride School, Chennai
11	Dr.Vijaya Thilakam	Co-ordinator, Civil Supplies

S.No	Name	Designation
		Department, Chennai
12	Mr.R.Balasubramanian	Manager, NSIC, Chennai
13	Mr.A.Vijaya Baskaran	Deputy Manager, NSIC,Chennai
14	Mr.U.R.Srikanth	Head,Skill Development, Grey Matter Academics, Chennai
15	Captain Pushpakumar	Founder IIL, Chennai
16	Mr. Vallinayagam	Chief Executive Officer in Plant Engineering, Chennai
17	Mr. Raju Iyer	Chairman of ICAI, Southern Indian Regional council,Chennai

25. Seminars/ Conferences/Workshops organized & the source of funding:

National level	1(self generated)
International Level	1 PCRA / Self generated

26. Student's profile programme/course wise:

Shift-I

B.Com.,

Batch	Applications received	Students Selected / Enrolled		Pass %
		Male	Female	
2010-2011	150	105	35	61.94
2011-2012	170	105	35	78.12
2012-2013	250	107	33	Yet to complete
2013-2014	350	89	44	Yet to complete -
2014-2015	393	144	68	Yet to complete

M. Com.

Batch	Applications received	Student Selected/ Enrolled		Pass %
		Male	Female	
2011-2012	14	7	4	72.72
2012-2013	17	9	6	-
2013-2014	18	5	8	-
2014-2015	19	6	9	

Shift II

B.Com.,

Batch	Applications received	Students Selected / Enrolled		Pass %
		Male	Female	
2010-2011	75	33	14	50.5
2011-2012	60	34	13	65

27. Diversity of Students:

Name of the Course	Batch	% of students from the State	% of students from other States	% of student from other countries
B.Com., (SHIFT I)	2010-11	96	2	2
	2011-12	94	3	3
	2012-13	93	4	3
	2013-14	98	2	-
	2014-15	100	0	0
M. Com., (SHIFT I)	2011-12	100	-	-
	2012-13	87	13	-
	2013-14	93	7	-
B.Com., (SHIFT II)	2010-11	96	4	-
	2011-12	98	2	-

28. How many students have cleared national and state level competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

1 student cleared IBPS-Exam – 2012

3 students cleared TNUSRB-Exam – 2013

29. Student progression:

Student Progression	Against % enrolled	
	Shift-I	**Shift-II**
UG to PG	40%	10%
PG TO M.Phil	NIL	
PG.TO Ph.D.	NIL	
Employed : Campus selection Other than campus selection	 40% 20%	 30% 10%
Entrepreneurship/Self - employment	-	-

30 Details of Infrastructural facilities

(a) **Library**: The department library, common to both Commerce and Management department has nearly 200 Syllabus based books which are used by the staff and the students.

(b) **Internet facilities for staff and students**: Available

(c) **Class rooms with ICT facility**: Common pool

(d) **Laboratories** : Computer lab, Language lab common for all

31. Number of students receiving financial assistance from college, university, government or other agencies

Scholarships	**2010-11**	**2011-12**	**2012-13**	**2013-14**
Government	72	108	115	115
Private	16	15	12	7
Management	2	9	9	11

32. Details on student enrichment programmes (special lectures / workshops / seminar with external experts

Date	Resource person	Topic	Beneficiary
13/08/2008	A Workshop on Income Tax Returns/ PAN filing	Institute of Chartered Accountants	B.Com
09/7/2009	MR.R.Elavarasan Asst. Manager, ICICI Mumbai	Modern Trends In Share Market Trading	B.Com
03/03/2009 and 04/03/2009	Chief guest for inter-collegiate competitions-addressed to the students on holistic development	Dr. Victor Louis Anthuvan, Chairperson, LIBA, Chennai	B.Com, B.Com,(CS), B.B.A.
05/03/2011	Dr.V.George, Chairman, Knowledge Exchange Chennai	Innovation for creativity	B.Com, B.Com(CS), B.B.A.
05/03/2011	Dr.T.Ananthakrishnan, Adviser, Developing Countries	Road map of Brighter Future	B.Com, B.Com(CS), B.B.A.
05/03/2011	MR.V.Murali, Chairman,Board of Studies ICAI New Delhi	Strategies for Success	B.Com, B.Com(CS), B.B.A.
05/03/2011	MR.Sarath Babu,CEO, Food King	To be a successful Entrepreneur	B.Com, B.Com(CS), B.B.A.
05/03/2011	Dr.Xavier Alphonse,MEMBER, UGC, New Delhi	Communication Skill	B.Com, B.Com(CS), B.B.A.
09/07/2011	Junior Achievement Programme with special focus on ERP	Fr. Freddy	B.Com,
13/1/2012	MR.Ramesh Panduranga Vittal, Asst Corporate	International Job Marker Scenario	B.Com

Date	Resource person	Topic	Beneficiary
	Finance Manager, Alsonsa Electric ,GULF		
1/2/2012	MR.Shankar, Mahindra Pride School	Employability Skills	B.Com
6/9/2012	MR.R.Balasubramanian Manager, NSIC and MR.A.Vijaya Baskaran Deputy Manager, NSIC	ERP (Entrpreneurship OrientationProgram me)	B.Com
17/12/2012	MR.U.R.Srikanth Head,Skill Development, Grey Matter Academics	Career Guidance	B.Com
19/9/2013 to 21/9/2014	MR. Vallinayagam, Chief Executive Officer In Plant Engineering	Entreprenuership Orientation Programme	Students of all the Departments.
9/12/2013	Mr. Raju Iyer Chairman OF ICAI, Sourthern Indian Regional Council.	Career Guidance	B.Com

33. Teaching methods adopted to improve student learning

Lecture, Chalk and Talk Method, Case Study Method, Real Time Assignments, Group Discussions, Seminars,Role play and Field Visits.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- It is mandatory for the students to participate in Extension activities such as Rotract, RRC, YRC, LEO, Enviro club, Civil Service, Fine arts club and Citizen Consumer Club for which extra credits will be awarded

- ❖ Faculty members of the Department are in-charge of Enviro Club, Rotract Club Consumer Club, NSS
- ❖ Participation in Blood donation camps
- ❖ Participation in out- reach programmes
- ❖ Staff and students have participated in various awareness programmes like awareness on cancer, diabetes, chronic pains, TB, health and food etc.
- ❖ Staff members also play various roles like being Club in charges, Coordinating and the scholarship work etc.

35. SWOC analysis of the department and Future plans

STRENGTH

- ❖ Great Demand
- ❖ Catering to students from diverse background
- ❖ Experienced faculty in specialized field of study
- ❖ Offers scope for higher education of students and their employability
- ❖ Department is equipped with department library
- ❖ Team work and good interpersonal relations among faculty of the department
- ❖ A good department library and good collection of books on the subjects in the College library
- ❖ Enabling courses conducted for first generation and slow learners
- ❖ Exposure to the industrial visit

WEAKNESS

- Lack of research
- Most of the students community selected are first generation learners with average academic background No national / International linkages with Institutions and Organizations.
- No flexibility in curriculum as it is designed by the parent University.

OPPORTUNITIES

- Course gives rooms for employability and entrepreneurship
- Course content motivates them to take various service exams

CHALLENGES

- Academic industry interaction
- Lack of motivation among students.
- The huge subscription cost of international referred journals.
- Language barriers among students possess a challenge.
- Finding funding agencies.

Future plans of the department:

- Tie up with foreign institutions and universities
- To bring awareness and coach them to take up professional careers
- To conduct Seminars and Conferences for the enrichment of knowledge among staff and students.
- To become a centre of excellence.
- To start up department edited journals.
- To strength research & publications
- To conduct collaborative programs with institutions, and industries.

DEPARTMENT OF COMPUTER APPLICATIONS

1. Name of the department: Computer Applications

2. Year of Establishment

B.C.A	2001
Additional Section B.C.A	2007
Shift-II	
B.C.A	2010

3. Names of Programmes / Courses offered:

B.C.A. (Bachelor of Computer Applications)

4. Names of Interdisciplinary courses and the departments/units involved:

Semester	Subject	Offered To
I	MS-Access (Theory)	B.Com., (General), B.Com (Corporate Secretaryship), B.B.A.,
I	HTML (Theory)	B.Com(General).,B.Com(Corporate Secretaryship)., B.B.A.,
II	MS-Access Lab	B.Com (General)., B.Com (Corporate Secretaryship)., B.B.A.
II	HTML Lab	B.Com (General), B.Com (Corporate Secretaryship), B.B.A.
III	Computer Applications in Business	B.B.A.
III	Fundamentals of Information Technology	M.Com.

5. Annual/Semester/Choice Based Credit System :

Semester with Choice Based Credit System was introduced from the academic year 2008-2009.

6. Participation of the department in the courses offered by other departments:

Semester	Subject	Offered By
I	An Overview of ISO	B.B.A
I	Introduction to Financial Markets	B.Com(Corporate Secretaryship)
I	Basics of Retail Marketing	B.Com(General)
I & II	Basic Tamil-I & II	Tamil Department
II	Consumer Protection And Consumer Rights	B.B.A
II	Elements of Basic Insurance	B.Com (Corporate Secretaryship)

7. Courses in Collaboration with other Universities, Industries, Foreign Institutions etc : Nil

8. Details of courses/programmes discontinued (if any) with reasons :

B.C.A. (Shift II) discontinued from the academic year 2012-2013

Reasons : Due to administrative problems the management has decided to temporarily suspend Shift II B.C.A. course for the academic year 2012– 2013.

9. Number of Teaching Posts :

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	9	9

10. Faculty Profile :

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms. Anandapriya B (HOD)	M.C.A., M.Phil.	Assistant Professor	Software Engineering, Computer Networks	14.5
Mr. John Vaseekaran S	M.Sc. (IT), M.C.A.,M.Phil.	Assistant Professor	VB, JAVA, C, C++, Computer Networks	10.5
Ms. Thasin Fouzia M.H.	M.Sc. (IT), M.C.A., M.Phil.	Assistant Professor	VB, JAVA, C++, Computer Networks	9.5
Ms. Sri Vaishnavi K.R.	M.C.A., M.Phil.	Assistant Professor	C, Web Technology	7.5
Ms. Sangeetha K	M.C.A., M.Phil.	Assistant Professor	Computer Networks, Web Technology, VB	9.5
Ms. Jayasree G	M.C.A., M.Phil.	Assistant Professor	Operating Systems, Digital Image Processing, DBMS	12.5
Ms. Ajitha Purnima	M.Sc., CS, M.Phil.	Assistant Professor	C, Web Technology	9

Ms. Josephine Shanthi G	M.C.A., M.Phil.	Assistant Professor	C, C++, Data Structures	7.5
Ms. Annies Mary Jeya seeli J	M.Sc., (CS) M.Phil.	Assistant Professor	C, C++, Data Structures	2.5

11. List of senior visiting faculty:

- Dr. J .Senthil Kumar M.C.A, M.Phil, Ph.D is an Assistant Professor, PG Department of Computer Science, D.B.Jain College
- Dr. J . Senthil Kumar, visited the department as a Chief Guest and judged various events and Inter collegiate Competitions.

12. Percentage of lectures delivered and practical classes handled by temporary faculty: Nil

13. Student -Teacher Ratio :

UG : 30: 1

14. Number of academic support staff (technical) and administrative staff

Sanctioned	**1**
Filled	**1**

15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D/ M.Phil / PG:

Qualification	No of faculty
Ph.D	Nil
M.Phil	9
PG	Nil

16. Number of faculty with ongoing projects from

(a) National; (b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST: UGC, DBT, ICSSR, etc. and total grants received : NIL

18. Research Centre/facility recognized by the University : NIL

19. Publications:

a) Number of papers published in peer reviewed journals (National / International) by Faculties :

Faculty Name	National and International Publication with ISSN / ISBN
1. Anandapriya B	10
2. John Vaseekaran S	1
3. Thasin Fouzia M.H.	2
4. Sri Vaishnavi K.R.	4
5. Sangeetha K	1
6. Jayasree G	1
7. Ajitha Purnima	1

b) Number of papers published in peer reviewed journals (National / International) by students:

Name of the Student	National and International Publication with ISSN / ISBN
1. S.D. Sujeetha	1
2. F.D.Jibby Shirlin Padva	1

20. Areas of consultancy and income generated : Nil

21. Faculty as members in a)National Committees b)International Committees c) Editorial boards

22. Student Projects:

a) **Percentage of students who have done in-house projects including inter department programme :** 30%

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies** : Nil

23. Awards / Recognitions received by faculty and students: NIL

24. List of eminent academicians/scientists /visitors to the Department:

S.No	Name of the Resource Person	Designation/ Institution
1	Rev. Fr. Dr. Albert William	Director, Dept. of Computer Science, Loyola College, Chennai
2	Dr. Ananthi Sheshasaayee	Head, Dept. Of Computer Science & Computer Applications, Quad –a-Millet College of Arts and Science, Chennai
3	Dr. Prabath Kumar	Project Director, Bhavini, Kalpakkam, Tamil Nadu
4	Dr. R Ramanujam & Dr. Venkatesh Raman	Professors, Institute of Mathematical Science, CIT Campus, Chennai

25. Seminars/ Conferences/Workshops organized & the source of funding:

International - 1 Self generated

26. Student profile programme/course wise :

Name of the programme : B.C.A.(Shift I)				
Batch	**Applications received**	**Application Selected/Enrolled** **Male**	**Female**	**Pass Percentage**
2009-2010	277	76	24	81.12
2010-2011	214	53	47	65
2011-2012	280	84	16	52
2012-2013	256	80	20	Yet to complete
2013-2014	343	75	25	Yet to complete

2014-2015	300	74	27	Yet to complete

B.C.A.(Shift II)

Batch	Applications received	Application Selected/Enrolled		Pass Percentage
		Male	Female	
2010-2011	75	44	6	49
2011-2012	50	22	5	40

27. Diversity of Students:

Name of the Course	Batch	% of students from the same state	% of students from other states	% of students from abroad
BCA(SHIFT I)	2010-2011	98.93	-	1.06
	2011-2012	93.5	2.20	4.40
	2012-2013	100	-	-
	2013-2014	100	-	-
	2014-2015	99	0.9	-
BCA(SHIFT II)	2010-2011	98	2	-
	2011-2012	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- NET – 1 , IBPS – 1

29. Student progression:

Department of B.C.A

Student Progression	Against % enrolled	
	SHIFT I	SHIFT II
UG to PG	10%	10%
PG to M.Phil.	-	-
PG to Ph.D.	-	-

Student Progression	Against % enrolled SHIFT I	SHIFT II
Ph.D to Post-Doctral	-	-
Employed • Campus Selection • Other than campus recruitment	60% 29%	50% 40%
Entrepreneurship / Self-employment	-	-

29. Details of Infrastructural facilities:

a) Library Yes, The department library, common to both BCA & B.Sc(Comp Sci) has nearly 100 syllabus based books which are used by the staff and students.

b) Internet facilities for Staff & Students: is available.

c) Class rooms with ICT facility : Common Pool

d) Laboratories : Computer lab & language lab common for all

30. Number of students receiving financial assistance from college, university, government or other agencies:

Scholarship	2010-2011	2011-2012	2012-2013	2013- 2014
Government	69	80	94	66
Private	3	-	11	3
Management	-	7	8	4

31. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Date	Name of the Resource Person	Topic	No of Beneficiaries
18/6/2010	Antony King Bright,Manager, TNQ, Chennai [Alumni Batch 2004-2007]	A small talk in C Programming	III BCA (A) & (B) students

Date	Name of the Resource Person	Topic	No of Beneficiaries
6/10/2010	Ms. B. Divya Ruth, Assistant Professor, Dept of Computer Science & IT, Women's Christian College, Chennai	Judge- CYBORG'10 Exhibition	I , II & III BCA students
18/1/2011	Dr. Ananthi Sheshasaayee, HOD of computer Application & Comp Science, Quaid a Millath, Govt College of Arts and Science, Chennai	Chief Guest - Denavo Inter collegiate & The Future of IT today	I , II & III BCA students
5/2/2011	Dr. Prabath Kumar, Project Director, Bhavini, Dept of Atomic Energy, Chennai	Chief Guest – International Seminar TechFest 2011	International Seminar
23/8/2011	Dr. R Ramanujam & Dr. Venkatesh Raman, , Professors, Institute of Mathematical Science, CIT Campus, Chennai	TECH FEST 2K11, State Level Seminar, Topic – Applications of Mathematics in Distributed Computing Systems & Optimization in Data Structures	State Level Seminar – 150 students III BCA(A) , (B) & SHIFT II BCA students
15/9/2011	Mr. N. Rajesh, Chief Technical Trainer, Sansbound Networking school, Kodambakkam, Chennai	CND 2k11, Intercollegiate Workshop	Intercollegiate Workshop
15/06/2011	Mr. S.Muralitharan, Program Manager Take Solutions, Mylapore, Chennai	Chief Guest, GOOGOL 2012, Inter Collegiate	Inter Collegiate Comp Fest
13/07/2011	Mr.Stephen Emmanuel (Alumni Batch 2002-2005), Soft Skills Training	How to face an Interview?	II BCA(A) & (B) students

Date	Name of the Resource Person	Topic	No of Beneficiaries
	Manager, Sutherland Global Services, Chennai		
8/11/2011	Mr.Terence Biber & Mr. Antonio Clinton Highland, Hexaware Technologies, Chennai	Data Mining	II BCA(A) & (B) students
25/07/2012	Mr B. Harish, Network Security Analyst Jumper Network,Chennai	Networking & Hacking	150 students III BCA(A),(B) & SHIFT II BCA students
2/8/2012	Mr. Timothy Crocker(Alumni student - 2007-10 batch), Chennai	Judge- PPT	BCA students

32. Teaching methods adopted to improve student learning:

Seminars and Assignments, Assigning group Projects, Tutorial sessions , Group discussions, Seminars on latest developments in Technology by students, Using Projectors, Power Point Presentations, Chalkboard/Whiteboard, Conducting Enabling classes, Mentoring.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Faculty members are also the co-coordinators for various clubs in every year.
- Students are encouraged to participate in any one for the following club activities:
  - Conducted computer literacy awareness programme for the Govt. Corporation School Students
  - Blood Donation Camps- by Rotaract & Leo Clubs
  - Awareness programmes by NSS

- Consumer awareness programmes through Consumer Club
- Environmental awareness through Enviro Club

34. SWOC analysis of the department and Future plans:

Strengths:

- Demand for BCA programme.
- Qualified, cooperative , dedicated faculty ,senior Faculty with industrial experience
- Training the students both in hardware(conducted through exhibitions) and software applications
- Practical oriented training stimulates the students to improve their logical skills
- The department has very active and very supportive alumni.
- Good infrastructure facilities and well equipped laboratories
- Organizing and networking skills for conducting workshops and Inter collegiate events

Weakness:

- Communication gap in UG due to their schooling medium and also for First generation learners
- No flexibility in curriculum as designed by the parent University.

Opportunities:

- Aptitude training, soft skills enhancement programme is being given to them for better placement.
- Students can pursue higher education.
- Campus Recruitments

- Improvements in research activity
- Academia / industrial linkages with various organizations
- Exposure to IT world

Challenges:

- Drop / Raise in strength may occur when there is recession in IT industry
- Placement for internships and projects
- Finding funding agencies

Future Plans of the Department:

- To carry out research projects by obtaining grant from funding agencies
- To invite eminent experts the industries for guest lectures.
- Industrial visits to various companies.
- Conducting more National / International level seminars conferences Workshops.
- Consultancy service for students interested in carrying out short term research projects from other College and Universities.
- Conducting technical workshop in collaboration with industry or training institutes to provide better technical skills to the students.
- To initiate Certificates courses, PG courses, Professional Courses and Technical courses for the students, so that they have hands on experience and find suitable employment.

DEPARTMENT OF COMPUTER SCIENCE

1. **Name of the Department** : Computer Science

2. **Year of Establishment** : 2001

3. **Names of Programmes / Courses offered**

   B.Sc (Computer Science) : 2001

   M.Sc (Computer Science) : 2010

4. **Names of Interdisciplinary courses and the departments/units involved**

Semester	Subject	Offered to the Department
I	HTML MS Access	B.COM, B.B.A, B.COM (Corporate Secretaryship)
II	HTML (Practical) MS Access (Practical)	B.COM, B.B.A, B.COM (Corporate Secretaryship
III	Computer Application in Business	B.B.A
III	Fundamental of Information Technology	M.COM

5. **Annual/ Semester/Choice based Credit System (programme wise)**

   Semester with choice based credit system introduced from the academic year 2008-2009.

6. **Participation of the department in the courses offered by other departments**

   Nil.

7. **Courses in Collaboration with other Universities, Industries, Foreign Institutions, etc.**

   Nil.

8. **Details of Courses/Programmes discontinued (if any) with reasons**

M.Sc (Computer Science) Reason: NO takers

9. **Number of Teaching Posts**

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	4	4

10. **Faculty profile with name, qualification, designation, specialization:**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mrs.F.Mashiya Afroze	M.Sc. Computer Science M.Phil.,	Asst Professor	Computer Architecture	9 years
Mrs. R. Frizilin	M.Sc. Computer Science and Information Technology M.Phil.,	Asst Professor	Operating Systems	9 years
Mrs.B.Subbulakshmi	M.C.A., M.Phil., M.B.A.	Asst Professor	Data Mining	9 years and 7 months
Mrs. V. Janaki	M.C.A., M.Phil., SET	Asst Professor	Computer Graphics	11 years and 6 months

11. **List of Senior visiting faculty**

Name of the Faculty	College
Mrs. Shanthi	Dr. M.G.R. College of Arts and Science, Chennai
Mrs. Radhika	Ethiraj College for Women, Chennai
Mrs. Jose Suganya	S.S.S Jain College for Women, Chennai
Mrs. Suamiya	S.S.S Jain College for Women, Chennai
Mr. Alexander	Loyola College, Chennai
Mrs. Vijaya	Loyola College, Chennai
Mrs. Maria	Dr. M.G.R College of arts and science

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

Nil

13. **Student -Teacher Ratio (programme wise)**

25 : 1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled**

Academic support staff (technical) and Administrative staff

Sanctioned	2
Filled	2

15. **Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.**

Qualification	No of faculty
PhD	NIL
M.Phil	4
P.G	NIL

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**

Nil

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**

Nil

18. **Research Centre /facility recognized by the University**

Nil

19. **Publications:**

Name of the Faculty	National	International
Mashiya Afroze F	-	1
Frizilin R.	1	2
Subbulakshmi B	-	3

20. **Areas of consultancy and income generated**

Nil.

21. **Faculty as members in a) National committees b) International Committees c) Editorial Boards….**

Mrs. F. Mashiya Afroze	Editorial member College Magazine Editorial member Department News Letter
Mrs. Frizilin,	Editorial member Department News Letter
Mrs. B. Subbulakshmi,	Editorial member Department News Letter
Mrs. V. Janaki	Editorial member Department News Letter

22. **Student projects**

a) Percentage of students who have done In-house projects including Inter Departmental/Programme :35%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil.

23. **Awards / Recognitions received by faculty and students**

Name	Awards	Place / Year of Awards
Vishal Li Yong	Participated	YUVA Meet 2012, Conserving Global Commons : Transforming Knowledge into Action on 30th and 31st January 2012, New Delhi.
Jonathan Preetham, Koshy Ninan, Jonathan Robert, Ralph Sylvester, Bipin Pal	1st place Cash award of Rs. 2000	National level working model competition and exhibition organized by Shri Krishnaswamy College for Women on 26th and 27th September, 2013

24. **List of eminent academicians and scientists / visitors to the department**

S. No	Name of te Recourse Person / Designation / Organization	Year
1	Dr. Prabath Kumar Project Director, Bhavini Dept. of Atomic Energy, TN Govt.	2011
2	Mr. Manikandan M.C.A., M.Phil., Assistant professor Department of Computer Science, Sri Sankara Art and Science College, Enathur, Kanchipuram, Tamil Nadu	2011
3	Dr. Ramanujam Professor in Institute of Mathematical Sciences, Taramani, Cheenai	2011
4	Mrs. Julia Gracy, M.C.A, Professor, Justice Basheer Ahmed College of Arts and Science, Chennai	2013
5	Dr. P.R. Vittal M. Sc Ph.D, Former Principal and Head Department of Mathematics, RamaKrishna Mission Vivekananda College, Chennai	2013

25. **Seminars/ Conferences/Workshops organized & the source of funding**

a) National b) International

In collaboration with Department of Computer Applications and Department of Mathematics the Department of Computer Science conducted an International Seminar TECH FEST 2011 on 5th Feb 2011

Name of Resourse Person	Designation / Organization	Topic	Source of Funding
Dr. Prabath Kumar	Project Director, Bhavini Dept. of Atomic Energy TN.Govt	CG International Seminar 2011	Self

26. **Student profile Programme/course wise:**

Batch	Applications received	Applications selected/Enrolled		Pass percentage	
		Male	Female	Male	Female
2008-2009	130	31	16	48.38%	87.50%
2009-2010	75	37	13	48.48%	92.85%
2010-2011	100	32	18	60.33%	82.35%
2011-2012	100	29	21	84.61%	41.17%
2012-2013	125	38	11	Yet to complete	Yet to complete
2013-2014	125	29	21	Yet to complete	Yet to complete
2014-2015	142	32	18	Yet to complete	Yet to complete

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. (CS) 2008-2009	96%	4%	-
B.Sc. (CS) 2009-2010	98%	-	2%
B.Sc. (CS) 2010-2011	92%	-	8%
B.Sc. (CS) 2011-2012	100%	-	-
B.Sc. (CS) 2012-2013	98%	2%	-
B.Sc. (CS) 2013-2014	100%	-	-
B.Sc. (CS) 2014-2015	100%	-	-

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

GATE – 2

29. **Student progression**

Student Progression	10-11	11-12	12-13	13-14
UG to PG	30%	27%	28%	35%
PG to M.Phil.	-	-	-	-
PG. to Ph.D	-	-	-	-
Ph.D to Post Doctoral				
EMPLOYED : Campus Selection	10%	15%	40%	45%
Other than Campus Selection	50%	55%	60%	60%

30. **Details of Infrastructural Facilities a) Library b) Internet facilities for Staff & Students c) Class rooms with ICT facility d) Laboratories**

a) Library	Department Library has 100 books common to both Computer Science and BCA and it is maintained by department faculty and a Centralized library with 750 books on recent technology.
b) Internet facilities for staff	A Lease Line connection available to faculty. Centralized facility at computer lab available to students on request
C) Total number of class rooms	3
d) Laboratories	2 (Labs are fully equipped with ICT facilities. About 100 students can occupy the lab at a time.)
e) Microprocessor and Digital laboratories	1
f) Total no of Class Room with ICT facility	1 (Common Pool)

Software Details

S .No	Software	License
1	Adobe Family for web Application	Licensed
2	Microsoft Software • Visual Basics 6.0 • MS SQL • MS Server and Client • Visual Studio • MS Office	Licensed
3	Turbo C & C++	Licensed
4	Java – JDK 1.3	Freeware
5	Oracle 9i – Server and Client	Licensed
6	Avast 9.0	Freeware
7	Adobe Reader	Freeware
8	C-Cleaner 3.0	Freeware
9	Winrar	Freeware

The following table gives a detail view of the systems and their configurations

S.No.	Equipments	Equipment name	No. of Systems	Total
1	Systems	Core2Duo – Systems	52	104
		Core-i3 – System	52	
2	Servers	HP Rack Server	1	2
		IBM Tower Server	1	
3	CD/DVD	(CD/DVD_R/RW)	1	2
		DVD_R/RW	1	
4	UPS	UPS	2	50
5	Batteries	UPS-01	30	
		UPS-02	20	

6	Printers	Wipro (Dot matrix)	1	5
		Epson	2	
		HP	2	
		HP – Toners	2	
7	Projector	Epson	1	2
		Sony	1	
8	Network Switches	LAN Switches	7	

31. **Number of students receiving financial assistance from college, university, government or other agencies**

Scholarship	**2008-2009**	**2009-2010**	**2010-2011**	**2011-2012**	**2012-2013**	**2013-2014**
Government	19	20	16	28	28	35
Private	-	-	1	1	2	3
Management	-	1	-	2	1	1

32. **Details on student enrichment programmes (special lectures / workshops /seminar) with external experts**

Date	**Name of the Resource Person**	**Topic**	**Beneficiary**
5 -2 - 2011	Dr. Ramanujam Professor in Institute of Mathematical Science, Taramani, Chennai	Innovative Computing	150 (B.Sc Computer Science) 300 B.C.A
24 - 8 -2011	Mr. Manikandan M.C.A., M.Phil., Assistant professor Department of Computer Science, Sri Sankara Arts and Science College, Enathur, Kanchipuram, Tamil Nadu	Cyber Crime and Gesture recognition	150 (B.Sc Computer Science)

31-1-2013	Mrs. Julia Gracy M.C.A, professor, Justice Basheer Ahmed College of Arts and Science, Chennai	Machine Learning	150 (B.Sc Computer Science)
13 -12-2013	Dr. P.R. Vittal M. Sc Ph.D, Former Principal and Head Department of Mathematics, RamaKrishna Mission Vivekananda College, Chennai	Vector Calculus	150 (B.Sc Computer Science)

33. **Teaching methods adopted to improve student learning**

- Faculty member's role is more as a facilitator to the 'Learner'.
- Students are taken for Industrial Visits.
- Hardware components are demonstrated to the students.
- Extensive use of ICT in teaching. Faculty members have easy access to all devices as well as applications for effective communication, eg Projectors.
- Students are encouraged to take seminars in each subject.
- Learning through Practical and Group Discussion is motivated
- Remedial classes for slow learners.

35. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Participation of students in social welfare programmes like Blood Donation Camps, as Scribes, NSS volunteers etc.
- Students are the members of various clubs in the college like NSS, Rotaract, Leo, Enviro and so on.

- Faculties are also in-charge of various clubs.
- The Department News Letter is released by the students every year.
- Invited Guest Lectures Delivered
- Inter Collegiate, Inter Department and Intra Department events are conducted every year.
- Students are encouraged to participate in paper presentations and other technical events both inside and outside the campus.

35. **SWOC analysis of the department and Future plans**

Strengths

- Faculty with expertise in different disciplines and from different Universities.
- The department encourages transparency between faculty and students.
- Qualified, Experienced, Skilled, Competent and Committed Faculty.
- Enabling classes are conducted for slow learners and effective mentoring done.

Weakness

- Curriculum structuring is bounded by Parent University.
- Lack of publications.
- Under graduate students are discouraged in IT Fields.

Opportunities

- Encouraging the student to do mini project using the programming languages they have studied.
- Preparing the students to face interview by conducting aptitude classes.

- Presenting seminars by experts.
- Learning social perceptive through syllabus.
- Placement assistance and training given to students.

Challenges

- Funding agencies for the departmental events.
- Rapid change in the requirement of industries and employability.
- Rapid change in software requirement.

Future plans of the department

- Strengthening the campus placement.
- Enhance publications.
- To introduce certificate courses.
- To organize Workshops on relevant subjects and job-oriented topics.
- Encourage students with various software projects and internship programmes during the vacation periods.

DEPARTMENT OF VISUAL COMMUNICATION

1. **Name of the department** : Visual Communication

2. **Year of Establishment :** 2005

3. **Name of Programmes / Courses offered :**

   B.Sc. Visual Communication

4. **Name of the Interdisciplinary courses and departments/units involved :**

Semester	Subject	Offered To
I	History of Thamizh Cinema	B.Com (General), BBA, and B.Com(CS)
II	Great Artist	B.Com (General), BBA, and B.Com(CS)

5. **Annual / Semester/Choice Based Credit System :**

   Semester with Choice Based Credit System was introduced from the academic year 2008-2009.

6. **Participation of the department in the courses offered by other departments:**

Semester	Subject	Offered By
I	Basics of Retail Marketing	B.Com.(General)
	An Overview of ISO	BBA
	Introduction to Financial Markets	B.Com (CS)
	Essentials of Language and Communication – Soft Skills	English
	Basic Tamil - I	Tamil
II	Basic Element of Insurance	B.Com (General)
	Consumer Protection and Consumer Rights	BBA
	Basic Principles in Managements	B.Com (CS)
	Essential of Spoken and presentation Skills - Soft Skills	English
	Basic Tamil - II	Tamil

7. Courses in collaboration with other universities, industries, foreign institutions, etc. Nil

8. Details of courses/programmes discontinued (if any) with reasons.

Nil

9. Number of Teaching Posts

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	5	5

10. Faculty Profile :

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mr.Vijay Kumar V	M.Sc., M.Sc, M.A., M.Phil, NET, SET	Assistant Professor	Television Production, Film Studies	10
Ms. Gayathri C S	M.A	Assistant Professor	Advertising, Film Studies	3
Mr.Pradeep Kumar M S	M.Sc	Assistant Professor	Sound Production, Photography	2
Ms. Suvitha G	M.Sc, NET, SLET	Assistant Professor	Television Production, Photography	6
Mr. Habeeb Ur Rahman S	M.Sc	Assistant Professor	Animation, Computer Graphics	2
Mr. Martin Baskar J	BCA, DEH, CCNA, MCITP, C.G.D	Technical Staff	Computer Graphics	1

11. List of senior visiting faculty:

Prof. V.M. Raviraj- Head, Dept. of Direction, Dr. M.G.R. Film Institute, Chennai.

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

Nil

13. Student - Teacher Ratio :

25:1

14. Number of academic support staff (technical) and administrative staff;

Sanctioned	Filled
1	**1**

15. Qualifications of teaching faculty with Dsc/D.Litt/Ph.D/M.Phil/PG:

Qualification	No of faculty
M.Phil	1
P.G	4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :

Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :

Nil

18. Research centre/ facility recognized by the University:

Nil

19. Publications – 1

Name of Faculty	National/International
Mr.Vijaykumar	**1**

20. Areas of consultancy and income generated :

Nil

21. Faculty as members in

a) National Committees b) International Committees c) **Editorial Boards**

Nil

22. Student projects:

a) Percentage of students who have done in-house projects including inter-departmental / programme: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ Other Agencies :75%

23. Awards / Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists / visitors to the department.

S.no	Name	Designation
1.	Prof. V.M. Raviraj	Head, Dept. of Direction, Dr. M.G.R. Film Institute, Chennai.
2.	Prof.Henry Maria Victor	Dean School of Media Studies, Loyola College, Chennai
3.	Dr. I. Arul Aram	Associate Professor and Head Department of Media Sciences, Anna University, Chennai.
4.	Mr. Muthukumar	Fashion and Advertising Photographer, Chennai

S.no	Name	Designation
5.	Mrs. Jennifer Arul	Managing Director, NDTV Hindu, Chennai
6.	Prof. Dr. Uma Vangal	Short film Director,Chennai
7.	Mr. Sundar	Excecutive, Sanraa Media,Chennai
8.	Mr. Jayavel	Programmer, Kalaignar TV,Chennai
9.	Mr. Prathap Pothan	Actor and Director,Chennai
10.	Mr. Shiva	Videographer, Kalaignar TV,Chennai
11.	Ms. Gitanjali Bose	Sub Editor, Media Corp Quest, UAE.
12.	Mr. Jeevan Venkatesh	Fashion Photographer,Chennai

25. Seminars / Conferences / Workshops organized and the source of funding :

a) **National** : Nil

b) **International** : Nil

26. Students profile programme/course-wise :

B.Sc., Visual Communication

Batch	Application Received	Application Selected/ Enrolled		Pass %
		Male	Female	
2010-2011	55	42	05	80.48
2011-2012	57	37	01	76.31
2012-2013	60	38	04	Yet to Complete
2013-2014	65	47	02	Yet to Complete
2014-2015	65	48	02	Yet to Complete

27. Diversity of Students:

Name of the Course	Batch	%of Students from the State	% of Students from other State	% of Students from abroad
B.sc Visual Communication	2010 – 2011	92.8%	2.4%	4.8%
	2011 – 2012	97.4%	2.6%	–
	2012 – 2013	91.2%	4.4%	4.4%
	2013– 2014	95.9%	4.1%	–
	2014– 2015	96%	2%	2%

28. How many students have cleared National and State competitive examinations such as NET, SLET, GATE, Civil services, Defense Services, etc.?

NET-1

TANCET-1

29. Student Progression

Student Progression	Against % enrolled
UG to PG	21.04%
PG to M.Phil.	-
PG.to Ph.D	-
Ph.D to Post -Doctoral	-
Employed • Campus Selection • Other than Campus recruitment	15.71% 36.78%
Entrepreneurship/Self-employment	3%

30. Details of Infrastructural Facilities.

a) Library : Yes. The department library has nearly 50 books which are used to both by staffs and students.

b) Internet facilities for staff and students: Available

c) Class room with ICT facility : 1

d) Laboratories : Audio Visual Room for screening and presentations – 1 , Video Production Studio – 1, Photography Studio – 1, Sound recording studio – 1 , Multimedia Lab along with editing suite – 1.

31. Number of students receiving financial assistants from college, university, government or other agencies.

Scholarships	2010-2011	2011-2012	2012-2013	2013-2014
Government	2	2	4	8
Private	-	-	-	-
Management	-	-	-	-

32. Details of student enrichment programmes (special lectures/ workshops/ seminar) with external experts.

Year	Resource Person	Topic	Beneficiaries
2009	Mrs. Jennifer Arul, Managing Director, NDTV Hindu	Third Eye	Viscom III Year – 30 Students
2010	Prof. Dr. Uma Vangal, Short film Director	CLICK	I,II and III Viscom – 135 Students
2009	Mr. Mohan Natesan, Creative Director Mrs. Susan, Australian Poet	Initiatives	I Viscom – 45 Students
2010	Ms. Nandhini, Director	Chimera	Inter Collegiate Event – 150

Year	Resource Person	Topic	Beneficiaries
			Students
2010	Mr. Sundar, Sanraa Media	Seminar on Computer Graphics	II Year – 50 Students
2010	Mr. Jayavel, Programmer	Seminar on Television Production	III Year – 50 Students
2010	Mr. Shiva, Videographer, Kalaignar TV	Seminar on Videography	III Year – 50 Students
2011	Mr. Prathap Pothan, Actor and Director	CLICK	II and III Year – 100 Students
2012	Mr. Muthukumar, Fashion and Advertising Photographer	Seminar on Action Photography	Inter Collegiate Seminar – 150 Students
2012	Mr. Vijayan, Proprieter, Erumaigal Acting School	Seminar on Acting	I , II and III year – 30 Students
2013	Prof. V.M. Raviraj, Head, Dept. of Direction, Dr. M.G.R. Film Institute, Chennai.	CLICK	II and III Year – 100 Students
2013	Dr. I. Arul Aram, Asso. Professor and Head, Department of Media Sciences, Anna University, Chennai	Patrician Gasette	I,II and III Viscom – 135 Students
2013	Mr. V.K. Mani, Advertising Photographer,	Seminar on Photography	III Year – 50 Students
2013	Ashwath Naganathan , Assistant Producer ,New Delhi Television	Seminar on TV and News Production	II and III Year – 100 Students
2014	Ms.Gitanjali Bose,Sub Editor ,Media Quest Corp,Dubai.	INITIATIVES- A Talent Exhibition	I Year – 50 Students
2014	Mr.Jeevan Venkatesh, Fashion Photographer.	Bishop Daniel Delany Photography Workshop.	III Year – 50 Students

33. Teaching methods adopted to improve student learning

Lectures, Power Point Presentation, Field and Industrial Visits, Group Discussion,

Case Study, Quiz / Debate / Seminars, Film Screening, Project Guidance.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

- Through **NSS, RRC, Rotract club, Leo club, YRC, Consumer Club, Enviro Club** to reach out the society.
- Every Staff member has the chance of being in charge for any one the club on the rotational basis.

35. SWOC analysis of the department and future plans.

Strengths

- Photography studio and sound production studio.
- Pass percentage of the students are 80% and above.
- Effective mentoring and flexibility in teaching methodology.
- Workshops on several fields – photography, acting, animation etc.
- The department encourages transparency between faculty and students.
- An exclusive laboratory with computers of latest configurations.
- Qualified, experienced, skilled, dynamic and dedicated faculty members

Weakness:

- Limited publications.

- Syllabus need to be revised by the parent university, to extend the knowledge of latest technologies.
- Lack of motivation among the students as they are very much distracted by various electronic gadgets and social networking.

Opportunities:

- Varied creative opportunities for students to work in Media.
- Industrial exposure to students through internships.
- The students could exhibit their creative talents in the form of short film, documentary, television programmes which will a port folio for them.
- Students have umpteen opportunities to get knowledge from various resource persons who are called for seminars and workshops.
- To educate social awareness among the society through public service announcements.

Challenges:

- Women students have the greatest challenge to enter and to become part of the media industry.
- To bring out Patrician Gazette as future daily.
- To increase the strength of female students in the department.
- Little difficulties in finding internship references in various media fields for UG students
- Advancement in technology.

Future plans of the department:

- To organize a national level short film festival.
- To conduct an international and national level conference.
- To organize an inter-collegiate celebration on the theme “100 years of Tamil Cinema”.
- To strengthen research and publication.
- To introduce post graduate course.
- Plan to have an industrial tie up.
- To develop collaborative programmes with industries and institutions interface.

DEPARTMENT OF SOCIAL WORK

1. **Name of the Department :** Social Work

2. **Year of establishment :** 2010

3. **Names of Programmes/Courses offered**

   Masters in Social Work (MSW)

4. **Names of Interdisciplinary courses and the departments/units involved**

   Social and Psychological Foundations for Social Work is an interdisciplinary offered to the students of the same department.

5. **Annual/Semester/Choice based credit system (Programme Wise)**

   Semester with choice based credit system introduced with effect from 2008 - 2009

6. **Participation of the Department in the courses offered by other Departments**

   Nil

7. **Courses in Collaboration with other Universities, Industries, Foreign Institutions etc** NA

8. **Details of courses/programmes discontinued (if any) with reasons :** Nil

9. **Number of teaching posts sanctioned and filled**

Designation	Sanctioned	Filled
Professor	-	-
Associate Professor	-	-
Assistant Professor	4	3

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D. / M. Phil. etc.,) :**

Name	Qualification	Designation	Specialization	No. of years of Experience
Mrs. Usha Jose	MA(Social Work), M.Sc, (Psy), M.Phil, PGD in Guidance & Counseling	Assistant Professor	MSW (Generic Social Work)	8 years & 5 months
Mr. Jetson Satya Gospel	MSW,MSc,MBA	Assistant Professor	MSW (Medical & Psychiatric Social Work)	3 years & 5 months
Mr. Divya. J	MA(Social Work), M.Sc,(Psy-HRD), PGD in Counseling	Assistant Professor	MSW (Medical & Psychiatric Social Work)	7 years & 5 months

11. **List of senior visiting faculty**

Dr. Udaya Mahadevan

UGC Emeritus Fellowship holder in Social Work,

Loyola College, Chennai

Prof. Renchy K. Verghese

Associate Professor,

Madras Christian College, Chennai

Dr. Rohini Krishnan

Medical Social Worker,

Govt. Stanley Medical College, Chennai

Dr. Shankar Ganesh

Associate Professor,VIT University

12. **Percentage of lectures delivered and practical classes handled by temporary faculty**

Nil

13. **Programme : wise Student - Teacher Ratio** – 10:1

14. **Number of Academic Support Staff (Technical) and Administrative Staff** : Nil

15. **Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG**

Name	Qualification
Mrs. Usha Jose	MA(Social Work), M.Sc,(Psy), M.Phil, PGD in Guidance & Counseling, (PhD)
Mr. Jetson Satya Gospel	MSW, MSc (Disaster Mitigation), MBA
Mrs. Divya. J	MA(Social Work), M.Sc (Psy-HRD), PGD in Counseling

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** Nil

17. **Departmental Projects funded by DST, FIST, DBT, ICSSR, etc** – Nil

18. **Research Facility/ Centre** – Nil

19. **Publications**

a) **Publication per faculty**

Staff Name	International	National
Mrs. Usha Jose	-	13
Mr. Jetson Satya Gospel	-	3
Mrs. Divya. J	-	5

20. **Areas of consultancy and income generated:** NIL

21. **Faculty as members in**

a) National Committees b) International Committees c) Editorial boards

Mrs. Usha Jose

Member of Professional Social Worker's Association, Chennai

Mr. Jetson Satya Gospel

Life Member, Indian Society of Victimology & Member of Professional Social Worker's Association, Chennai

Mrs. Divya. J

Life Member, Indian Society of Victimology & Member of Professional Social Worker's Association, Chennai

22. **Student Projects**

a. Percentage of students who have done projects in collaboration with the following settings.

1.	Industries	-	75%
2.	Hospital	-	25%

Students from both the specializations of the PG course have to complete a Research Project in accordance with the Parent University regulations and 100% of the students have done projects in collaboration with Industries and Institutes.

23. **Awards/ Recognitions received at the National and International level by Faculty and Students**

K.P. Keerthi, a I MSW student won the award -Bharat Scouts and Guides All India Association Standard Judging Competition and a cash prize of Rs.25,000/-.

24. **List of eminent academicians and scientists / visitors to the Department**

S.N	Eminent Speaker	Designation
1	**Dr. Christudas Gandhi**	**IAS** ,Govt. of Tamil Nadu
2	**Mr. Kaliyamurthy, IPS**	IPS, Govt. of Tamil Nadu
3	**Prof. Sheeba**	**Asst. Professor,** Dept. of Social Work DRBCC Hindu College, Pattabiram
4	**Prof. Mustafa Badsha**	**President / AMSSW** Alumni Association of Madras School of Social Work, Egmore, Chennai
5	**Fr. Dholpie Corrie** **Prison Ministry / Central Jail**	**Coordinator,** Salesion Don Bosco Institution, Chennai
6	**Ms.Anne**	**Programme Coordinator** Reach Foundation, Chennai
7	**Ms.Sangeetha Punnen**	**Deputy Manager / HR** Computer Sciences Corporation, Chennai
8	**Mr.Regis**	**Sr. Executive – HR,** Cognizant Technology Solutions, Chennai
9	**Dr. Rohini Krishnan** - Dept.of Plastic Surgery **Dr. G. Karthikeyan**	**Sr. Social Welfare Officer** Govt.Stanley Hospital, Chennai **Micro Plastic Surgeon** Govt.Stanley Hospital
10	**Dr.Kalyani Kenneth**	**Reader –** Dept of Career Counseling RGNIYD, Sriperumbudur
11	**Mr. Susaiya,**	**Coordinator**

S.N	Eminent Speaker	Designation
	Communication Dept	NGO , Asha Niwas
12	**Ms. Jaya & Team**	**Coordinator** Sahodaran – NGO
13	**Mrs. Rajeshwari & Ms. Sangita**	**Coordinator – Fund Rising** Tanker Foundation of India, Nungambakkam, Chennai
14	**Mr. Deepan Bharathi**	**Dy. General Manager – CSR** Orchid Chemicals India Ltd, Chennai
15	**Mrs. Akileshwari**	**Asst. Professor – Dept of Social Work** Loyola College, Chennai
16	**Dr. Anne Dayanandan**	**Fund Raiser**, Voluntary Director, CSI Ewart WCC
17	**Fatima Jessy**	**Senior Social Welfare Officer**, Institute of Mental Health , Kilpauk (IMH)
18	**Dr.Irudayasamy**	**Director,** Integrated Rural Development Organisation, Meenambakam
19	**Ms. Simona**	**Counsellor and Art Therapist**, Cancer Hospital,Adyar
20	**Prof. Simon Joseph**	**Asst.Professor – Dept of Social Work** Loyola College, Chennai
21	**Dr. Arul Kamaraj**	**Asst.Professor – Dept of Social Work** Loyola College, Chennai
22	**Prof. Kirubakaran**	**Asst.Professor – Dept of Social Work** Loyola College, Chennai
23	**Dr. Jayanthi**	**HOD, M.A (HR)**

S.N	Eminent Speaker	Designation
		Madras School of Social Work, Egmore, Chennai
24	**Prof. Arokiaraj**	**Asst. Professor, Dept. of Social Work** Hindustan College of Arts and Science, Padur
25	**Ms. Veena**	Coordinator, Kidney Foundation, Chennai
26	**Dr.Irudayasamy**	**Director** Integrated Rural Development Organization
27	**Ms. Simona**	**Counsellor and Art Therapist** Cancer Institute
28	**Mr.Hubert**	**Director** Shabnam Resources NGO

25. **Seminars/ Conferences/ Workshops organized and the source of funding**

International	1
National	2

26. **Student profile**

Name of the Course/Programme	Application received	Student Admitted / Enrolled		Pass percentage
		Male	Female	
2010-11	18	6	10	100%
2011-12	20	9	10	100%
2012-13	20	11	6	65%
2013-14	21	9	10	100%
2014-15	12	9	3	Yet to complete

27. **Diversity of students in percentage**

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
MSW 2010 – 11	89%	11%	NA
MSW 2011 – 12	100%	NA	NA
MSW 2012 – 13	100%	NA	NA
MSW 2013 – 14	100%	NA	NA
MSW 2014 - 15	100%	NA	NA

28. **How many Students have cleared NET, SLET, GATE, Civil Services, Defense Services, and any other competitive examinations**

Year	Name of the competitive exam	No. of students
2013 – 14	TNPSC	1

29. **Student Progression**

Student Progression		Against % enrolled		
		2010-2012	2011-2013	2012-2014
PG to Higher Education		5%	4%	7%
Employed	Campus Selection	11%	16%	14%
	Other Campus recruitment	68%	72%	66%
Entrepreneurs		16%	8%	13%

30. **Present details about infrastructural facilities**

a) **Library** : The Department has a stock of 30 books.

b) **Internet facilities for Staff and Students** : available.

c) **Classrooms with ICT facility** : 2

d) **Laboratories :** Computer lab common to all departments

31. **Number of students receiving financial assistance from College, University, Government or other agencies.**

Scholarship	2010 – 11	2011– 12	2012 – 13	2013 – 14
Government	7	5	3	5
Other Private Agencies	-	-	-	-
Management	-	-	-	-

32. **Details on student enrichment programmes special lectures/ workshops/seminar) with external experts.**

Date	Resource Person	Topic	No. of Beneficiary
18.08.2011	**Prof. Mustafa Badsha, President** Alumni Association of Madras School of Social Work	Special lecture on " Fund Raising"	30
19.09.2011	**Fr. Dholpie Corrie Prison ministry Coordinator** Salesian Don Bosco Institution	Special lecture on Role & Responsibilities of Medical & Psychiatric Social Worker	50

26.10.2011	**Ms.Anne ,** **Coordinator** Reach Foundation, Chennai	Awareness seminar on Tuberculosis & DOTS Treatment	50
05.12.2011	**Ms. Sangeetha Punnen** **Deputy Manger/HR** Computer Sciences Corporation, Chennai	Guest lecture on Significances of Employee Engagement	120
02.03.2012	**Mr. Regis** **Sr. Executive** Cognizant Technology Solutions	Special lecture Recent Trends in Human Resource Management	35
18.07.2012	**Dr. Rohini Krishnan** & **Dr. G. Karthikeyan** **Medical Practioner** Govt.Stanley Hospital, Chennai	Burns, Hand surgery & Plastic Surgery	450
10.08 2012	**Dr. Kalyani Kenneth** **Professor,** RGNIYD, Sriperumbudur	Youth & values	150
20.08.2012	**Mr. Susaiya,** **Coordinator,** Communication Department NGO, Asha Niwas	Street Theatre training	30
03.09.2012	**Ms. Jaya & Team** Sahodaran – NGO	Transgender issues & their rights	30
03.10.2012	**Mrs. Rajeshwari** **& Ms. Sangita, Fund Raising Coordinators** Tanker Foundation of India, Nungambakkam, Chennai	Awareness on Kidney Diseases	180

22.10.2012	**Mr. Deepan Bharathi** **Deputy General Manager** Orchid Chemicals India Ltd, Chennai	Corporate Social Responsibility	40
18.12.2012	Jeevadhanam - NGO	Caring & Sharing	200
01.02.2013	**Ms. Anne** Reach Foundation, Chennai	Tuberculosis	50
31.08.2013	**Mr. Susaiya,** **Coordinator,** Communication Department NGO , Asha Niwas	Street Theatre training	40
06.12.2013	**Dr.Irudayasamy** **Director** Integrated Rural Development Organization	HIV/AIDS awareness program	35
07.01.2014	**Ms. Simona** **Counsellor and Art Therapist** Cancer Institute	Cancer Awareness	35
28.06.2014	Hope Foundation	Rally against Child Labour	40
06.08.2014	**Mr.Hubert, Director** Shabnam Resources NGO	World Breast Feed Day Celebration	35
12.08.2014	**Mr. Sundar** Director, Meaga Trust	PRA Techniques Training	30

27.08.2014	Self Help Groups and NGOs	NGO Mela - Shop for a Cause	300
19.09.2014	**Mr. Prabakaran, Mr. Surendhar, Mr. Gopalakrishnan & Ms. Jayakiruba** Alumni friends	Cultrual Techniques training program	30

33. **Teaching methods adopted to improve student learning**

- Power Point Presentations
- Chalk and Talk
- Group Discussions
- Role Play & Group Exercises
- Seminar and Assignments
- Quiz
- Reality Walk
- Field Visits
- Case Study Method
- Orientation Visits
- Skill Labs
- Library

34. **Participation in Institutional Social Responsibility (ISR) and extension activities**

STUDENTS

- Students participate in academic forum seminars, conferences, workshops organized by the department and other colleges within the city.
- Paper presentations are encouraged and faculty gives guidance for the interested students.

- Students actively participate as committee members and leaders when any programme is organized by the department through the forum 'SOWERS".

FACULTIES:

- The faculties are also experts for various other institutions as External valuators, question paper setters and resource persons in their areas of expertise.
- Faculty members are also club incharges and contribute to the development of the institution and also enhance their leadership skills.

35. **Strengths/ Weaknesses/ Opportunities and Challenges (SWOC) of the Department**

Strengths:

- The faculty have a wide range of specialization and professional skills
- Professionally well qualified staff members work together with solidarity and Compassion
- The department encourages transparency between faculty and students
- Enabling classes are given to students with learning difficulties
- Regularly organizing guest lectures, work shop, seminar, conferences
- Effective faculty members associate with social work departments of other Colleges, Government agencies, Industries, NGOs, and Hospitals.
- There is a great demand for MSW and all the first three batches have 100% pass percentage and most of them have secured University ranks.

Weaknesses:

- No flexibility in the curriculum as it is designed by the Parent University.

- Lack of patents and consultancy services

Opportunities:

- Students have good exposure with the field work contact the department has.
- The course itself has applicability into different facets of human behavior and thus socially relevant program.
- Collaboration with industry
- Career Guidance & opportunity for jobs
- Observation of international and national days of social concerns.
- Chances to appear and clear competitive exams
- Opportunities to go abroad
- MOU's

Challenges:

- Fieldwork agencies charging for fieldwork placements.
- Lack of companies/agencies coming in for recruitment
- Finding funding agencies

Future Plans of the Department

- The Department plans to begin a Counseling & Guidance unit
- To introduce diploma courses through the Department on key areas like counseling, psychotherapy and Disaster Management
- To carry out consultancy and research projects so as to fund the Department activities
- To begin a Department news letter and edited journal
- To start a Research Centre in Social Sciences and an under graduate program in Social Sciences

- Organize more camps and placement programs
- To become a School of Social Work and a centre for excellence
- To collaborate more with industry and institutions

DEPARTMENT OF TAMIL

1. Name of the Department :Tamil

2. Year of Establishment :2001

3. Names of the Programmes/

Courses offered

- UG-Foundation Course Part I, II, III and Part IV papers.
- Skill based papers.

4. Names of Interdisciplinary courses and the departments/units involved

- As the department offers Tamil as foundation courses under part I, II, III and part IV, it is involved with all the 7 departments that offer UG courses in the college.
- Tamil department offers a course 'Basic Tamil' to all UG departments who have different mother tongues other than Tamil.
- It is mandatory for the students who have not learned Tamil language till standard XII and hence benefited.
- Basic Tamil compulsory for students who have not learned Tamil at X std

5. Annual/Semester/Choice Based Credit System

Semester with choice based credit system was introduced from the academic year 2008-2009.

6. Participants of the department in the courses offered by other departments

Nil

7. Courses in collaboration with other Universities, industries, foreign institutions, etc.: Nil

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of Teaching Posts

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	5	5

10. Faculty Profile

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Ahila Sivashankar	B.Lit., (Tamil) B.A. (Hist)., M.A(Tamil)., - Gold Medal M.A(Hist)., M.A(Pol.Sc)., M.A(Soc)., M.Phil(Tamil)., Ph.D., Diploma(Media art) Diploma(Arc.logy).	Asste Professor	Pallu illakkiyam, Nayakas Temples Illakknam Sanga illakkiyam, Nattuppura Illakkiyam, Bakthi illakkiyam. Ikkala illakkiyam.	11.5
Ms. Sathiya Priya R	M.A., M.Phil., (NET). _____ Ph.D	Assistant Professor	*Sanga illkkiyam, *Naattuppura illakkiyam, *Naveena illakkiyam	10
Ms. Mary Julie A	M.A., M.Phil., _____ Ph.D	Assistant Professor	*Bakthi illakkiyam. *Naattupura illakkiyam. *Sanga illakkiyam.	3 years 4 months

Dr. Rajasekar E	M.A., M.Phil., Ph.D., NET.	Assistant Professor	*Sanga illakkiyam, *Naveena illakkiyam.	4
Dr. Dhananjayan D	M.A., M.A(ling)., Ph.D., NET.	Assistant Professor	*Sanga illakkiyam, *Naattuppura illakkiyam, *Manudaviyal, illakkanam, *Suvadi iyal. *Kalvettiyal.	2

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled by temporary faculty-

Nil.

13. Student Teacher Ratio

25:1

14. Number of Academic support staff (technical) and administrative staff

Nil.

15. Qualification of teaching faculty with D.Sc/D.Litt/Ph.D/M.Phil/P.G.

Ph.D.,	**3**
M.Phil.,	**2**

16. Number of faculty with ongoing projects from

a) National (b) International funding agencies (c) Total grants received. Mention names of funding agencies and grants received project-wise:

Nil.

17. Departmental projects funded by DST-FIST: DBT, ICSSR, etc., and total grants received: Nil.

18. Research Centre/Facility recognized by the University Nil.

19. Publications

S.No	Name	International/National Seminars /Publications/ FDP"s
1	Dr. Ahila Sivashankar	16
2	Mrs. R. Sathiya Priya	12
3	Ms. Mary Julie A	10
4	Dr. Rajasekar E	12
5	Dr. Dhananjayan D	17

20. **Areas of consultancy and income generated: Nil**

21. **Faculty as members in**

a) National committees Nil

b) International committiees Nil

c) Networkwith Librarian :

- Reading daily news papers & magazines which are arranged by the College for Tamil department separately.
- Staff visit Libraries in the city and possess the library card in the University of Madras and also utilize e-resources
- Patrician College Library
- Patrician College Tamil Dept. Library
- Connemara Library
- U.Ve.Sa Library
- Maraimalai Adigal Library
- Ulaga Tamil Aaraaitchi Niruvanam Library
- Thevaneya Paavanar Library

- Madras University Library(Marina Campus)
- Roja Muthaiya library
- Sakithya academy library
- Anna Century Library
- Sarasvathi Mahal library in Thanjavur
- Active participation in National & International Seminars organized based on Tamil literature.

- Discussions on Tamil literature with Tamil scholars and Madras University Tamil professors are arranged often to gain knowledge.
- Active participation in Tamil literature oriented meetings arranged by Govt. and private institutions and sectors.
- Visiting exhibitions held in Tamilnadu on Tamil Arts.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards/Recognition received at the National and International level by Faculty:

Dr.Ahila shivasankar

International Awards:

- Invited as Chief Guest in Washington by Tamil Sangam and delivered a talk in Jan 2013 on Migrants Tamil Culture and Traditions.
- Contribution of literary talk in Tamil Kushi radio in Washington in Jan 2013.
- Invited as Guest Speaker in Australia by Tamil Sangam in April 2013.
- Talk and discussion in international research center Award, Melbourne April 2013.

National awards:

- Bestowed with **Best teachers award** from the Chennai lion's club in September 2008.
- Best supporting faculty award from Chennai District Roatract council 2009.
- Awarded as A **Good teacher** from Chennai Rotract club of Zenith September 2010
- International women's Day Award from Chennai Lioness club of vishwamaithri in March 2014.
- Medical Award from Madras medical college in june 2012.
- Voluntary blood donation camp awarded from Adyar Cancer Institute in 2014.

The Health Minister of Tamil Nadu Dr. Vijay Bhaskar awarded an award recognizing the blood camp and service to the Cancer Institute Adyar on 25th June 2014 .

Ms. Sathiya Priya R

- Quality teacher award from the Chennai Lions club in September 2008.

24. List of Eminent academicians and scientists/visitors/to the department :

Nil

25. Seminars/Conferences/Workshops organized and the source of funding

- Patrician College Tamil Department conducted an **International Seminar** on topic Tamil **Illakkiyangal Kattum Thozhigal** in 9th September 2011**.**
- Patrician College Tamil Department conducted an conference on topic **Tamizh Illakiyathil kiruthuvam** and books release function in 21st February 2014.
- Patrician College tamil department conducted an International seminar on topic **Illakkiyangal Kattum Samuthaya Vizhippunarvu** in 26th September 2014.

Outstanding Participants in 2011

- Thiru. Natham Viswanathan, Honorable Tamil Nadu Government State Minister,Tamil Nadu.
- Dr. Kulanthaivelu EX-MP, Tamil Nadu.
- Mr.Rajeswaran, Justice, Chennai High Court, Tamil Nadu.
- Mr. Gandhi, Senior Lawyer, Chennai High Court, Tamil Nadu.
- Prof. Venkataraman, Madurai Kamaraj University.
- Mrs. Valayapathi, America, Tamil Scholar, USA.
- Mr. Kannu Sivakumar,Malaysia,Tamil Scholar,Malaysia.
- Mr. Na. Muthusamy, Director, Koothu Patrai .

Outstanding Participants in 2014

- Thiru.Rajesh, Kalaimamani, Cine Artist, Tamil Nadu
- Dr Siva Elango, the first sitting was presided by, well known writer and poet,Govt.of Pondicherry

- Dr. K.A. Jothi Rani, the second sitting was presided by Asst. Prof. Quaite Millath Girls College, Chennai.
- Dr. Balaji, Director,kalvi karuvoollam ,Chennai.
- Dr. Ananada Murthy from Educational Resources ,kalvi karuvoolam.
- Dr. Hariharan, Professor, Anna University,
- Dr. Antony Selvanathan, HOD Tamil Dept. Layola College,
- Dr. Ilamathi Janakiraman, Dean, Pondicherry Tamil University graced the occasion.

26. Student profile course-wise: NA

27. Diversity of students: NA

28. How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations : NA

29. Student progression : NA

30. Details about Infrastructural facilities

a**) Library Department library** – is equipped with latest books on literature, journals, magazines and text books pertaining to the syllabus.

b) **Internet Facilities available for staff & students**: Available

c) **Classrooms with ICT**: one class room with ICT common pool

d) **Laboratories**: Computer lab and language lab common to all

31. Number of students receiving Financial Assistance from college, university, government or other agencies : NA

31. List the distinguished alumni of the department:

S.No.	Name of the Student	Position
1	Surendhar	Koothu Patrai.

S.No.	Name of the Student	Position
2	Sulochana	Koothu Patrai.
3	Finny Jeroye	Koothu Patrai.
4	Gowri Shankar	Koothu Patrai.
5	Pravin	Koothu Patrai.
6	Hari	Koothu Patrai.
7	Balakrishna	Folk dancer.
8	Dilip	Sun TV
9	Sathish	Dubbing Artist
10	Samsung	Vijay TV
11	Kathirvel	Vijay TV
12	Meenakshi	Win TV
13	Maharaj	Folk dance.
14	Apsar	Folk dance.
15	Sasi	Folk dance.
16	Gowri shankar	Asst Director
17	Vijay Balaji	Kalangar TV
18	Sathish	Vijay TV
19	Vekatesh	Asst Director
18	Joseph Parathan	Editor
19	Deepan	Asst Director
20	Bharathy	Add Promoter
21	Lokesh	Add Promoter
22	Esaki Rajan	Director
23	Abinesh	Zee TV
24	Praveen	RJ, All India Radio
25	Vettri Venthan	RJ, All India Radio
26	Lavanya	RJ & VJ All India Radio

S.No.	Name of the Student	Position
27	Anish Fathima	RJ, All India Radio
28	Balakrishnan	Vijay TV Dancer
29	Nirmal Kumar	Dance company
30	Manikandan	Folk dancer

32. Give details of student enrichment programmes with external experts:

Date	Resource Person	Topic	Beneficiaries
2009 -2010	Mr. Jagath Gasper, -Tamil Bakthi Ilakkiyam. Director, Thamiz Maiyam.Chennai	Tamil Bakthi Ilakkiyam. .	**400**
2010_2011	Justice.Rajeswaran, Justice Chennai High Court.	Neethi Ilakkiyangal.	**430**
2011-2012	Kalai Mamani Dr.Selva Ganapathy, - Professor in Tamil.	Ulaga Naadukalil Thamizhin Valarchi	**450**
2012-2013	Dr.Avvai Nadarajan,-Ex.Vice Chancellor in Thanjai Tamil University.	Thamizh Ilakkiyamum Panpadum.	**420**
2013-2014	Dr.Pushpavanam Kuppusami- Tamil Folk Singer. .	Thamizh Ilakkiyathil Naattuppura Ilakkiya Thaakkam	**400**
2014-2015	Thiru L.Ganesan, Tamil scholar	Thamizhar Panpaadum Ilakkiyamum	**400**

33. List the teaching methods adopted to improve student learning

- Since Tamil is a language that is a global requisite in many parts of the world, the classes are audio-oral in nature to foster adoption of authentic language skills.
- Slow and advanced learners are in separate groups in the first year of study. Different methodologies are used to make both groups take up the same assessments during the semester.
- If the student is not meeting the necessary skill level and course outcome, special coaching is offered after college hours either under the faculty member or with help of an advanced learner.
- Using projector subject related movies are shown when necessary to the students.
- Students are encouraged to enact drama based on their subject.
- Students are encouraged to depict sanga illakkiyam through drawings and paintings.
- Folklore sessions are taught to the students by singing and sharing stories.
- Subject concepts are also learned through Villu paatu by the students.
- Sharing subject and general knowledge's in the department notice board to the students.

34. Participation in Institutional Social Responsibility (ISR) and extension activities

- Students are granted permission as and when necessary to take part in extension activities: re-tests and flexible timings for submission of assignments are also done to encourage them by the faculty.
- Regular class tests are being conducted

35. SWOC analysis of the department and Future Plans

Strength:

- Flexibility in teaching style to suit all students.
- Well trained and committed staff.
- Providing opportunity to establish students talents by collecting their creative writing and publishing it as a magazine.
- Dedicated staff to the student's community not only in teaching but also encouraging them to participate in extracurricular activities.
- To assist students who are below average in studies and helping them to get through in studies

Weakness:

No Flexibility in curriculum as it is governed by the parent University

Opportunities:

- Providing opportunities for students to express their creative writing in literature and making them to contribute.
- Students interested in the language would be encouraged to become an interpreter or a translator and they can pursue their profession in this field.
- To develop research and consultancy
- The department is working on material to be used in Grammar fundamental Classes and this could be used by other colleges, if required.

Challenges:

- Creating resources that can be used in the classroom.
- Training the international students to score in basic Tamil.
- Finding Funding Agencies.
- To Facilitate Students to think Research oriented.
- To enhance the command over the Tamil Language.

Future plans of the Department:

- More Conference Seminars & Workshops.
- Extending Department Library
- To take students to visit Tamil Art and statues of great scholar like educational trip.
- To Start Tamil Journal
- To help Students of other language in 10^{th} and 12^{th} will be trained to learn to write fluently in Tamil.
- To conduct Tamil Mandram every month once to enhance art and literary skills among students
- To conduct group discussion for the basic Tamil students without syllabus to make them to converse fluently in basic Tamil
- To facilitate students to participate in state and district level intercollegiate competitions.

DEPARTMENT OF HINDI

1. **Name of the department** : Hindi

2. **Year of Establishment** : 2002

3. **Names of Programmes / Courses offered** : UG (Foundation Course-Hindi)

4. **Names of Interdisciplinary courses and the departments/units involved:**

Foundation Course	Part 1	Part 2
Hindi - Foundation Course	I Year B.Com (Gen), B.Com(CS), B.C.A, B.B.A, BSc(CS), Visual Communication, B.A.Eng.	I Year B.Com (Gen), B.Com(CS), B.C.A, B.B.A, BSc(CS), Visual Communication, B.A.Eng.
History of Hindi Literature	Part 3	Part 4
	II Year B.Com(cs), BSc(cs), Visual Communication, B.A.Eng	II Year B.Com(cs), BSc(cs), Visual Communication, B.A.Eng

5. **Annual/ semester/choice based credit system :** Semester with Choice Based Credit system was introduced from the academic year 2008-2009.

6. **Participation of the department in the courses offered by other departments :** Nil

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :** Nil

8. **Details of courses/programmes discontinued (if any) with reasons :** Nil

9. Number of Teaching posts

Grade	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization,

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Ravita Bhatia	M.A., M. Phil Ph.D.	Asstistant Professor	Literature, Poetry And Satire	11

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled by temporary faculty : Nil

13. Student : Teacher Ratio: 15 :1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NA

15. Qualifications of teaching faculty : Ph.D - 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : NIL

18. Research Centre /facility recognized by the University : Nil.

19. Publications:

- Publication per faculty

Faculty Name	National and International Publication	Books Edited/Books Authored
Dr. Ravita Bhatia	2	4

Dr. Ravita Bhatia

S.No	Name of Book/Journal	Publisher	Chapter/Article
1	Savalon Ke Darkhton Ke Beech [2014]	Nihal Publications, Samvad Bhavan,E-3Delhi-110094. [ISBN:978-81-925-304-4-2]	Author of the Book
2	Sau Take Such – [Vishrant Uvvach] [2014]	Nihal Publications, Samvad Bhavan,E-3Delhi-110094. [ISBN:978-81-88671-17-5]	Editor
3	Kacchi Mitti Vol-2 [March 1994]	Agarwal Vidyalaya and Junior College, Madras-600 007.	Co-editor
4	Tamil Nadu Sahitya Bulletin- Quarterly [August, 2014]	Editor: Dr. Madhu Dhawan, K-3 Anna Nagar East, Chennai-600 102 [TNHIN/00255/23.10.2012]	Co-editor
5	Tamil Nadu Sahitya Bulletin-Quarterly [February, 2013]	Dr. Madhu Dhawan, K-3 Anna Nagar East, Chennai-600 102 [TNHIN/00255/23.10.2012]	Page-21-Interviewed Veteran Singer VANI JAIRAM Page-38-Article on GURUDUTT's LIFE.
6	Tamil Nadu Sahitya Bulletin –Quarterly [May, 2013]	Dr. Madhu Dhawan, K-3 Anna Nagar East, Chennai-600 102 [TNHIN/00255/23.10.2012]	Pg.-35: Haiku Kavya me Hindi Kavyetriyon Ke Sashkt Kadam.

7	Tamil Nadu Sahitya Bulletin –Quarterly [August, 2013]	Dr. Madhu Dhawan, K-3 Anna Nagar East, Chennai-600 102 [TNHIN/00255/23.10.2012]	Pg.19: Article on History of Hindi Literature-BhaktiKaleen Prem Akhyano me Etihasik Tatav.
8	Tamil Nadu Sahitya Bulletin –Quarterly [November, 2013]	Dr. Madhu Dhawan, K-3 Anna Nagar East, Chennai-600 102 [TNHIN/00255/23.10.2012]	Pg.4,7: Interviewed Socioal Worker Avtar Kaur Virdi and M. Ponnavaiko
9	Utthisth Vishrant	Alokparv [Delhi] [ISBN:81-87416-48-3]	Pg: 10-16 Pg: 45-73
10	Tamil Nadu ki Samkaleen Hindi Kavita [September,1998]	Raghuveer Publications, Vikash Nagar, [U.P.]	Pg: 119-120
11	Teesra Vimarsh [2009]	Raghveer Shodh Sansthan[Delhi] [DELHIN/2009/31529]	Page no: 64-65
12	Krishna Kavya Parisheelan	Sahitya Anusheelan Samiti	Page no:21-25
13	Hindi Sahitya : Sampradayik Sadbhav [2014]	Vikash Publications,Kanpur. [ISBN: 978-93-81279-14-4]	Page no: 94-99 Cheptor: Bhartya Sahitya me Sampradayik Souhard Ka Srijan.
14	Aadi Vasi Sahitya : Vividh Aayam [2013]	Vikash Publications,Kanpur. [ISBN: 978-93-81317-48-8]	Page no: 257-263 Cheptor:Janjateeya Samudayon Ki Nirtya Paramparaye n: Ek Dirshti.

20. Areas of consultancy and income generated : Nil

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards

a) Member of various Literary organizations like 'Anubhuti', 'Bhasha Sangam', 'Tamilnadu Hindi Sahitya Academy', 'Sahitya-Anusheelan', 'Netaji Subhash Vichar Manch', 'Bhartiya Vichar Manch', D.B.H.P. Sabha (Chennai).

In the editorial team of "KACHI MITTI","SAHITYA BULLETIN" and the College magazine.

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students:

FACULTY AWARDS:

- Awarded by the Governor of Pondicherry for her contribution in Hindi lekhan on 2 &3 December 2011.
- Awarded by the Hindi officer of the Southern Railway on 08.09.2012 for the best paper presented at the Hindu College.
- Awarded on the 38th Conference of Bhartiya Hindi Parishad (22 & 23rd December 2009), she was awarded for her contribution in Hindi Literature.

STUDENT:

- Idris Radhanpurwala and Gowtham were felicitated by Punjab Association for being an enthusiastic young poet - 2006.
- Amanda and Dinesh were felicitated at the Stella Maris College for reciting their own poetry on 11 & 12 July 2009.

24. List of eminent academicians and scientists / visitors to the department : NIL

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International : NIL

26. Student profile programme/course wise : NA

27. Diversity of Students : NA.

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NA

29. Student progression : NA.

30. Details of Infrastructural facilities

a) Library

- Department library – has equipped with latest books on literature, journals, magazines and text books pertaining to the syllabus.
- Centralized library available in college.

b) Internet facilities for Staff & Students : Available

c) Class rooms with ICT facility : 1 Audio Visual Room

d) Laboratories : NIL

31. **Number of students receiving financial assistance from college, university, Government or other agencies :** NA

32. **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts**

- Idris Radhanpurwala and Gowtham attended a National level Kavi Sammelan organised by the Punjab Associations -2006
- Amanda and Dinesh attended a seminar at the Stella Maris College and recited their own poetry on 11 & 12 July 2009.
- Nishat Khan presented a paper at the Hindu College.(08.09.12)
- Idris Radhanpurwala, Kavya Priya and Pradeep Kumar attended a seminar conducted by Hindi Department (Madhuban) at The Loyola College.

33. **Teaching methods adopted to improve student learning**

- The teaching methods are pre – dominantly chalk and talk methods.
- Showing albums that contain pictures of authors and their life history.
- Students are encouraged to speak in Hindi in class during question–answer sessions, oral quiz, group discussions and role plays.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The Hindi department staff and students are sincerely involved in the effective functioning as one of the clubs in the college.

- Students are encouraged to take part in inter-departmental as well as inter-collegiate co-curricular activities.
- The students are encouraged to participate in seminars, conferences and also to present papers at various levels.
- Frequent guest lectures are arranged for the students in the college

35. SWOC analysis of the department and Future plans

Strengths:

- Well trained and committed staff.
- It is one of the official languages of the country.
- Knowledge of Hindi is mandatory for many central government jobs.
- Flexibility in teaching methods to suit the students of all backgrounds.
- Mobile free campus.

Weaknesses:

- As the number of non-Hindi speaking students are more the eagerness to participate in inter-collegiate Hindi competition reduces.
- And also due to the former reason, the time taken to complete the syllabus increases.
- Lack of motivation among students.

Opportunities:

- The students are given opportunities to voice their thoughts through debates, speeches and poems on occasions like Republic day, Independence day, Gandhi Jayanti etc.
- The college library is a real asset to the non Hindi speaking students in terms of reference and guidance.
- Remedial classes for slow-learners and those who have missed their lectures.
- Showing albums that contain pictures of authors and their life history.
- Various guest lectures are given by experts in fields of Hindi literature for the benefit of the students.

Challenges:

- Teaching Hindi literature to students from non-hindi background.
- Finding resources that can be used in the classroom for effective teaching.
- Finding funding agencies for conducting seminars and workshops.

Future Plans of the Department:

- Screening documentaries with the genre relating to their curriculum.
- To start a basic Hindi class for students who are willing to learn Hindi.
- Planning to start a department library by encouraging the alumni to donate books.
- To organize a state level seminar on Hindi literature in the next academic year.
- Knowledge sharing programs are made feasible to the teaching and non-teaching faculties in the process of learning Hindi which was considered as a basic language need.

DEPARTMENT OF FRENCH

1. **Name of the Department** : French

2. **Year of Establishment** : 2001

3. **Names of programmes / courses offered** : UG – Foundation course part I and Part IV papers. Skill based papers are also offered.

4. Names of Interdisciplinary courses and departments / units involved

Foundation course	**Part 1**	**Part 2**
French – Grammaire Fondamentale	I yr B.Com (Gen), B.Com(CS), B.C.A, B.B.A, B.Sc(CSc), Visual Comm, B.A Eng.	I yr B.com (Gen), B.Com(CS), B.C.A, B.B.A, B.Sc (CSc), Visual Comm, B.A Eng
French- language et culture	Part 3	Part 4
	II yr B.Com(CS), B.Sc(CSc), Visual Comm., B.A Eng	II yr B.Com(CS), B.Sc(CSc), Visual Comm., B.A Eng

French was also offered as soft skill to departments like computer application and computer science in the year 2008-2009 and 2009-2010. More than 50% of the students from these departments underwent this course and were benefitted by learning a foreign language

5. **Annual / Semester / Choice Based Credit System Semester** :

Semester with Choice Based Credit System was introduced from the academic year 2008-2009

6. **Participants of the department in the courses offered by other departments** : NA

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :** NA

8. **Details of courses / programmes discontinued (if any) with reasons** Nil

9. **Number of teaching posts**

Grade	Sanctioned	Filled
Professors	-	-
Associate professors	-	-
Asst. Professors	1	1

10. **Faculty Profile with Name, Qualification, Designation, Specialization**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms. M. Shruti	B.Com CA (Inter) DELF B2 TOPIK 1	Assistant Professor	1. Teaching French as foreign language 2. Translation and interpretation 3. Training in Spoken French	5 months

11. **List of senior visiting faculty** Nil

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** Nil

13. **Student Teacher Ratio (Programme –wise) :** 55 : 1

14. **Number of academic support staff (technical) and administrative staff sanctioned and filled**: Nil

15. **Qualification of teaching faculty with D.Sc / D.Litt / Ph.D/ M.Phil / PG**

Name	Qualification
Ms. M. Shruti	B.Com CA (Inter) DELF B2

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and c) total grants received.** Nil

17. **Departmental projects funded by DST- FIST: UGC, DBT, ICSSR, etc., and total grants received –** Nil

18. **Research Centre / facility recognized by the university:** Nil

19. **Publications:**

- Translation of French novel was released and published in the year 1999.
- "French handbook" was published in 2013.

20. **Areas of consultancy and income generated :** Nil

21. **Faculty as members in a) National committees b) International Committees c) Editorial Boards :** Nil

22. **Students projects** : Nil

23. **Awards / recognition received at the national and international level by Students** : Nil

24. **List of eminent academicians and scientists / visitors to the department:** Nil

25. **Seminars / conferences / workshops organized and the source of funding**

a) National b) International --- NA

26. **Student profile programme / course-wise :** NA

NA. (since it is not a main stream but only a foundation course)

27. Diversity of students:

Name of the course	% of students from the same state	% of students from other States	% of students from abroad
B.Com	96%	4%	--
B.Com(CS)	100%	--	--
B.C.A	87.5%	12.5%	--
B.B.A	65%	35%	--
B.Sc (Vis Com)	64%	36%	--
B.Sc (CSc)	100%	--	--
B.A.Eng	63%	37%	--

28. **How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?** – NA.

29. **Student progression :** NA. (since it is not a main stream but only a foundation course)

30. **Details of infrastructural facilities:**

- **Library** : A varied category of French books are available in the library and they are classified as follows.

a. Story books : 51

b. Methodologies : 26

c. Hotellerie : 4

d. Guide and workbook : 21

e. Dictionaries and reference books : 17.

- **Internet facilities** : Available.
- **Class room with ICT facility** : 1
- **Laboratory** : An Audio- Visual room is used by students for watching French CD's and listening to French spoken skills.

31. **Number of Students getting Financial Assistance from college, university, government or other agencies**: Nil

32. **Details of student enrichment programmes (special lectures / workshops /seminars) with external experts :** NA.

33. **Teaching methods adopted to improve student learning.**

- Since French is a language that is a global requisite in many parts of the world, the classes are audio-oral in nature to foster adoption of authentic language skills.
- Slow and advanced learners are in separate groups in the 1st year of study. Different methodologies are used to make both groups take up the same assessments during the semester.
- If the student is not meeting the necessary skill level and course outcome, special coaching is offered after college hours either under a faculty member or with the help of an advanced learner.

34. **Participation in Institutional Social Responsibility (ISR) and Extension Activates :** NA

35. **SWOC analysis of the department and future plans.**

Strengths :

- Trained and committed staff
- Flexibility in teaching style to suit all students.
- The department came out with a magazine exclusively for French
- Orals and spoken skills are given importance and student's effort to learn the language does not stop with marks alone but are also extended in speaking skills.
- Interactive sessions are practiced more than monologue teaching in class.

Weaknesses:

- One year of learning French is not sufficient for students who are really interested in pursuing a career in French like the Commerce and Management Departments who will need the usage of language in their future assignments.
- Though students practice the language well they do not have an opportunity other than the college campus to communicate in this language.

Opportunities:

- More scope to become an interpreter or a translator.
- The need for European languages are fast increasing in the recent days and hence our students stand a great chance to beat the competition.

- Exchange programmes among Inter-National Universities creates a thrust for the language.
- To develop research and consultancy.

Challenges:

- Making the students excel in oral comprehension in the stipulated time
- Creating resources that can be used in the classroom
- Training the International students to score in French

Future plans of the department:

- To develop a language lab and make students accessible to watch movies in French and learn their culture and literature.
- To develop e-resources and help students clarify their doubts when ever needed.
- To train more students to take up the DELF examination.
- To conduct exhibition annually which develops knowledge and interactive communication among students.
- The department is working on material to be used in Grammaire Fundamental classes and this could be used by other colleges, if required.
- Establishing a certificate and diploma course in French to ensure that the students who are interested to learn French can excel non-academically too.

DEPARTMENT OF MATHEMATICS

1. **Name of the department** : Mathematics

2. **Year of Establishment** : 2001

3. **Name of Programmes/ Courses offered** : Allied Papers for UG and PG

4. **Names of Interdisciplinary courses and the departments/ units involved:**

Semester	Subject	Offered To
I	Mathematics-I	B.C.A,B.Sc(CS)
I	Business Mathematics.1	B.Com(General)
II	Mathematics-II	B.C.A,B.Sc(CS)
II	Business Mathematics-II	B.Com(General)
III	Numerical and Statistical Methods	B.C.A
III	Statistical Methods and their Applications-1	B.Sc(CS)
III	Business Statistics and Operations Research-I	B.Com(Gen)
III	Business Statistics	B.B.A
III	Statistics-I	B.Com(CS)
IV	Business Statitics and Operations Research-II	B.Com(Gen)
IV	Operations Research	B.B.A
IV	Statistics-II	B.Sc(CS)
IV	Statistics-II	B.Com(CS)
V	Resource Management Techniques	B.C.A
II	Quantitative andManagement Techniques	M.Com
II	Social Work Research and Statistics	M.S.W
IV	Quantitative Aptitude(NME)	B.Sc(CS)

5. Annual/Semester/Choice Based Credit System

Semester with Choice Based Credit System was introduced from the academic year 2008-2009

6. Participation of the Department in the courses offered by other departments : NA

7. Courses in Collaboration with other Universities, industries, foreign institutions, etc. : Nil

8. Details of courses/ programmes discontinued(if any) with reasons : NA

9. Number of Teaching Posts

Grade	Sanctioned	Filled
Asst. Professors	4	4

10. Faculty Profile

Name	Qualification	Designation	Specialization	No.of Years of Experience
Mr.S.Sriram	M.Sc., M.Phil., M.C.A M.Phil(CS)., M.B.A., B.Ed.,	Assistant Professor	Graph theory	15
Ms.T.Christy	M.Sc., M.Phil., B.Ed	Assistant Professor	Algebra	8
Ms.Hannah Bright	M.Sc., M.Phil	Assistant Professor	Operations Research	13
Ms.C.Ambika	M.Sc., M.Phil., SET	Assistant Professor	Algebra	8

11. List of senior visiting faculty

Prof. Joseph Arockiaswamy, Asst. Prof. in Statistics, Loyola College, Chennai

12. Percentage of lectures delivered and practical classes handled by temporary faculty : Nil

13. Student- Teacher Ratio

U.G : 30:1

14. Number of academic support staff (technical) and administrative staff : Nil

15. Qualifications of teaching faculty

Qualification	No of faculty
PhD	-
M.Phil	4
M.A.	-

16. Number of faculty with ongoing projects from a)National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST;DBT,ICSSR,etc. and total grants received : Nil

18. Research Centre/ Facility recognized by the University : Nil

19. Publication

Faculty	National and International Publication	National and International Publication with ISSN/ISBN
Mr.S.Sriram	2	2

20. Areas of Consultancy and income generated : Nil

21. Faculty as members :

a) National committees – Nil

b) International committees- Nil

c) Editorial Boards: S.Sriram, Member in Editorial Board of College Magazine.

22. Student projects

a) **Percentage of students who have done in-house projects including, inter departmental/programme :** NA

b) **Percentage of students placed for projects in organizations outside the institutions i.e in Research laboratories/ Industry/other agencies :** NA

23. Awards/Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists/visitors to the department

S.No	Name	Designation
1	Dr. K.Srinivas	Professor, Department of Mathematics, Institute of Mathematical Sciences, Taramani, Chennai
2	Dr.Vetrivel	Professor, Department of Mathematics, IIT, Madras
3	Dr.Ramanujan	Department of Computer Science, Institute of Mathematical Sciences, Taramani,Chennai
4	Dr. Rajkumar Dare	Head , Department of Mathematics, Madras Christian College, Tambaram, Chennai
5	Dr. Gnanamalar David	Associate professor Department of Mathematics, Madras Christian College, Tambaram, Chennai
6	Dr.Gnanaraj Thomas	Associate professor Department of Mathematics, Madras Christian College, Tambaram, Chennai
7	Dr.Venkatesh Raman	Professor, Department of Computer Science, Institute of Mathematical Sciences, Taramani, Chennai

25. Seminars/Conference/Workshops organized and the source of funding

a) National- Nil

b) International -1- self generated

26. Student profile : NA

27. Diversity of students : NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services, etc. : NA

29. Student Progression : NA

30. Details of Infra structural facilities

a) **Library** : Yes. The department library has nearly 25 syllabus based books which are used by the staff and the students.

b) **Internet facilities for Staff & Students** : Available

c) **Class rooms with ICT**: Common Pool

d) **Laboratories** : Computer lab, Language lab common to all.

31. Number of students receiving financial assistance from college, University, government or other agencies : NA

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

Date	Resource Person	Topic	Beneficiaries
25.07.2009 & 10.01.2010	Dr. K.Srinivas, Professor, Department of Mathematics, Institute of Mathematical Sciences, Taramani, Chennai	Number theory in every day's life	50

Date	Resource Person	Topic	Beneficiaries
	Dr.Vetrivel, Professor, Department of Mathematics, IIT, Madras	Calculus and its applications	
05.02.2011	Dr.Ramanujan, Department of Computer Science, Institute of Mathematical Sciences, Taramani,Chennai	Privacy and Security issues of Mobile computing	60 staff's from various colleges
05.02.2011	Dr. Rajkumar Dare, Head , Department of Mathematics, Madras Christian College, Tambaram, Chennai Dr. Gnanamalar David, Associate professor Department of Mathematics, Madras Christian College, Tambaram, Chennai Dr.Gnanaraj Thomas, Associate professor Department of Mathematics, Madras Christian College, Tambaram, Chennai	Graph Theory	60
03.02.2012	Dr.Ramanujan, Department of Computer Science, Institute of Mathematical Sciences, Taramani,Chennai Dr.Venkatesh Raman , Professor, Department of Computer Science, Institute of Mathematical Sciences, Taramani, Chennai	Game theory Optimizations in Data Structures	50

10.12.2012	Mr.Suresh, TIME institute	Preparation for Competitive Examination	50
22.02.2013	Dr.P.R.Vittal, Retired Principal and Head , Department of Mathematics, Vivekananda College, Mylapore, Chennai-4	Vector Calculus and its applications	50

33. Teaching methods adopted to improve student learning

Chalk and Talk Method, Lecturing, Case study Method, Assignments, Group Discussion, Seminars, Mentoring, enabling classes, I.Q test, periodic test

34. Participation in Institutional Social Responsibility(ISR) and Extension activities

The Mathematics Department Staff and students are sincerely involved in the effective functioning as one of the Clubs in the College.

- Students are encouraged to take part in inter-departmental as well as inter-collegiate co-curricular activities.
- The students are encouraged to participate in seminars, conferences and also to present papers at various levels.
- Frequent guest lectures are arranged for the students in the college

35. SWOC analysis of the department and Future Plan

Strength

- Qualified, experienced, skilled, dynamic and dedicated faculty members
- Special Coaching for first generation learners/SC/ST students
- Flexibility in teaching

- Organizing seminars regularly
- Providing opportunity to establish students talents by collecting their creative writing and publishing it as a magazine.
- To assist students who are below average in studies and helping them to get through in studies

Weakness:

- No Flexibility in curriculum as it is governed by the parent University

Opportunities:

- Providing opportunities for students to score more marks
- The department provides an efficient guiding system to the students

Challenges:

- Creating resources that can be used in the classroom.
- Training the students to get as many centums as possible in the subject.
- Finding Fund Agencies.
- To Facilitate Students to think Research oriented.
- To improve the knowledge in their own subject through mathematics

Future Plans:

- Releasing Magazines periodically
- To conduct more number of seminars/conferences (National and International)
- Special coaching for students to prepare for the competitive examination.
- Making the students pass Group-1 and other competitive examination

Take steps to bring major department for Mathematics.

Patrician College of Arts and Science

Approved by the Govt. of Tamilnadu (G.O. No. 168) Affiliated to the University of Madras.

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Declaration by the Head of the Institution

I certify that, the data included in this Self – Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place : Chennai

Date : 21.10.2014

Signature of the Head of the Institution

Patrician College of Arts and Science

Approved by the Govt. of Tamilnadu (G.O. No. 168) Affiliated to the University of Madras.

Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 600 020.
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E-mail : director@patriciancollege.com, principal@patriciancollege.com
Website : http://www.patriciancollege.com

Certificate of Compliance

(Affiliated/ Constituent/ Autonomous College and Recognized Institutions)

This is to certify that Patrician College of Arts and Science fulfills all norms.

1. Stipulated by the affiliating University – University of Madras
2. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically once the institution loses its University affiliation and Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date : 21.10.2014

Place : Chennai

21/10/14

Principal / Head of the Institution

OUR GREEN CAMPUS
PATRICIAN COLLEGE OF ARTS & SCIENCE
www.patriciancollege.com