INTERNAL QUALITY ASSURANCE CELL

PATRICIAN COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Madras and Accredited `A' Grade by NAAC

Canal Bank Road, Gandhi Nagar, Adyar, Chennai 600 020

ANNUAL QUALITY ASSURANCE REPORT
2015 – 2016

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year :

> 2015-2016

1. Details of the Institution

1.1 Name of the Institution

> PATRICIAN COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

> CANAL BANK ROAD

Address Line 2

> ADYAR

City/Town

> CHENNAI

State

> TAMILNADU

Pin Code

> 600020

Institution e-mail address

> principal@patriciancollege.org

Contact Nos.

> 044-24401362

Name of the Head of the Institution:

> Dr M Ravichandran

Tel. No. with STD Code:

> 044-24401362

Mobile:

9444381337

Name of the IQAC Co-ordinator:

Dr S Nagajothi

Mobile:

9444430220

IQAC e-mail address:

iqacpatrician@gmail.com

1.3 NAAC Track ID :

TNCOGN21072

1.4 NAAC Executive Committee No. & Date:

EC(SC)/06/A&A/058, dt.01.05.2015

1.5 Website address:

www.patriciancollege.org

Web-link of the AQAR:

http://www.patriciancollege.org/AQAR2015-2016

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.12	2015	5 years (till 2019)
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 20/10/2014 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC: Not applicable as this is the first year after Accresitation.

  i. AQAR _____ _____ (DD/MM/YYYY)
 ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State [✓] Central [ ]   Deemed [ ]   Private [ ]

   Affiliated College   Yes [✓]   No [ ]

   Constituent College   Yes [ ]   No [✓]

   Autonomous college of UGC   Yes [ ]   No [✓]

   Regulatory Agency approved Institution: Yes [✓] No [ ]

                          : Approved by UGC NAAC

(eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education [✓]   Men [-] Women [-]

           Urban [✓]   Rural [-]   Tribal [-]

  Financial Status   Grant-in-aid [--]   UGC 2(f) [-] UGC 12B [-]

           Grant-in-aid + Self Financing [-] Totally Self-financing [✓]

1.10 Type of Faculty/Programme

Arts [✓]　Science [✓]　Commerce [✓]　Law [ ]　PEI (Phys Edu) [-]

TEI (Edu) [-]　　Engineering [-]　Health Science [-]

Management

Others　(Specify) [-]

1.11 Name of the Affiliating University [UNIVERSITY OF MADRAS]

1.12 Special status conferred by Central/ State Government: Applied for Autonomous

Status

UGC/CSIR/DST/DBT/ICMR etc　　　[-]

Autonomy by State/Central Govt. / University　[-]

University with Potential for Excellence　[-]　　　UGC-CPE

DST Star Scheme　　　　　[-]　　　UGC-CE [-]

UGC-Special Assistance Programme [-]　DST-FIST [-]

UGC-Innovative PG programmes [-]　Any other (*Specify*) [-]

UGC-COP Programmes　　　　[-]

2. IQAC Composition and Activities

2.1 No. of Teachers 3

2.2 No. of Administrative/Technical staff 1

2.3 No. of students 2

2.4 No. of Management representatives 4

2.5 No. of Alumni 2

2. 6 No. of any other stakeholder and

    community representatives 2

2.7 No. of Employers/ Industrialists 1

2.8 No. of other External Experts 2

2.9 Total No. of members 17

2.10 No. of IQAC meetings held :   2

2.11 No. of meetings with various stakeholders: No. 8 Faculty 4

    Non-Teaching Staff Students 1 Alumni 1 Others 2

2.12 Has IQAC received any funding from UGC during the year?

Yes ☐   No ✓

    If yes, mention the amount -

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

    Total Nos. International - National - State - Institution Level 1

    (ii) Themes Institutional Preparation for NAAC cycle II

2.14 Significant Activities and contributions made by IQAC

- Activities initiated for reaccreditation process
- Yearly academic plan prepared and implemented
- Feedback system is being consistently followed.
- Certificated program in communication and tally conducted through PCEC(Patrician College Empowerment Cell)
- Placement Training given to final year and Second year students though Placement Cell.
- Academic performance reviewed through result analysis and Remedial classes initiated in respective departments.
- New books and journals recommended for library.
- Established linkage with NSE (National Stock Exchange, Chennai region) and MOU signed for the same.
- Organized Faculty Development Program for staff.
- Conducted Internal Academic audit for the departments and areas of improvement suggested.
- Entrepreneurial training given to students through ED cell.
- Orientation on preparation for Civil Service Exam given to students through the Civil Services Cell.
- Organized Gender sensitization program for Women students through Women's cell and a medical camp for general fitness were also organized.
- Encouraged faculty members to publish paper in National and International journals.
- Literacy program organized for support staff and also training given in quelling and painting.
- Practical exposure given to students' thorough industrial visits and guest lectures on their respective subjects. Final year students were taken on an educational tour.
- All the National days and festivals observed and celebrated with zeal and enthusiasm.
- Stock taking initiated for the entire college and the report submitted to the Principal.
- Computer literacy program organised for administrative staff with the help of Computer applications department.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To prepare an Academic Calendar of the Institution.	Academic calendar prepared and activities monitored.
To prepare subject wise teaching plan for each semester	Lesson plan prepared by the departments for various subjects and implementation monitored through respective HODS.
To carry out assessment of students	Academic assessment done for students through Continuous Internal Assessment as per University Norms.
All departments to give practical exposure to students through guest lectures and industrial visits	Industrial visits were organised by the respective departments and guest lectures were also arranged for in the respective streams.
To organize FDP for staff members	Two faculty development programs were organised at the beginning of the academic year.
To encourage departments to organize competitions for students	Departments organised inter-departmental and inter- departmental competitions.
To encourage students to take up civil services as a career and encourage entrepreneurship among students.	Orientation programme on civil services given and training program organised on entrepreneurial skills.

To enhance placement opportunities	Pre – placement training given to second and third year students through placement cell.
To encourage students to take part in sports activities	Inter- departmental sports competitions conducted and students represented University at Zonal level.
To offer support to administrative staff	Training given on computer literacy.
To offer support to domestic staff	Training given on quilling and painting
Feedback mechanism to be followed consistently	Feedback collected from students, parents and alumni and analysis done manually.
To conduct internal academic audit	Internal academic audit conducted by Dean of Academics and area of improvement communicated to the departments.
To initiate stock verification	Stock verification done and report submitted for the same.
To enhance the PG department into a research department	Proposal submitted for introducing M.Phil in Commerce and Social work and approval for the same given by the management and inspection committee visited.

* Academic Calendar of the year 2015-2016 attached.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

- Growing into a Research Institution from being a PG institution , 2 new M.Phil programs initiated (i.e in Social Work and Commerce)

- Sustained quality in classroom teaching.

- Conduct of end semester University examination at the behest of the Parent University with not a single case of malpractice.

- Total number of Graduates in the year: 473

- Total number of Placement enabled: 260

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	1	3	-
UG	7	3	10	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	2
Total	9	4	13	2

Interdisciplinary	7	3	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [✓]   Parents [✓]
Employers [-]   Students [✓]

Mode of feedback   :   Online [-]   Manual [✓]

Co-operating schools (for PEI)   [-]

Feedback format attached

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Revision in Language syllabus for first years and in English syllabus in second years was effected from academic year 2015-2016.

- No recommendations were made by the other Board of Studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

4 New departments were introduced during the year.B.Sc (Mathematics), B.Sc (Psychology), B.S.W, M.A (Eng)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	75	1	-	-

2.2 No. of permanent faculty with Ph.D. | 14 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	Nil	Nil	Nil	Nil	Nil	Nil	nil	14	nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		-		-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented	7	5	
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Practical exposure to students through industrial visits and guest lectures.
- Seminars and presentation by students for internal assessment.
- Submission of assignment in subject related and general topics
- ICT enable teaching
- Peer learning

2.7 Total No. of actual teaching days
     during this academic year   [200]

2.8 Examination/ Evaluation Reforms initiated by
     the Institution:

> The University of Madras End Semester examinations are held in the most scrupulous manner. For the CIA (Continuous Internal Assessment) innovative practices like Open book examination, model presentation by the learners were introduced.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development [2] [-] [-]
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   [85%]

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.C.A	95	5.8	86.27	7.84	-	53.68
B.Sc(cs)	42	15	80	5	-	47.62
B.COM (General)	131	7	45	35	25	85.49
B.B.A	59	-	27.5	67.5	5	70.18
B.Sc(Vis Com)	38	-	96.55	3.45	-	73.68
B.COM(CS)	62	6.45	59.67	4.83	3.22	74.19
B.A (ENG)	25	-	5	95		80
M.COM	11	-	100	-	-	91
M.S.W	12	-	100	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC encourages faculty to use creative methods of teaching like usage of ICT mode of presentations.
- Departments are recommended to conduct remedial classes for slow learners.
- Monitor the teaching effectiveness through internal assessment and conduct of model exams.
- Collection of feedback from students and corrective action taken through faculty counseling.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc. (FDP)	75
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff: a) Clerical Cadre & above	7	Nil	Nil	Nil
b) Support staff	13	Nil	Nil	Nil
Technical Staff	3	1	1	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> - Faculty members are encouraged to participate and present papers in conferences, seminars etc by providing OD facility
> - Free access is given to INFLIBNET to refer On line journals and books for research work
> - Faculties are encouraged to register for Ph.D programs and are encouraged to complete the same on time.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	16	-	-	-
Outlay in Rs. Lakhs	Funds – Self Generated	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	7	5	

3.5 Details on Impact factor of publications:

Range | - | Average | - | h-index | - |

Nos. in SCOPUS | 1 |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 4 |

ii)Chapters in Edited Books | - | iii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy   [-]   CPE   [-]

   DBT Star Scheme   [-]   INSPIRE   [-]   CE   [-]

   Any Other (specify)   [-]

3.10 Revenue generated through consultancy   [-]

3.11 No. of conferences/ seminars organized by the Institution   [-]

Level	International	National	State	University	College
Number	4		2		
Sponsoring agencies	Management, Registration, Sponsors	-	Management, Registration, Sponsors	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [2]

3.13 No. of collaborations   International   [-]   National   [3]

Any other   [-]

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year in lakhs :

   From Funding agency   [-]   From Management of University/College   [-]

   Total   [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution   1
    who are Ph. D. Guides
    and students registered under them   6

3.19 No. of Ph.D. awarded by faculty from the Institution   -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   -   SR   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   -   State level   50

International level   -   National level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

International level   -   National level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

International level   -   National level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

International level   -   National level   -

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | 3 | Any other | 28 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp, dental check up camp and general physical fitness camps were organised by Rotaract & Leo club and Women Cell. Students also visited St.Louis School for Deaf and Dumb, Chennai, to celebrate Independence Day. Dresses, household products and walking sticks were donated to blind people hailing from Good Shepherd Churn, Chennai.

- NSS students participated in road safety awareness program, cleanliness drive was initiated by cleaning the Kotturpuram Railway station, NSS week was observed by giving orientation program to NSS volunteers through an initiative called One to One and cancer patients interacted with the students.
- Computer literacy program was organised in Chennai Corporation School by Dept of Computer Applications.
- Skill building sessions was organised by literacy club for the support staff of the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.3acrs	-	Revenue generated through fees collection	3.3 acres
Class rooms	68	-		68
Laboratories	4	1		5
Seminar Halls	6	-		6
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	17	52		69
Value of the equipment purchased during the year (Rs. in Lakhs)	20,08,325	65,11,085		85,19,410
Others	4,61,455	15,74,442		20,35,897

4.2 Computerization of administration and library

- All circulars to faculty are sent through e-mail.

- Student's attendance is software helps in closely monitoring their regularity.

- Online Internal Mark entry system is followed.

- Full automation of the library is in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5689	2,05,873	382	1,33,544	6071	3,39,417
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	21	1,09,295	2	700	23	1,09,995
e-Journals	-	-	-	-	-	-
Digital Database	Nlist	5000	Nlist	34350	-	39350
CD & Video	230	-	-	-	230	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	216	155	15mbps	-	15	4	16	26
Added	6	2	0	-	0	1	0	3
Total	222	157	15mbps	-	15	5	16	29

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Tally program was conducted for faculty and students.

- Smart class room training was given to the faculty.

- Administrative staff were oriented on MS Office, Excel and Power Point.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs. 3,80,580

   ii) Campus Infrastructure and facilities   Rs.33,14,820

   iii) Equipments   Rs. 19,53,448

   iv) Others   Rs. 15,65,554

Total :   Rs.72,14,402

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- An effective grievance rederessal mechanism is in place and students are encouraged to voice out their grievances. Immediate action is taken for the problem represented and the action taken report is presented in the general assembly by Dean of Students.

- Placement notice board is updated regularly for the benefit of the students in search of part time jobs.

- PCEC (Patrician College Empowerment Cell) conducts various skill based training programs to develop the students.

5.2 Efforts made by the institution for tracking the progression

- Scholarships are given to the economically backward students.

- Pre placement training is given to second and final year students.

- Remedial classes are arranged for the slow learners and academically weak students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1850	102	0	0

(b) No. of students outside the state

26

(c) No. of international students

| 1 |

No	%		No	%	
1364	69.87	Men	588	30.13	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
236	276	33	977	5	1527	757	317	26	849	3	1952

Demand ratio- 2:1   Dropout %- 0.5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Civil Services cell organises programs to orient the students on scope in civil services.

- Library is equipped with books on competitive exams.

No. of students beneficiaries | 50 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GAT | - | CAT | - |

IAS/IPS | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

- Department of Psychology and Department of Social Work offer counselling to students in need on regular basis and also on the recommendations made by the other departments.

- Placement cell offers career guidance assistance to all the final year students.

| 536 |

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	200	160	100

5.8 Details of gender sensitization programmes

Consumer club and Womens club coordinated a programme on "Awareness on energy conservation for women students".

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | - | National level | 2 | International level | - |

No. of students participated in cultural events :

State/ University level | - | National level | - | International level | - |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | - | National level | - |

International level | - |

Cultural:

State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	50	62,500
Financial support from government	348	20,18,200
Financial support from other sources	133	6,77000
Number of students who received International/ National recognitions	1	64000

5.11 Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level   [-]

Exhibition: State/ University level [-]   National level [-]   International level   [-]

5.12 No. of social initiatives undertaken by the students

Departments   - 5

NSS – 4   Rotaract Club - 4

SOWERS – 17   Consumer Club- 1

5.13 Major grievances of students (if any) redressed:

Students demand for RO water was met by installing a RO plant with 1000 litres capacity

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision: The College will emerge as the centre for excellence in Higher Education and build Human resource with values to make a significant contribution to the society.
>
> Mission: To provide a holistic education for intellectual and physical development, social and cultural sensitivity and economic upliftment that will empower every student to live in harmony.

6.2 Does the Institution has a management Information System

> - MIS for student's data base is in progress.
>
> - Proposal has been made for complete MIS system and it is under consideration.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> Bridge course for English and Maths was planned and implemented through the respective departments.

6.3.2 Teaching and Learning

> - To ensure that the continuous Internal Assessment is followed as per the norms, HODs monitor the conduct of tests, seminars and submission of assignments.

6.3.3 Examination and Evaluation

> - As per the norms of University of Madras, tests are conducted for Continuous Internal Assessment. Marks are recorded for internal consolidation.
> - Model exam is conducted every semester to train the students to appear for end semester university examinations.
> - Question banks are maintained in the respective departments and students are trained in answering the previous years question papers.
> - Remedial classes are conducted for academically weak students and attendance is recorded in the log book.

6.3.4 Research and Development

- Faculty, those who are yet to complete their Ph.D are encouraged to register for the same and complete it on time.

- OD facity is provided for the faculty to attend and present papers in seminars, workshops and conference.

- FDP is organised for faculty to upgrade themselves.

- Faculty have access to e-journals through INFLIBNET.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books were purchased for the new courses i.e, B.Sc (Psychology), B.Sc (Mathematics), M.A. (English) and B.S.W.
- B.Sc (Psychology) lab was fully equipped with the essential equipments.
- Students are permitted to access the computers with internet facility in the library.
- Smart boards and projectors are installed in the lab and seminar hall to facilitate presentations.
- Each faculty is provided with login ID to access e-journals in INFLIBNET.

6.3.6 Human Resource Management

- Performance review of faculty is done by the HOD and Management.

- Biometric (thumb impression) machine is installed in the administrative office to monitor the attendance of the Teaching and administrative staff.

6.3.7 Faculty and Staff recruitment

- Announcement about vacancy was made through advertisement in newspaper.
- Candidates with NET/SLET and/ or Ph.D were given preference.
- A panel interview was conducted for the candidates which included representative from Management, Principal, Vice-Principal and the Head of the respective department.
- The candidates were asked to take demo class to exhibit their teaching skills.
- Appointed candidates were given appointment order and orientation about the job.

6.3.8 Industry Interaction / Collaboration

- Students of various departments visited organisations like Aavin milk processing unit, Modern Foods Ltd, Kannan Devan Tea Plantation Unit, Lotte Choco Pie, RBI Financial Gallery etc., French Loaf,

- Guest speakers from industries exposed the students to various trends Computer Sciences Corp, TCS, BIS, RBI, Gideon Automotives, E-ComWell, MSE etc

6.3.9 Admission of Students

- Being a Christian Minority Institution, preference was given to Christian students.

- Interview was conducted for the prospective candidate by the respective departments after shot-listing them based on marks secured in Higher Secondary Examinations.

- Selected students were duly informed and admit cards were issued.

6.4 Welfare schemes for

Teaching	6
Non teaching	1
Students	2

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes [✓] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	yes	-
Administrative	Yes	Thomas & Co.	No	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Continuous Internal Assessment marks are sent to University online
- Exam registration of students is made online.
- Hall tickets are received online by the College.
- Absentees' details for the University examination are posted online.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> University promotes autonomy by encouraging the affiliated colleges to apply for permanent affiliation status and in turn to enhance themselves as an autonomous institution.

6.11 Activities and support from the Alumni Association

- Alumni students facilitate in arranging for resource persons from their corporate circle.
- Alumni students also meet the existing students of their respective departments to give motivational talk.
- Under the initiative "Earn While You Learn", the alumni students help in arranging for summer placement for deserving students.
- During the Chennai floods time, to help the affected students to cope up with the situation, the alumni association donated books, notebooks and health mix powders. The distinguished alumni who made valuable contributions were acknowledged during the Annual Alumni Meet.

6.12 Activities and support from the Parent – Teacher Association

- Parents meet was conducted and the Association members were selected through election.

- The meeting of the Association was recorded and the minutes were circulated to the members by the faculty in-charge.

6.13 Development programmes for support staff

- Support staff were trained in Banking operations through Consumer Club

- Literacy Club organised a session on Skill development for support staff in Quilling and drawing.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- "Say no to plastics" campaign was initiated by Enviro Club.

- All communication is e-mailed to conserve paper and save trees.

- Campus cleaning initiative undertaken by NSS.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Online registration of alumni students for better networking.

- Skill development programme organised for support staff.

- Peer mentoring introduced to help students in academics.

7.2   Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Students' attendance was closely monitored and information regarding the same was given to parents in the Parents- Teachers Meeting.

- Internal Assessment was conducted as per University Norms and recorded in the department under the supervision of the HOD.

- Internal Academic Audit was conducted by Dean of Academics and areas of improvement informed to the respective departments.

- Result analysis done and remedial classes conducted for academically weak students.

- Stock taking was undertaken for the entire campus and report submitted.

7.3 Give two Best Practices of the institution:

- Students are given opportunities to participate in administration through Students Council.

- Every morning, prayer and thought for the day is impressed upon the students through the Public Addressing System.

- Eucharistic Celebration is held every First Friday for the Christian students and simultaneously value education classes are held for other students.

- Out reach program and extension activities by the Departments helps in value building among the students and creates concern for the society and fellow human beings.

7.4 Contribution to environmental awareness / protection

- NSS volunteers were involved in campus cleaning and cleaning the neighbouring Greenways railway station, Chennai.

- Volunteers of Enviro Club of the College participated in lake cleaning project at Keelaktlai, Medavakkam, Chennai.

- WOW (Wealth Out of Waste) is an effort to dispose Waste papers in an eco friendly manner. It is an initiative in

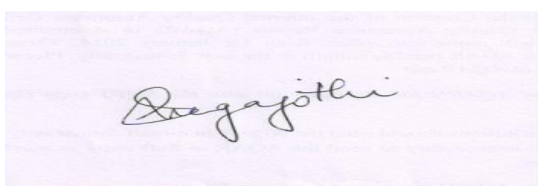7.5 Whether environmental audit was conducted?   Yes | - | No | ✓ |

7.6 Any other relevant information the institution wishes to add:

- Institution is making to efforts to attain autonomy. Application for Permanent affiliation already forwarded to the University.

- Institution wished to upgrade the Post Graduate departments in research departments.

- The institution would like to expand infrastructure facilities. .

7.8. **Plans of institution for next year**

- Permanent Affiliation – Documents submitted to University of Madras.
- ☐Autonomy – To be processed upon grant of Permanent Affiliation

Name : Dr.S.Nagajothi

Signature of the Coordinator, IQAC

Name : Dr.M.Ravichandran

Signature of the Principal

Dr. M. Ravichandran M.A., M.Phil., B.Ed., B.L., Ph.D
Principal
Patrician College of Arts and Science
Canal Bank Road, Gandhi Nagar, Adyar,
Chennai - 600 020. Ph: 044-24401362/24426913

ACADEMIC CALENDAR 2015-2016	
DATE	**EVENTS**
12th June, 2015	Department of Social work initiated Post Card Signature campaign programme against child labour
15th June 2015	Institutional preparation for NAAC Reaccreditation in 2019.
20th June 2015	"Personal and Institutional Growth
24th June 2015	Department of Social work organized an awareness programme on "De-addiction", for the II and III BSW students
25th June2015	Techno Vision Association conducted IGNUS 2K15-an Inter-Departmental paper presentation
27 to 30 June, 2015	Bridge course in English was conducted by Department of English
26th June 2015	Orientation programme for first year UG students
29th June 2015	Inauguration of B.Sc Mathematics Department
4th July 2015	L' Spirit association inaugurated on French national day
8th July 2015	Students ' Unioin Council Elections
11th July 2015	PHTC- PATRICIAN HAFTCORE TECHNICAL CELL
14th July 2015	Techno Vision Association conducted the TECHEXPO '15 Technical Hardware/ Software Exhibition
15th July 2015	Investiture Ceremony for Student Council Members and badge holders
17th July 2015	Fresher's Day

25th July 2015	The Parent teacher meeting was conducted for II year and III year UG and II year PG students
27th July 2015	A seminar on "Equity Dealing"- Corp ship Association
29th July 2015	An orientation programme on "Enhancing Life Skills"- Department of English
29th July 2015	Department of Psychology conducted a seminar on "Positive Attitude"
31t July 2016	Corporate to College- seminar organised by Zenith management Association
1st August 2015	14th College Anniversary
3rd August 2015	Department of Social work conducted a special lecture on creating awareness of Breast Feeding
3rd August 2015	Orientation program was held for the first year Post Graduate students.
4th August 2015.	Edapt Association organized a seminar on "Bio Informatics Using Data Mining
4th August 2015.	Orientation Programme for 200 NSS volunteers
5th August	Computer Awareness Literacy Camp at Chennai Government School, Ambattur, Chennai.
12th August 2015	Leo Club Installation
15th August 2015	69th Independence Day
15th August 2015	15th August 2015- Alumni- annual general body meeting
22nd August 2015	College Annual Sports Day
25th August 2015	EXPLORE 2015" Interdepartmental paper presentation - Zenith management Association
28 th August, 2015	Onam Celebration

28 th August, 2015	Department of Psychology and the P.G students of Social work department organized a seminar on 'Value Yourself and Others.'
31 August, 2015	"Banking operations and pension" - Consumer Club
1st September 2015	interdepartmental competitions by Edapt Association
1st September 2015	Computer Application went for Industrial visit to KSJP Soft Tech Resources PVT Ltd., Adyar,
2nd Sept. 2015	Blood Donation Drive of the Rotract Club in support of Adyar Cancer Hospita
3rd September 2015	Dept. of Tamil held the Bharatidasan Illakiya Manra Vizha
3rd September 2015	Students of Pychology were taken on a field visit to "AIM SEVA", a residential organization for mentally disabled adults
7th September 2015	"Role of RBI in Indian Economy-Zenith management Association
8th September 2015	Literacy Club organized a workshop on "BANKING OPERATION
8th September 2015	Teacher's Day & Brothers Feast Day
10th September 2015	Wordcraft English Literary Association conducted interdepartmental competitions
15th September, 2015	Department of Social Work organised a guest lecture on Students for a Free Tibet India
16th September 2015	Wordcraft English Literary Association conducted a workshop on "Theatre and Performance" for the final year students of U.G
18th and 19th September 2015	Annual College Culturals
22nd September, 2015	B.Sc Comp Sc students- induatrial visit to Aavin,Shollinanallur, Chennai
22nd September, 2015	Rotaract Club visited Good Shepherd Church

23rd September 2015	Department of Commerce organized an International workshop on "Secret of Success
24th September 2015	The first year students of B.Sc Comp Sc students visited Reserve Bank of India, Chennai
28th & 29th September 2015	Corp ship Association conducted its interdepartmental Competition
28th September 2015	International workshop on "Counseling Service for Adolescence"- Dept of commerce
29th September 2015	Department of English conducted an international workshop on "Quality of Life for Youth of Today"
30th September 2015	Departmentof Pychology organized a guest lecture on "Consciousness."
30th September 2015	III BBA students were taken for an Industrial Visit to Aavin Milk Production Unit, Shollinganalur, Chennai
30th September and 1st October 2015	Interdepartmental competitions by Comet Association
30 Sept to 7 October, 2015	Rural Camp - Department of Social Work
5th october 2015	II and III yr B.Com Gen student - Industrial visit to French Loaf, Chennai &Ms. Swaminathan Research Foundation
6th October 2015	Department of Corporate Secretaryship organised a Management Golu & Corpo Bazaar
6th October 2015	Department of Computer Applications organized an International Seminar on Skill Development in Global Scenario
8th October 2015	Challenges in Higher Education
15th October 2015	Student Awakening Day - NSS
9th October to 14th October 2015	Model exams
15th - 30 th October 2015	University Practical Examination

2nd November 2015	University Examination commenced
27th November2015	College reopened for even semester- NOV 2015 - APRIL 2016
4th January 2016	Department of Pychology organised an International workshop on "Family Counselling
7th January 2016	Department of Pychology organised a workshop on "Psychological First-aid for people facing Psychological distress due to damages caused by rain and floods in Chennai"
9th January 2016	Civil Services Information Cell organized an Orientation Program for all Civil Service aspirants
11th January 2016	Work shop on "Psycho Social Support- Department of Social Work
13th January 2016	Thiruvalluvar Thirunal celebrated - TAMIL DEPT
14th January 2016	Festival of Pongal celebrated
19th of January 2016	Rights of Consumers - Consumer Club
22th January 2016.	Department of French conducted an Inter Departmental cultural
23th January 2016	Alumni meet
22nd and 23rd January, 2016	Department of Social work , in collaboration with Sterling School of Playback Theatre conducted a workshop on "Introduction to Playback Theatre - Basic 3 Forms of Playback Theatre
26th January 2016	Republic Day celebration
30 th January, 2016	"Skill development for Self Employment" - ED Cell
1 & 2 February, & 1 March, 2016	Extension Activity at ST. Louis College for Deaf and Dumb by Commerce Dept

1st and 2nd February 2016	Delany Library Reading club in collaboration with Department of Computer science organized two days workshop on "Creating web portals using Open Source Software (OSS) WORDPRESS
2nd February 2016	Founders Day celebrated
2nd February 2016	Psychology Lab inaugurated
2nd February 2016	Communication Skills Training conducted by PCEC
3rd February 2016	Department of Corporate Secretaryship organized a donation camp and donated provisions to the old age home "KAKKUM KARANGAL" and "ANNAI ILLAM" at Mylapore.
13th February 2016	"Institution Industry Interface- Department of Social Work
15 Feb 2016.	Byte Street, the Newsletter of the B.c Comp Sc department was released
15th February 2016	"Product Quality Standards" - Consumer Club
15th February 2016	Edapt Association - software expo was organized
16th February 2016	III B.Com (CS) Students were taken for an Industrial Visit to Sri Lakshmi Beverages, Mamandur, Kanchipuram Dist
16th February 2016	The students of I B.Com (CS) were taken for an Industrial Visit to "MODERN BAKERS PVT.LTD, Chennai.
17 to 19 February , 2016	Study Tour for All Final Year Students
8 to 12 February, 2016	Aadhar card enrollment camp
20th February 2016	Health Camp organised by Rotaract and Leo club
22nd February 2016	Department of Visual Communication conducted a one day video editing workshop 'Cutting Edge

23rd February 2016	Department of Visual Communicationorganized an interactive panel discussion with National Award winning film maker Thiru. Vetri Maaran
24th February 2016	Department of Corporate Secretaryship organized a workshop on the topic "Youth Development in Nation Building through Entrepreneurship"
24 February, 2016	"Energy Conservation" - Consumer Club
24th February 2016	Career Guidance for the final year students of B.Com General
24th February . 2016	Say No to Plastics Campaign- Enviro club
27th February 2016	Second Parent Teacher meeting for the even semester
29th February 2016	Inter-Collegiate Literary Fest - IGNIS FIDOCIA 2016 - Department of English
29th February 2016	Ramanujam Association, organised a guest lecture on theorem "There are infinitely many primes"
29th February 2016	Prerna association held a Workshop on "Hindi Aur Hum"
29th February 2016	Seminar was conducted on "Production and Total Quality Management.-Zenith management Association
1st March, 2016	"LPG gas conservation"- Consumer Club
1st March 2016	Interdepartmental Event BUILD OUR NATURAL ENVIRONMENT-"BONE"2016- Enviro club
3rd March 2016	Interdepartmental competitions - Department of Mathematics
3rd March 2016	Guest lecture on the notion of a continuous function- Department of Mathematics
11th March 2016	College day
12th March 2016	Graduation Day

15th - 30th March 2016	University Practical Exams and Model exams
1st April 2016	University Examination commenced

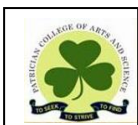# PATRICIAN COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Madras and Accredited A Grade by NAAC

Parents – Teachers Meet Feedback Form

Kindly tick in the appropriate box:

S. No	Statements	Yes	No
1.	The date of the meeting was informed well in advance $l;lk; elj;Jk;; Njjp Kd;$l;bNa njuptpf;fg;gl;lJ.		
2.	The interactive session with the class teacher was informative tFg;ghrpupaUld; fye;Jiuahly; gads;sjhf mike;jJ.		
3.	Student's attendance status was informed khztu;fspd; fy;Y}up tUifapidj; njuptpf;fg;gl;Ls;sJ.		
4.	Student's academic performance was intimated khztu;fspd; fy;tprhu;e;j jpwd; njuptpf;fg;gl;lJ		
5.	General behavior (like late coming, attitude etc) of the student was intimated khztu;fspd; nghJ elj;ij (fy;Y}up tUif kw;Wk; fPo;g;g;gbjy;;) njuptpf;fg;gl;lJ		
6.	The teacher had the information maintained in a systematic manner khztu;fisg; gw;wpa jfty;fis Mrpupau;fs; rupahd Kiwapy; njhlu;e;J gjpTr; nra;Js;sdu;.		
7.	All the queries about the ward were satisfactorily answered Nfl;fg;gl;l Nfs;tpfs; midj;jpw;Fk; kdepiwthd gjpy;fs; toq;fg;gl;Ls;sJ.		
8.	The teacher showed positive attitude towards the growth of the student khztu;fspd; tsr;rpf;F Neu;;;kiwahd rpe;jidfis Mrpupau;fs; tpsf;fpAs;sdu;;.		
9.	The meeting was conducted in a very convincing manner $l;lk; jpUg;jppfhukhf ntspg;gilahd jd;ikapy; mike;jpUe;jJ.		
10.	The teacher keeps in constant touch with the parents to inform about the student Mrpupau;fs; ngw;Nwhu;fsplk; khztu;fisg; gw;wpa tpguq;fisj; njhlu;e;J njuptpj;J tUfpd;wdu;.		

FEEDBACK FORM

Kindly tick the appropriate box based on your opinion on the usefulness of the programme

Response	
Main course	
Foundation Course English	
Foundation Course – Foreign Language	
Elective Course	
Project / Internship/practicum during course of study	
IV tours to companies/ factories	
Extra-curricular activities	
Club activities	

1. **In order of importance, name the three biggest problems you encountered in order to find employment?**
   a. Technical Skills
   b. Fluent Communication
   c. Soft Skills

2. **What suggestions do you have for improvement in the services provided in Patrician College?**
   a. **More pre-placement training from companies**
   b. **More training opportunities from distinguished Alumni – to understand practical challenges faced them**

PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR,CHENNAI 600 020

FEED BACK FORM

Dear Students

Greetings!

It is a healthy practice of IQAC, at the end of every semester to obtain feedback on the teaching,

learning and infrastructure facilities in the campus.

This feedback exercise is undertaken to obtain your views on the quality of services provided. Read the statements carefully and give your genuine rating. Your feedback will be kept confidential.

Performance rating is on a 5 point scale and as follows:

Very Good - 5   Good – 4   Average – 3   Poor- 2   Very Poor-1

Year / Class /Section : _____

S N	Name of the Faculty			
	Name of the Subject			
I	**Teaching Environment**			
1	The Teacher is punctual to the class			
2	The Teacher is able to maintain discipline in the class			
3	The Teacher has knowledge of the subject			
4	The teacher has effective Communication skills			
5	The Teacher uses creative methods of teaching			
6	The Teacher encourages students to ask questions in the class			
7	The Teacher is available to the students outside the class hours			
8	The teacher does not cancel his/her classes			
9	The teacher takes interest in the betterment of the weaker students			

10	The Teacher completed the Syllabus			
11	The Teacher sets effective question paper for CIA			
12	The Teacher treats all students equally			
13	The teacher is an example to students in his /her behaviour			
14	The Teacher motivates students to learn and create interest in studies			
15	The Teacher has a positive attitude towards the institution			
II	**Feedback on Infrastructure/Learning Environment**			
16	The institution provides conducive ambience for learning			
17	Class rooms, library and labs are spacious and ventilated			
18	Healthy sanitation facilities and clean drinking water is available			
19	Opportunities are provided for Holistic Development through associations and club activities			

20   Suggestions: