

Mohamed Sathak College of Arts and Science

*(Affiliated to the University of Madras, Approved by UGC, & AICTE and
Reaccredited by NAAC with 'B' Grade)*

**Sponsored By Mohamed Sathak Trust
Sholinganallur, Chennai-600119, Tamilnadu**

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE

முகம்மது சத்தாக் கலை மற்றும் அறிவியல் கல்லூரி

ALHAJ SHEIK ABOOBACKER SAHIB AUDITORIUM

***The Annual Quality Assurance Report (AQAR) of
the IQAC
Academic year 2017 – 2018***

***Submitted to
National Assessment and Accreditation Council
P.O.Box No.1075, Nagarbhavi, Bangaluru-560072***

The Annual Quality Assurance Report (AQAR) of the IQAC
For the Period 1st May 2017 to 30th April 2018

Part – A

AQAR for the year (*for example 2013-14*)

2017-18

I. Details of the Institution

1.1 Name of the Institution

Mohamed Sathak College of Arts & Science

1.2 Address Line 1

NO 13, Medavakkam Road

Address Line 2

Shollinganallur, Chennai

City/Town

Chennai

State

Tamilnadu

Pin Code

600119

Institution e-mail address

**mscassprincipal@gmail.com,
iqac@mscartsandscience-edu.in**

Contact Nos.

044-24501115/24500212

Name of the Head of the Institution:

Dr.R.Meganathan

Tel. No. with STD Code:

044-24501115

Mobile:

08870717071

Name of the IQAC Co-ordinator:

Dr.M.Syed Ali

Mobile:

09842052929

IQAC e-mail address:

iqac@mscartsandscience-edu.in
mscasiqac2016@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

NAAC/WH/Cert-A&A/EC (14TH SC)/15/2/2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

<http://www.mscartsandscience-edu.in>

Web-link of the AQAR:

<http://www.mscartsandscience-edu.in/AQAR2016-2017.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B⁺	-	2007	5 Years
2	2 nd Cycle	B	2.10	2016	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2007

Mohamed Sathak College of Arts and Science 2017-18

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR : 2012-2013 (19/08/2015)
- ii. AQAR: 2013-2014 (19/08/2015)
- iii. AQAR: 2014-2015 (09/02/2016)
- iv. AQAR: 2016-2017 (07/08/2017)

1.10 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

(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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

AICTE – MBA and MCA

1.12 Name of the Affiliating University (*for the Colleges*)

**University of Madras,
Chennai, Tamilnadu**

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	03
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty <input type="text" value="25"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="-"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox" value="NO"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input checked="checked" type="checkbox"/>
(ii) Themes	<input type="text" value="Mentoring-Being a Great teach and Moving towards Excellence"/>

2.14 Significant Activities and contributions made by IQAC

Activities of IQAC:

1. Distribution and collection of self appraisal forms for updating records.
2. Organised Academic Audit (External).
3. Based on the indices, analysis is done in the areas of attendance, results, and faculty publications, projects, faculty quality, placements, intake gender ratio etc..
4. Analysis of research publications was done.
5. Conducted Parents Teacher meeting.

Contributions made by IQAC:

1. Organized a Faculty Development Program by an Eminent Professor Dr Fr S. IGNACIMUTHU, Director, Entomology Research Institute Loyola College, Chennai -Tamil Nadu, India & Former Vice chancellor of Bharathiar Univesity.

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
Regular analysis based on quality indices are prepared by IQAC.	The indices made a good impact in improving the attendance, research works and placements.
Bridge courses	Conducted a bridge course for all first year UG students (10.7.2017-14.7.2017)
Conducted Students counseling	Conducted students counseling for 1 st year students by IQAC Cell

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Academic and Administrative Audit by External expert (AAA).

Part – B

Criterion – I

I. 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	03	0	0	0
M.Phil.	03	0	0	0
PG	11	0	0	0
UG	17	0	0	0
PG Diploma	02	0	0	0
Advanced Diploma	-	0	0	0
Diploma	01	0	0	0
Certificate	-	0	0	0
Others	-	0	0	0
Total	37	0	0	0
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: **CBCS**/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programmes follow semester pattern except M.Phil. and Diploma
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni **Parents** **Employers** **Students**

(On all aspects)

Mode of feedback :Online

Manual

Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

Regulation & Syllabus will be updated by the University and the changes will be followed in the college accordingly

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	176	170	2	4	0

2.2 No. of permanent faculty with Ph.D.	45
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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
	83	42	0	0	0	0	0	0	83	42

2.4 No. of Guest and Visiting faculty and Temporary faculty	3	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	24	64	2
Presented papers	36	40	7
Resource Persons	2	1	1

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

- Smart Class Room and Audio Visual Aids prepared for all subjects
- Conduct of ICT based learning and evaluation
- Guest Lectures were organized
- Class room seminars by students
- Field visits / Industrial Visits were organized
- Seminars and Workshops organized by Departments.

2.7 Total No. of actual teaching days during this academic year	90+90=180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil.

- Faculty members who are in their respective Board of studies University of Madras are involved in curricula, restructuring and syllabi revision.

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

3	0	0
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

**UG Programmes:
2014-2017**

S. No.	Title of the Programme		Total No. of students appeared	Division				
				Distinction %	I %	II %	III %	Pass %
1.	B.Com.	General, Shift I	168	3 2%	31 18%	12 7%	3 2%	49 29%
2.	B.Com.	Accounting & Finance	53	2 (8%)	16 (30%)	5 (10%)	-	21 (37%)
3.	B.Com.	Inf. System Management	30	--	--	5 (17%)		5 (17%)
4.	B.COM	Corporate Secretaryship	36		1 2%	3 8%		4 11%
4	B.B.A	Business Administration	68	-	20 (29%)	8 (12%)	-	28 (41%)
5	B.Sc.	Computer Science, Shift I	133	----	22 17%	---	----	22 17%
6	B.C.A.	Computer Application	130	0	43 (33%)	5 (4%)	0	48 (37%)
7	B.Sc.	Elect. and Commn. Science	24	3 (13%)	10 (29%)	-	-	10 (42%)
8	B.Sc.	Biochemistry	30	02 (7%)	9 (30%)	-	-	11 (37%)
9	B.Sc.	Microbiology	32	5 (16%)	10 (31%)	2 (6%)		17 (53%)
10	B.Sc.	Biotechnology	27	2 (7.40%)	12 (44.44%)	1 (3.70%)	2	15 55.54%
11	B.Sc.	Hotel and Cat. Management	15	4 (27%)	3 (20%)	5 (33%)	-	12 (80%)
12	B.Sc.	Visual Communication	41	-	14 (34%)	-	-	14 (34%)
13	B.B.A	Bus.Administration, Shift -II	4	-	-	1 (25%)	-	1 (25%)
14	B.C.A.	Computer Application-Shift II	38	-	5 (13%)	2 (5%)	-	7 (18%)
15	B.Sc.	Computer Science, Shift -II	32	-	4 (13%)	3 (9%)	-	7 (22%)
16	B.Com.	General, Shift II	34	----	3 6%	5 15%		8 21%
17	B.Sc	Maths	13	2 (15%)	1 (8%)			3 (24%)

**PG Programmes:
(2015-2017)**

S. No.	Title of the Programme		Total no. of students appeared	Division				
				Distinction	I	II	III	Pass
1.	M.B.A.	Master of Business Administration	42	-	24 (57%)	3 (7%)		27 (64%)
2.	M.C.A.	Master of Computer Application	14	-	10 (71%)	-	-	10 (71%)
3.	M.Sc.	Biochemistry	2	0	0	0	0	0
4.	M.Sc.	Applied Microbiology	9	0	3 (33%)	4 (45%)		7 (78%)
5.	M.Sc.	Biotechnology	12	-	10 (83%)	-	-	10 (83%)
6.	M.Sc.	Computer Science	14	-	13 (93%)	-	-	13 (93%)
7.	M.Sc.	Information Technology	4	-	2 (50%)	-	-	2 (50%)
8.	M.Sc.	Applied Electronics	15	15 (100%)	-	-	-	15 100%
9.	M.Sc.	Mathematics	6	4 (67%)	2 (33%)	--	--	6 (100%)
10.	M.Sc.	Visual Communications	1	-	1 (100%)	-	-	1 (100%)
11.	M.Com.	Master of Commerce	08		8 100%	-	-	100%

M.Phil. Programmes (2016-17):

S. No.	Title of the Programme		Total No. of students appeared	Division				
				Distinction	I	II	III	Pass
1.	M.Phil.	Biochemistry	5	0	1 (20%)	0	0	20%
2.	M.Phil.	Microbiology	1			1 (100%)		1 (100%)
3.	M.Phil.	Biotechnology	4	-	3 (75%)	-	-	3 (75%)

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

- i. Annual Academic Audit of faculty members by External Experts**
- ii. Monitoring the teaching and learning process through Teachers lesson plan and notes of lesson**
- iii. Evaluation of teaching learning process by collecting subject wise feedback from students**
- iv. Class wise Review of students' progress by the Principal**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	8
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	38
Others	25

2.14 Details of Administrative and Technical staff: 2017-18

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	0	0	0	0
Technical Staff	10	0	1	0

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC is closely working with the Research and promoting the art of writing research papers and research publications. It helps the college to prepare various reports on research achievements of the college to get recognition in the form of Grants from various funding agencies.

3.2 Details regarding major projects

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

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	34	2	
Non-Peer Review Journals	16	3	
e-Journals	7	-	
Conference proceedings		21	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) 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 organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		1			

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

3.13 No. of collaborations International National 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 who are Ph. D. Guides and students registered under them

8

9

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 - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level **21** State level **13**
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -
National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -
National level - International level -

3.25 No. of Extension activities organized

University forum	-	College forum	1		
NCC	-	NSS	19	Any other	4

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

- International Drug Abuse Day- Human Rally, conducted by NSS Units and YRC Unit, (From Apollo Hospital to D.B.Jain College, Thoraipakkam) dated on 27/07/2017
- NSS Conducted 'GENERAL FREE EYE CAMP' in association with FATHIMA EYE HOSPITALS' Chennai dated on 18/09/2017
- NSS and YRC Units conducted First Aid Training and Disaster Management in association with SATHYA SAI SEVA ORGANISATION, Chennai, dated on 22/09/2017
- NSS / YRC Units conducted 'BLOOD DONATION PROGRAM' with LIONS CLUB , CHENNAI, dated on 25/09.2017

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	10.34			
Class rooms	100			
Laboratories	21	1		
Seminar Halls	5			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	86	2	Management	88
Value of the equipment purchased during the year (Rs. in Lakhs)	98	.72	Management	98.72
Others	Nil			

4.2. Computerization of administration and library:

Library, admission, fees collection and academic time table, absentee's statement and student SMS system are computerized by college management software

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28053	8412864	803	1501221	28856	11914085
Reference Books	784	152800			784	1528000
e-Books	5000	*			5000	*
Journals	107	165480			107	165480
e-Journals	8181	7800			8181	7800
Digital Database	-	-			-	-
CD & Video	420	0			420	0
Others (specify) Back Volumes	2297	57035			2297	57035

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	414	327	25	10	5	15	19	23
Added	45	33	0	2	0	1	3	7
Total	459	359	25	12	5	16	22	30

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

Periodic training is given to HODs and one staff from each department for timetable creation and lesson plan creation in the college management software

4.6 Amount spent on maintenance in lakhs :

i)	ICT	:	Rs.	43,53,511
ii)	Campus Infrastructure and facilities	:	Rs.	72,20,000
iii)	Equipments	:	Rs.	3,39,191
iv)	Others	:	Rs.	91,41,000
	Total :	:		RS. 2,10,53,702

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation conducted on day one for the new entrants to make them familiar with the College and the activities.
- Academic College Calendar issued to all students.
- Scholarship like Govt. Scholarships and Minority are provided to the students.
- Periodical review of the teaching -learning process at the end of each semester
- Suggestions given to remodel and strengthen the mentor system and remedial coaching practices.
- Procured the result analysis of the department and recommended the follow-up action
- Conducted a bridge course for all 1st year students.
- Modern teaching methods of smart classes suggested.

5.2 Efforts made by the institution for tracking the progression

- Student profile collected by the concerned departments
- Seminars are conducted in classrooms in connection with the curriculum
- Internal marks of students are recorded and compared it with their previous marks
- Staff –in-charge for the classes monitor and help the students to improve their academic performance by counselling and keeps track of the attendance status of the students in his/her class.
- With the help of the ERP system monitoring the students' attendance is made easy and Monthly statement of attendance is procured. The respective Heads of Departments give stiff warning to the students who lack attendance which helps in improving the attendance.
- Parent-teacher meets are held at regular intervals and parents are apprised of their ward's academic performance and attendance position.
- Heads of the departments and the Principal meet to discuss on the progress of students in academics. The college council headed by the Principal meets often in a semester to discuss various matters of the college, particularly on student progression.
- The suggestions and feedback from the council members help the college in creating a suitable system to enhance the academic performance of the students in each and every semester.
- Class teachers help the students regarding academic and non-academic matters when they approach them for any help.
- A healthy teacher-student relationship is maintained which helps the students to improve their academics.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph.D	Others	Total
4328	379	07	25	Nil	4739

(b) No. of students outside the state

82

(c) No. of international students

81

Men	No	%	Women	No	%
	3182	67		1557	33

Last Year (2016-17)						This Year (2017-18)					
General	SC	S T	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
71	272	6	1036	0	1385	37	441	08	1434	----	1939

Demand ratio 1:1.5

Dropout %: 8%

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

- Guest lecture on Career Guidance and Interview Skills organized by various departments for the benefit of the students.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations:

NET	----	SET/SLET	----	GATE	----	CAT	----
IAS/IPS etc	----	State PSC	----	UPSC	----	Others	----

5.6 Details of student counselling and career guidance

- The students counselling and career guidance cell offers regular counselling and assistance to students.
- The College Doctor Dr.Kanimozhi offers her medical consultancy and treatment services in the college.
- TOEIC English Proficiency training and Tally and Financial Software Training for 100 hours was conducted for all 2nd year students and Final Year of B.Com, BCA, BBA respectively by external training firm in our college campus.
- Tutorial system is followed where each student is assigned to a staff (tutor) throughout the period of study. The tutor offers counselling and guidance to the student on a one to one basis.

No. of students benefitted

80

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	600	90	40

5.8 Details of gender sensitization programs

- Women Wellness and Stress Management lecture given by Tamil Department for the whole college girls.
- International Women Day is celebrated every year and this year on 8th March in the college. Various activities were conducted with girl student's participation.

5.9 Students Activities

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

State/ University level

1

National level

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: 2017-2018

	Number of students	Received	Amount
Financial support from institution	133	133	10,34,250.00
Financial support from government (For Minorities Students).	127	9	Amount not received
Financial support from government (For SC/ST Students of fresher's).	140	140	9,83,760.00
Financial support from government (Renewal For SC/ST Students).	245	245	17,97,080.00
Financial support from other sources	Nil		Nil
Number of students who received International/ National recognitions	Nil		Nil

***25% of fee discount for those who secured above 85% marks in HSC**

5.11 Student organized / 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

- Blood Donation Camp organized regularly by NSS Wing of the College
- Tree saplings plantation drive done by NSS and MSW students.

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- As an affiliated college the curriculum designed by the University of Madras is followed Necessary recommendations in the syllabus are given to University of Madras through the members of Board of studies in the respective subjects.
- Apart from regular UG PG, MPhil courses the college offers PhD Programme in the courses like Biotechnology, Microbiology and Biochemistry. The college also offers Diploma courses:
 - ✓ Diploma in catering Technology
 - ✓ Post graduate diploma in E-Business Management
 - ✓ P.G. Diploma in Gene Manipulation technology

6.2 Does the Institution has a management Information System

Yes.

- The administrative system in the college is fully automated with appropriate software and all information on student admission, fee payments, etc is available for timely decision making and actions. Customized software is used for both academic and administration which includes Student Management, Staff Management and Accounts Management.

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

6.3.1 Curriculum Development

- The academic curriculum is confined to the syllabus of Choice Based Credit System (CBCS) framed by University of Madras. Examination committee ensures smooth conduct of examinations.
- several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts
- As an affiliated college the curriculum designed by the University of Madras is followed Necessary recommendations in the syllabus are given to University of Madras through the members of Board of studies in the respective subjects.
- Apart from regular UG PG, MPhil courses the college offers PhD Programme in the courses like Biotechnology, Microbiology and Biochemistry. The college also offers Diploma courses:
 - Diploma in catering Technology
 - Post graduate diploma in E-Business Management
 - P.G. Diploma in Gene Manipulation technology.

6.3.2 Teaching and Learning

- Remedial classes are conducted for failures
- Coaching classes for weaker students and special classes are conducted for interested students,
- ICT-enabled teaching-learning process has made students as active participants in the classroom
- Internet facilities offered for references
- Smart Class were taken by the subject experts
- Training sessions for the faculty are conducted to enhance their teaching skills.
- Use of teaching aids like OHP and LCD Projector in addition to Conventional lecture method.
- Web based learning and Visual class rooms (smart class rooms) are used to enrich their knowledge in latest Technologies.
- Interaction sessions are arranged with people from Industries to have a clear idea regarding the industrial needs.
- Encouraging the learners to ask questions during teaching process (Learn by Queries) in order to clear the doubts while grasping the subject.
- Regular feedback from students to improve teaching and learning methods.
- Bridge Course for all first year students are conducted to make the students aware of the curriculum, content and importance of the subject
- Submitting assignments / Innovative works on various topics.
- Conducting seminars and presenting papers in the class, provides platform for discussion among the learners. Participating and presenting papers in symposiums, Conferences, Displaying their Project etc., helps to exhibit their talents.
- Identifying the slow learners and adopting remedial measures to improve their learning skill.

6.3.3 Examination and Evaluation

- A range of assessment methods are being used for examination and evaluation.
- The entire syllabus is divided into core, elective and foundation as per the regulation of University of Madras
- In addition, the college trains the students to face the examination by conducting CIA Test and Model examinations. The students are given practices to deliver seminars, to write assignments, project and practical tests
- The students are given practices to deliver seminars, to write assignments, project and to improve their practical skills as per university of madras regulations.
- Examination committee to ensure smooth conduct of examinations.
- The end semester examination question paper is set by University of Madras.
- The practical examination is conducted with internal and external examiners appointed by the superintendent of examination

6.3.4 Research and Development

- OD granted to staff members and students to participate in Conferences.
- Staff and students are constantly encouraged to publish research papers in reputed journals.
- Offer PhD Programme in three Departments
 - ❖ Biotechnology
 - ❖ Microbiology
 - ❖ Biochemistry
- Faculty members are encouraged to avail opportunities for research grants, projects and fellowships offered by UGC minor and major research proposals, and also participate in international collaborative research partnerships. The staff members assist the students to get funding by writing minor proposals.
- The experts in different fields are arranged for various ideas in promoting research
- The minority and merit scholarships are obtained from the government for the research scholars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 6000 e-journals and e-books are available 95 National and International magazines are available
- Tip up**
- University of Madras.
 - British council Libraries.
 - Department Libraries with relevant books Digital library for updating the current information and online books, Journals Broad band connectivity to all departments.
 - The lecture and seminar halls are well lighted, airy and spacious and they are ideally suited for sharing of knowledge between the teacher and the taught
 - Fully equipped library with automation facilities.
 - 24x7 Wi-Fi Facility
 - The college campus has been monitored with CCTV facility for surveillance.
 - British Council Institutional Membership was renewed for the benefit of both the faculty and the students.
 - There are two halls with for use of SMART class rooms equipped with LCD projectors. The students are exposed to PowerPoint presentation and Animations related to their subjects ones in a week.
 - Apart from this, LCD facility is also extended to all departments for use in their respective class rooms.

6.3.6 Human Resource Management

1. The management makes appointments through prescribed procedures.
2. At the end of each academic year the workload of the department is prepared and sent to the Principal.
3. Vacancies are notified and may be filled during the beginning of the Academic year. We shape the attitude and behaviour pattern of the students towards academic excellence and better citizen of future INDIA.
4. We acknowledge the skills and qualifications of the faculty along with their experience. We allot proper job to each staff.
5. The management selects the skilled and competent people for appointments as per the prescribed recommendations.
6. The application is received after given an advertisement in the papers. The screening is done by the Heads and finalised by the senior authorities.
7. Special training programmes like Spoken English, Imparting and enhancing employability skills were carried out for both Undergraduate and Postgraduate students.
8. Faculty and Staff are encouraged to participate self-development programmes.
9. Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
10. Estate Office offers 24x7 supports for infrastructural requirements especially electricity, water supply and routine maintenance.

6.3.7 Faculty and Staff recruitment

- Advertisement is given in the leading News Papers about the vacancy position. Interview call letters are sent to the shortlisted candidates for the interview. Interview is held along with the Management committee members in case of new appointments.
- Oral Test, Observation of Handling Class.
- Candidates with NET/ SLET qualification or Ph.D are given preference
- Arrange for Panel Interview for the selected candidate in the subjects for the to approval of the University of Madras.

6.3.8 Industry Interaction / Collaboration

- Industrial visits are arranged after getting the permission from the concerned organizations
- We have applied for the Memorandum of Understanding (MoU) with **Indian Overseas Bank** on 14th July 2016 .The agreement will take effect from March 2018 and shall remain force for three years and may be extended or renewed after review and agreement We have arranged branch banking orientation for running 21days as on the job training for all our B.Com Bank management Students on a Memorandum of Understanding (MoU) with Indian Overseas Bank.

6.3.9 Admission of Students

- Students are be admitted on the basis of their subjects as per the University norms and interest on first come first serve basis. Fee will be waived for the deserving students.
- Out of the total amount of 1758 applications received,1513 students were admitted for the year 2016- 17 as per the rules and regulations of the Government of Tamilnadu and University of Madras
- Admission of students are made as per norms of university of Madras and Tamilnadu Government.
- Students are selected for admission on the basis of past academic record, interviews or a combination of these two depending on the course to which admission is sought.
- Students are permitted to choose their course
- College is following the Government Norms for admission procedure.
- Special preferences are given for the First Generation Learners, Minority communities in align with the Vision and Mission of the College

6.4 Welfare schemes for Teaching, Non teaching and Students

Teaching	<ul style="list-style-type: none"> • Employees Provident Fund • ESI • Dispensary • Women's cell
Non teaching	<ul style="list-style-type: none"> • Employees Provident Fund • ESI • Dispensary
Students	<ul style="list-style-type: none"> • Dispensary • Concessional Bus pass and Train & Air Concession for the students. • Student – Accident Insurance • Women's cell

6.5 Total corpus fund generated

Nil

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	yes	Professors from University and reputed colleges	yes	Academic Director
Administrative				

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?

- As an Affiliated college of University of Madras it was reviewed by the university periodically
- However the college obtains regular feedback from officials of the college and Heads and class counsellors of the department on matters concerned with CIA Model and Semester Examinations to increase the student's academic performance and these insights are carefully taken into account for implementation on regular basis.
- On the basis of result analysis and student feedback

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

- The parent university is positively facilitating the process of autonomy as well as sustenance of autonomy through its commissions.
- Promotes Academic freedom.
- The university has enough autonomous status given to all affiliated colleges for their academic improvement and for best innovations and improvement in students

6.11 Activities and support from the Alumni Association

Alumnae of the department of Bio Chemistry has contributed an amount of Rs.20,000 towards the conduct of NATCON 2018.

6.12 Activities and support from the Parent – Teacher Association

- PTA meeting is conducted twice a year in the month of September and February to discuss the performance and progress of wards both in studies and interpersonal development.
- Feedbacks from the parents are obtained to make the changes in the mode of operations.
- Parents suggest the ways and means for the development of the college during parents meeting.
- Counselling and necessary guidance is also provided to the parents of the wards if necessary.

6.13 Development programmes for support staff

- Encouraged to do higher studies in our college or outside.
- Encouraged to do higher studies in our college or outside.
- Training programmes are regularly conducted to improve their skills
- Training in Office automation
- Workshop on PYTHON Application conducted by the Department Computer Science.

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

- Garden and lawns are well maintained
- Medicinal garden is created ,Vermi composting has been developed.
- LED lights are fitted in the Computer Laboratories.
- The campus is well cleaned by NSS Units of the college. Usage of LED bulbs in place of other bulbs in a phased manner planned.
- Trying to implement a paperless office by corresponding through email
- We encourage plastic free activities in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year 2017-2018 which have created a positive impact on the functioning of the institution. Give details.

- CFI bulbs and energy saving lamps are used across the campus
- E-Waste (Computer and its peripherals) are accumulated and disposed of as scrap.
- Tally Training programme has been given to Commerce and BBA students to increase employability quotient of graduates.
- Professional skill development programme TOEIC training programme has been given for all under graduate students to help them develop skill .
- Introduced DMLT technician courses by Biosciences Department.

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

- There were various programmes of guest lecture, seminar, endowment lectures, national and international conferences which were conducted at the department and college level as planned at the beginning of the academic year.
- The college has taken a serious effort to motivate students to come in large numbers for various special programmes like coaching classes for English, remedial and mentoring.
- Students were kept informed about the training programmes and their significance and all students attended the programme like TOEIC AND TALLY programmes and got benefitted.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- (1) For girl students special craft skill training like glass painting was given and more than 50 students got benefitted and trained for their independent entrepreneur development.
- (2) Effective utilization of course portfolio through daily lesson plan and unit wise plan of all courses for each semester by teaching staff in 2017-2018.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

✓ NSS Volunteers planted 30 trees as a part of eco – friendly college campus in this academic year 2017 -2018 and watering the plants during 2.00pm to3.00 pm after college hours.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTH:

Research program like M.Phil and Ph.d exits in bio science Departments

Add – on certificate courses Tally and Toei given to students

Highly qualified staff with (i) NET/SLET AND Ph.d ----- 15

(ii) Ph.d ----- 30

(iii) NET/SLET ----- 23

Remidial measures for weak students

WEAKNESS:

Lack of communication skills as most of students are from rural background

Grasping of content matter of subjects of study in students is very slow and writing and reading practice is very poor

OPPERTUNITIES:

Industrial visit to the students provided

Workshop on main application of subjects given for students

THREATS :

Getting placement in higher education and employability for all students are some of the threats faced as challenges

8. Plans of institution for next year

- Institution should make 100% careers guidance and placements for all students.
- Staffs should be fully made comfortable to work efficiently and freely with good academic atmosphere.
- Training on effective use of smart board and teaching technology .
- To publish maximum number of international journal papers of repute.
- Conducting bridge courses and counselling for new students and staff.
- Faculty Development Programme and counselling.
- Awareness programme on Yoga and Drug abuse programme.
- Improving placements in core sectors.
- To strengthen the teaching learning process.
- To Organize more number of Workshops and National level conference
- To improve industry institution interactions.
- To conduct environmental audit.

Name :Dr.M.Syed Ali



Signature of the Coordinator, IQAC

DR. M. SYED ALI
HEAD

PG & RESEARCH DEPARTMENT OF BIOTECHNOLOGY
MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE
SHOLINGANALLUR, CHENNAI - 600 119.

Name:Dr.R.Meganathan



Signature of the Chairperson, IQAC

Dr. R. MEGANATHAN, Ph.D.,
PRINCIPAL

MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE,
SHOLINGANALLUR, CHENNAI-600 119.



