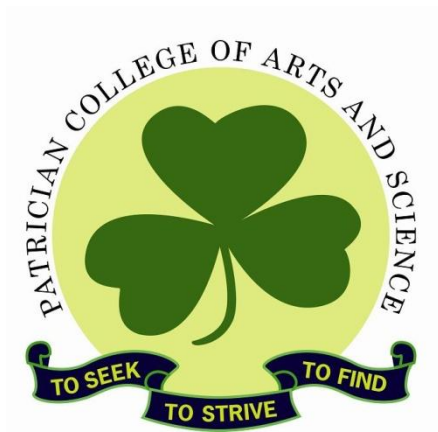


INTERNAL QUALITY ASSURANCE CELL

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 2016 – 2017

CONTENTS

Sl. No	Topics	Page no
1	Details of the Institution	
2	Criteria I: Curricular Aspects	
3	Criteria II: Teaching, Learning and Evaluation	
4	Criteria III: Research, Consultancy and Extension	
5	Criteria IV: Infrastructure and Learning Resources	
6	Criteria V : Student Support and Progression	
7	Criteria VI : Governance, Leadership and Management	
8	Criteria VII : Innovation and Best Practices	
9	Annexure	

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year :

2016-2017

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 Joseph Durai

Tel. No. with STD Code:

044-24401362

Mobile:

9444003970

Name of the IQAC Co-ordinator:

Dr S Nagajothi

Mobile:

9444430220

iqacpatrician@gmail.com

IQAC e-mail address:

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.ac.in

Web-link of the AQAR:

<http://www.patriciancollege.ac.in/AQAR2016-2017>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.12	2015	5 years (till May 2020)
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/10/2014

1.8 AQAR for the year :

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

- i. AQAR 2015-16 submitted to NAAC on 18-01-2016

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

: 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science

Management

Others (Specify)

1.12 Name of the Affiliating University

UNIVERSITY OF MADRAS

1.13 Special status conferred by Central/ State Government: -No-

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="19"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="2"/>		
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="0"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>		
2.8 No. of other External Experts	<input type="text" value="0"/>		
2.9 Total No. of members	<input type="text" value="26"/>		
2.10 No. of IQAC meetings held : 1			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="8"/>	Faculty <input type="text" value="4"/>
Non-Teaching Staff Students	<input type="text" value="1"/>	Alumni <input type="text" value="1"/>	Others <input type="text" value="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

2.14 Significant Activities and contributions made by IQAC

- ❖ Academic plan was prepared and implemented.
- ❖ Students' feedback was designed and collected online.
- ❖ Certificated program tally conducted.
- ❖ Placement Training given to final year and Second year students through Placement Cell.
- ❖ Academic performance reviewed through result analysis and Remedial classes initiated in respective departments.
- ❖ Conducted External Academic audit for the departments and areas of improvement suggested.
- ❖ Orientation on preparation for Civil Service Exam given to students through the Civil Services Cell by inviting IAS officers.
- ❖ Encouraged faculty members to publish paper in National and International journals.
- ❖ Practical exposure given to students' thorough industrial visits and guest lectures on their respective subjects. Final year students were taken on an educational tour.

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 was prepared and activities monitored.
To conduct certificate courses for the students	Certificate program in tally was conducted through Training and development cell.
To encourage the Departments to conduct National/International seminars/ conferences	Department of Commerce and Department of Social Work conducted international conferences.
To orient the students about the current trends in their respective areas.	Invited lectures were organised by the respective departments and students were taken on field visit to get practical exposure.
To encourage students to take up civil services as a career and encourage entrepreneurship among students.	Orientation programme on civil services was given by inviting two young IAS officers and students were made to interact with them and students were oriented on methodological preparation for civil services exams.
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 domestic staff	Education opportunity was created through literacy club.
To make Feedback mechanism on line and to follow it consistently	Online feedback was collected form students. Feedback was collected from parents and alumni and analysis was done manually.
To conduct extenal academic audit	External academic audit conducted by inviting 22 external experts for various city colleges and area of improvement was communicated to the departments.

Plan of Action	Achievements
To initiate stock verification	Stock verification done and report was submitted to the Management and Principal.
To analyze the demand for various courses and recommend commencement of evening shift.	Thorough study was done about the courses in demand and 5 courses were initiated in Shift II.

* Academic Calendar of the year 2016-2017 attached. Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ❖ Through general faculty meetings, faculty grievances were resolved and steps were taken to resolve students' grievance also. ❖ Academic performance of students was reviewed through result analysis and remedial measures were suggested. ❖ Recommendation was made for commencing Shift II and as a result 5 courses have been initiated in Shift II. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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	3	-	3	-
UG	10	-	10	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	1
Total	13		13	1

Interdisciplinary	10	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS(CHOICE BASED CREDIT SYSTEM)
(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. Annexure II (a), (b)& (c)*

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

Syllabus prescribed by University of Madras is followed and there were change in syllabus in departments of Language, English, Commerce, and Business Administration.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
87	86	-	1	-

2.2 No. of permanent faculty with Ph.D.

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
25	Nil	Nil	Nil	Nil	Nil	Nil	nil	25	nil

2.4 No. of Guest Visiting faculty Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	2	-
Presented	43	28	
Resource Persons	-	-	-

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

- ❖ The college has provided LCD projectors for each department which enable the students to have better insight into the subjects.
- ❖ The students are motivated to present papers and take part in National and International Seminars and Workshops.

2.7 Total No. of actual teaching days during this academic year:

2.8 Examination/ Evaluation Reforms initiated by the Institution:

- ❖ The College follows the University norms to conduct exams and evaluate the students. To make the system more effective, in-class room activities like quiz, group discussions, presentations etc are conducted to make learning more fruitful.
- ❖ Continuous Internal Assessment is followed to ensure consistent academic performance of students .

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

2.10 Average percentage of attendance of students

2.11 Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.C.A	92	15.87%	74.06%	9.52%	-	68.5%
B.Sc(cs)	50	14.28%	78.57%	7.14%	-	84%
B.COM (General)	134	6.55%	68.03%	25.40%	-	91%
B.B.A	67	2.04%	44.89%	44.89%	8.16%	73.13%
B.Sc(Vis Com)	45	21.05%	78.94%	-	-	84%
B.COM(CS)	62	8.33%	81.25%	6.25%	4.17%	77.41%
B.A (ENG)	38	3.22%	29.03%	64.51%	3.22%	82%
M.COM	13	16.66%	83.33%	-	-	92.30%
M.S.W	12	-	100%	-	-	100%

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

- Continuous internal assessment is followed to know the academic performance of the students and it is monitored by the respective department HODs.
- Faculty are encouraged to use ICT method of teaching.
- Online feedback from students was collected and analysed. Corrective actions were suggested to faculty.
- Result analysis is done and departments arrange for enabling sessions for students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	8	Nil	Nil	Nil
b) Support staff	14	Nil	Nil	Nil
Technical Staff	3	-	-	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Staff members are encouraged to pursue Ph.D and publish original research articles in peer-reviewed journals with impact factor.
- Faculties are encouraged to qualify NET/SLET exams.

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	9	2	-
Non-Peer Review Journals	-	4	-
e-Journals	26	-	-
Conference proceedings	7	9	-

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 (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

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	2	-	-	-	-
Sponsoring agencies	Management, Registration, Sponsors	-	-	-	-

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
10	-	-	1	3	6	-

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

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

International level National level

3.22 No. of students participated in NCC events:

University level		State level	
International level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
International level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
International level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="6"/>
		Any other	<input type="text"/>

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

Annexure III

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	5	-		5
Seminar Halls	6	-		6
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	69	19		88
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.85,19,410	Rs.13,43,071		Rs.98,62,481
Others	Rs.20,35,897	Rs.27,19,874		Rs.47,55,771

4.2 Computerization of administration and library

- Faculty and PG students have access to INFLIBNET.
- All circulars to faculty are sent through e-mail.
- Attendance software helps in closely monitoring the regularity of students.
- Online Internal Mark entry system is followed.
- Students' feedback is collected online and analysis is also done online.
- Full automation of the library is in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6071	3,39,417	10,083	1,55,572	16154	4,94,989
Reference Books	-	-	742	60,000	742	60,000
e-Books	-	-	-	-	-	-
Journals	23	1,09,995	-	-	23	1,09,995
e-Journals		-	-	-	-	-
Digital Database	Nlist	39350	Nlist	34350	-	39,350
CD & Video	230	-	155	-	385	-
Others (specify)	Madras library membership 10 cards & American library membership 5cards	7000	Madras library membership cards renewed	2000	15	9000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	222	157	15mbps (LL)	-	15	5	16	29
Added	2	0	150mbps (BB) fibernet	-	0	0	2	0
Total	224	157		-	15	5	18	29

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

- Laptops were provided to each department to facilitate ICT enabled classes.
- Each department is provided with a smart class room for technology enhanced teaching.
- Every staff room has computer with internet facility to facilitate reference by faculty for student enhancement and also for research purposes.
- Interdepartmental and intradepartmental paper presentations using powerpoint, is conducted by departments to enable the students learn the usage of technology.

4.6

Rs.820

i) ICT	
ii) Campus Infrastructure and facilities	Rs.17,10,503
iii) Equipments	Rs.79,361
iv) Others	Rs.4,55,984
Total :	Rs.22,46,668

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Placement training is given to students through the Placement cell to equip them students in employability skills.
- Students represent their grievances to the management through letters dropped in grievance box which is opened every Monday and the grievances are resolved by the Principal in consultation with Dean of students.
- Students are given awareness about the various scholarships available and are encouraged to apply for the same.
- Inter-departmental cultural and sports meet is organised to recognise their skills in extra- curricular and co-curricular activities.
- Invited lectures are arranged through the departments on general topics and also related to subjects.
- Counselling facility is available for psychological support.

5.2 Efforts made by the institution for tracking the progression

- Feedback is collected from parents and students to provide a better teaching learning environment.
- Academically weak students are identified and special coaching is arranged for such students through the respective departments.
- Financially weak students are assisted by the management to pursue their education without any hindrances.
- Parents meeting is conducted once in a semester to update them regarding the regularity and academic performance their wards.
- Students who gain 100% attendance and those who excel in the University exam with high score are awarded in the College Day.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2039	127	-	-

(b) No. of students outside the state

3

(c) No. of international students

4

No	%
1491	68.84

Men

No	%
675	31.16

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
757	317	26	849	3	1952	216	418	22	1460	5	2166

Demand ratio- **2:1(Application/Admission)**

Dropout %- **0.5%**

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

- Civil Services Cell orients the students on preparation for competitive exams.
- IAS aspirants are given exposure by inviting IAS officers and interaction sessions are arranged for better understanding of the various opportunities available in civil services.
- Study materials are made available in the library to facilitate reference by the students.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Pre placement training is given to second and final year students through placement cell.
- To impart leadership skills, students' council is formed and also departments nominate office bearers who are assigned with the task of organising events and other association activities which helps the students in developing their managerial skills.
- Soft skills training is given by the department of English which is also a part of curriculum.
- Off campus placement opportunities are informed to the students by posting the communication in the placement notice board.
- Motivational talks, value education sessions are arranged through the departments to emphasise on self motivation and ethics.

No. of students benefitted

800

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
8	400	109	150

5.8 Details of gender sensitization programmes

- An awareness programme on “Women’s Wellness” on 30 January 2017.
- On 24th of August 2016, the Women’s Cell of Patrician College of Arts and Science organised an awareness programme on “Health & Hygiene” for the girl students.

5.9 Students Activities

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

State/ University level 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

	Number of students	Amount
Financial support from institution	7	1,73,032
Financial support from government	376	1448750
Financial support from other sources	21	11,28,000
Number of students who received International/ National recognitions	-	-

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 :

Department/Club	No. Of initiatives
Social Work	5
B.Sc., Computer Science	1
B.B.A	2
Citizen Consumer Club	5
Enviro Club	1
Women's Cell	2
Rotract Club	2
Leo Club	6
NSS	6
Literacy Club	2
HEPSN	1

5.13 Major grievances of students (if any) redressed:

- ❖ The grievance cell which comprises of the Principal and Dean of students and headed by the Principal, meets every Monday to redress the grievance (if any) represented by the students.
- ❖ On a request made for uninterrupted supply of purified drinking water, two RO water suppliers were installed.
- ❖ Fogging was done thrice, in a time span of 10 days to tackle the issue of mosquitos.

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

- ❖ College, being an affiliated institution follows the curriculum prescribed by University of Madras.
- ❖ Continuous representation is made to the University regarding any issues related to the syllabus through the Academic Council of University of Madras.
- ❖ To substantiate the contents of the syllabus, departments organise invited lectures, seminars and conferences. Department of commerce and social work organised International Conference.

6.3.2 Teaching and Learning

- Continuous internal assessment is conducted as per University norms and HODs monitor the same.
- Field trips and industrial visits are arranged by the departments for facilitating practical exposure for the students.
- Peer learning is encouraged.
- Enabling classes are conducted by the respective departments for slow learners.
- In class room activities are conducted for making learning a joyful experience.
- Guest lectures are organised by the departments.

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.
- Any discrepancies in the results are communicated to the University.
- Faculty members serve as evaluators for University theory and practical examination.

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.
- Faculty are encouraged 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

- Text books and reference books are recommended by the departments to the library based on the budget allotted for the individual departments.
- Students are permitted to access the computers with internet facility in the library.
- Smart boards and projectors are installed in the lab, seminar hall and one class room in each department 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.
- OD facility can be availed by the faculty to present papers, to attend conferences and seminars.

6.3.7 Faculty and Staff recruitment

- Announcement about vacancy was made through advertisement in National newspaper.
- Candidates with NET/SLET and/ or Ph.D were selected.
- 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.
- Guest speakers from industries exposed the students to various recent trends in respective fields.
- In association with Madras Chamber of Commerce, a certificate course was conducted on “ Introduction to Logistics” .

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 short-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	Faculty can avail OD facility, maternity leave and in time of need can avail casual leave.
Non teaching	Faculty can avail OD facility, maternity leave and in time of need can avail casual leave.
Students	Sick room facility is available for students. Immediate first aid provisions are made in case of emergency. Financial assistance is given by the Management to the needy students.

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	yes	Experts from other institutions	yes	Management
Administrative	Yes	Thomas & Co.	No	-

6.8 Does the University 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?

- Any discrepancy in the results are informed to the University.
- Examination registration is done online and hall tickets for the students are also received online.
- Internal marks are entered 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.

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

The Cell conducted a literacy programme in the college premises from 21 February 2017 to 10 March 2017 to provide education opportunities for the support staff of the College. Concerned faculty members extended their support and educated the participants so that they improve their reading and writing skills in Tamil and English. All the support staff utilised the opportunity and benefited from the programme.

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

- All communication is e-mailed to conserve paper and save trees.
- Campus cleaning initiative undertaken by NSS.
- Herbal garden and greenery is well maintained with the help of support staff.
- RO drinking water is periodically monitored.
- Enviro club reprocesses waste papers through a project “ WOW” ie, Wealth Out of Waste, in association with ITC.

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.
- ❖ Usage of ICT mode of teaching is encouraged by installing projectors and white board in every department.
- ❖ 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.
- ❖ Result analysis done and remedial classes conducted for academically weak students.
- ❖ Faculty mentoring was done based on the results.
- ❖ Stock taking was undertaken for the entire campus and report submitted.
- ❖ Enabling classes were conducted for academically weak students.

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.
- ❖ Students are involved in compulsory extension services.

7.4 Contribution to environmental awareness / protection

- ❖ NSS volunteers were involved in campus cleaning and cleaning the neighbouring areas.
- ❖ WOW (Wealth Out of Waste) is an effort to dispose Waste papers in an eco friendly manner. It is an initiative in collaboration with ITC.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add:

- ❖ Institution is making efforts to attain autonomy.
- ❖ Initiative is being taken to enhance PG departments into research departments.

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

- ❖ To convert PG departments into research departments.
- ❖ Effort to attain autonomy.

Name : Dr.S.Nagajothi
Signature of the Coordinator, IQAC

Name : Dr.A. Joseph Durai
Signature of the Principal

ANNEXURES

ANNEXURE-1

June - 2016			
Date	Day	Day Order	Schedule
1	Wed		
2	Thur		
3	Fri		
4	Sat		
5	Sun		
6	Mon		
7	Tues		
8	Wed		Staff Reopening
9	Thur		
10	Fri		
11	Sat		Faculty Development Programme (FDP)
12	Sun		
13	Mon		
14	Tues		
15	Wed		
16	Thur	I	College Reopens for II and III Years
17	Fri	II	
18	Sat		
19	Sun		
20	Mon	III	
21	Tues	IV	
22	Wed	V	
23	Thur	VI	
24	Fri	I	
25	Sat		Opening Day for I Years
26	Sun		
27	Mon	II	
28	Tues	III	
29	Wed	IV	
30	Thur	V	

TOTAL NO. OF WORKING DAYS : 12

“The fear of the LORD is the beginning of the wisdom”

Psalm 111:10

July - 2016			
Date	Day	Day Order	Schedule
1	Fri	VI	First Friday Mass
2	Sat		
3	Sun		
4	Mon	I	
5	Tues	II	
6	Wed	III	
7	Thur		Ramzan
8	Fri	IV	
9	Sat		
10	Sun		
11	Mon	V	
12	Tues	VI	
13	Wed	I	Investiture Ceremony
14	Thur	II	
15	Fri	III	
16	Sat		Freshers Day
17	Sun		
18	Mon	IV	
19	Tues	V	
20	Wed	VI	
21	Thur	I	
22	Fri	II	
23	Sat		PTA Meeting
24	Sun		
25	Mon	III	
26	Tues	IV	
27	Wed	V	PG Orientation
28	Thur	VI	
29	Fri	I	
30	Sat		Talent Show – First Years (Fine Arts)
31	Sun		

TOTAL NO. OF WORKING DAYS : 23

“Wisdom is more precious than rubies” prov. 8:11

August - 2016			
Date	Day	Day Order	Schedule
1	Mon	II	College Anniversary
2	Tues	III	
3	Wed	IV	
4	Thur	V	
5	Fri	VI	First Friday Mass
6	Sat		Sports Day
7	Sun		
8	Mon	I	
9	Tues	II	
10	Wed	III	
11	Thur	IV	
12	Fri	V	
13	Sat		
14	Sun		
15	Mon		Independence Day
16	Tues		Model Exam - I
17	Wed		Model Exam - I
18	Thur		Model Exam - I
19	Fri		Model Exam - I
20	Sat		Model Exam - I
21	Sun		
22	Mon	VI	
23	Tues	I	
24	Wed	II	
25	Thur		Krishna Jeyanthi
26	Fri	III	
27	Sat		
28	Sun		
29	Mon	IV	
30	Tues	V	
31	Wed	VI	

TOTAL NO. OF WORKING DAYS : 23

Wisdom from above is pure, gentle and peaceable James 3:17

September - 2016			
Date	Day	Day Order	Schedule
1	Thur	I	
2	Fri	II	First Friday Mass
3	Sat		
4	Sun		
5	Mon		Teachers Day / Vinayagar Chadurthi
6	Tues	III	
7	Wed	IV	
8	Thur	V	
9	Fri	VI	
10	Sat		
11	Sun		
12	Mon	I	
13	Tues		Bakrid
14	Wed	II	
15	Thur	III	
16	Fri	IV	
17	Sat		
18	Sun		
19	Mon	V	
20	Tues	VI	
21	Wed	I	
22	Thur	II	
23	Fri	III	
24	Sat		
25	Sun		
26	Mon	IV	
27	Tues	V	
28	Wed	VI	
29	Thur	I	
30	Fri	II	

TOTAL NO. OF WORKING DAYS : 20

October - 2016			
Date	Day	Day Order	Schedule
1	Sat		
2	Sun		Gandhi Jayanthi
3	Mon	III	
4	Tues	IV	
5	Wed	V	
6	Thur	VI	
7	Fri	I	First Friday Mass
8	Sat		
9	Sun		
10	Mon		Ayutha Pooja
11	Tues		Vijaya Dasami
12	Wed		Muharam
13	Thur		Model Exam - II
14	Fri		Model Exam - II
15	Sat		Model Exam - II
16	Sun		
17	Mon		Model Exam - II
18	Tues		Model Exam - II
19	Wed		Model Exam - II
20	Thur	II	
21	Fri	III	
22	Sat		
23	Sun		
24	Mon	IV	
25	Tues	V	
26	Wed	VI	
27	Thur	I	
28	Fri	II	Last Working Day
29	Sat		Diwali
30	Sun		
31	Mon		

TOTAL NO. OF WORKING DAYS : 18

*A good man brings good things out of the good stored up
in his heart -Luke 6:45*

November - 2016			
Date	Day	Day Order	Schedule
1	Tues		Univ : Theory Exam starts / All Saints Day
2	Wed		All Souls Day
3	Thur		
4	Fri		
5	Sat		
6	Sun		
7	Mon		
8	Tues		
9	Wed		
10	Thur		
11	Fri		
12	Sat		
13	Sun		
14	Mon		Children's Day
15	Tues		
16	Wed		
17	Thur		
18	Fri		
19	Sat		
20	Sun		
21	Mon	I	College Reopens
22	Tues	II	
23	Wed	III	
24	Thur	IV	
25	Fri	V	
26	Sat	VI	
27	Sun		
28	Mon	I	
29	Tues	II	
30	Wed	III	

TOTAL NO. OF WORKING DAYS : 9

*Listen to advice and accept instruction, that you may gain wisdom for the
future - Proverbs 19:20*

December - 2016			
Date	Day	Day Order	Schedule
1	Thur	IV	
2	Fri	V	
3	Sat	VI	
4	Sun		
5	Mon	I	
6	Tues	II	
7	Wed	III	
8	Thur	IV	
9	Fri	V	
10	Sat		
11	Sun		
12	Mon	VI	
13	Tues		Milad - un- Nabi
14	Wed	I	
15	Thur	II	
16	Fri	III	
17	Sat	IV	
18	Sun		
19	Mon	V	
20	Tues	VI	
21	Wed	I	
22	Thur	II	Christmas Celebration - Students
23	Fri		Christmas Celebration - Staff – Holidays
24	Sat		
25	Sun		Christmas
26	Mon		
27	Tues		
28	Wed		
29	Thur		
30	Fri		
31	Sat		

TOTAL NO. OF WORKING DAYS : 17

The fear of the LORD is the beginning of wisdom; *Whoever loves discipline loves knowledge - Proverbs 12:1*

January - 2017			
Date	Day	Day Order	Schedule
1	Sun		
2	Mon		
3	Tues	III	Working Day
4	Wed	IV	Working Day
5	Thur	V	Working Day
6	Fri	VI	First Friday Mass
7	Sat	I	
8	Sun		
9	Mon	II	
10	Tues	III	
11	Wed	IV	
12	Thur	V	Culturals
13	Fri	VI	Pongal Celabration
14	Sat		
15	Sun		Pongal
16	Mon		Thiruvalluvar day
17	Tues		Uzhavar Thirunal
18	Wed	I	
19	Thur	II	Staff Tour
20	Fri	III	
21	Sat		
22	Sun		
23	Mon	IV	
24	Tues	V	
25	Wed	VI	
26	Thur		Republic Day – ALUMNI Meeting
27	Fri		Model Exam - I
28	Sat		Model Exam - I
29	Sun		
30	Mon		Model Exam - I
31	Tues		Model Exam - I

TOTAL NO. OF WORKING DAYS : 20

all those who practice it have a good understanding. - Psalm 111:10

February - 2017			
Date	Day	Day Order	Schedule
1	Wed		Model Exam - I
2	Thur	I	Foundation Day
3	Fri	II	First Friday Mass
4	Sat	III	
5	Sun		
6	Mon		
7	Tues	IV	
8	Wed	V	
9	Thur	VI	
10	Fri	I	
11	Sat	II	
12	Sun		
13	Mon	III	
14	Tues	IV	
15	Wed	V	
16	Thur	VI	
17	Fri	I	
18	Sat		PTA Meeting
19	Sun		
20	Mon	II	
21	Tues	III	
22	Wed	IV	
23	Thur	V	
24	Fri	VI	Study Tour
25	Sat	I	Study Tour
26	Sun		Study Tour
27	Mon	II	
28	Tues	III	

TOTAL NO. OF WORKING DAYS : 23

How can young people keep their way pure?

By guarding it according to your word. - Psalm 119:9

March - 2017			
Date	Day	Day Order	Schedule
1	Wed	IV	
2	Thur	V	
3	Fri	VI	First Friday Mass
4	Sat		
5	Sun		
6	Mon	I	
7	Tues	II	
8	Wed	III	
9	Thur	IV	
10	Fri	V	College Day
11	Sat	VI	Graduation Day
12	Sun		
13	Mon	I	
14	Tues	II	
15	Wed		Model Exam - II
16	Thur		Model Exam - II
17	Fri		St.Patrick's Feast Day
18	Sat		Model Exam - II
19	Sun		
20	Mon		Model Exam - II
21	Tues		Model Exam - II
22	Wed	III	Department Farewell
23	Thur	IV	Department Farewell
24	Fri	V	Photo Session - I
25	Sat	VI	Valediction / Photo Session- II
26	Sun		
27	Mon	I	
28	Tues	II	
29	Wed	III	Last Working Day
30	Thur		
31	Fri		

TOTAL NO. OF WORKING DAYS : 24

Whoever walks with the wise becomes wise. - Proverbs 13: 20

APRIL 2017			
Date	Day	Day	Schedule
1	Sat		University Exam Begins
2	Sun		
3	Mon		
4	Tues		
5	Wed		
6	Thur		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tues		
12	Wed		
13	Thur		
14	Fri		Tamil New Year
15	Sat		
16	Sun		
17	Mon		
18	Tues		
19	Wed		
20	Thur		
21	Fri		
22	Sat		
23	Sun		
24	Mon		
25	Tues		
26	Wed		
27	Thur		
28	Fri		
29	Sat		
30	Sun		

ANNEXURE II (a)

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		
2.	The interactive session with the class teacher was informative		
3.	Student's attendance status was informed		
4.	Student's academic performance was intimated		
5.	General behavior (like late coming, attitude etc) of the student was intimated		
6.	The teacher had the information maintained in a systematic manner		
7.	All the queries about the ward were satisfactorily answered		
8.	The teacher showed positive attitude towards the growth of the student		
9.	The meeting was conducted in a very convincing manner		
10.	The teacher keeps in constant touch with the parents to inform about the student		

ANNEXURE II (b)

PATRICIAN COLLEGE OF ARTS AND SCIENCE
ADYAR, CHENNAI-20
(Affiliated to the University of Madras and Accredited 'A' Grade by NAAC)
ANNUAL ALUMNI ASSOCIATION GENERAL BODY MEETING – 23rd Jan 2016

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

ANNEXURE II (c)

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:

ANNEXURE IV

Association/ club	Date	Event	Resource person
Citizen Consumer Club	1 July 2016	Organized an awareness rally on Road Safety	
	4 August 2016	Seminar on Consumer Awareness	L. Singaram, Deputy Commissioner, Department of Civil Supplies and Consumer Protection Mrs. J. Vijayathilagam, Superintendent, Department of Civil Supplies and Consumer Protection
	30 November 2016	An awareness programme on silk products in association with the Silk Mark Organisation of India, Central Silk Board, Ministry of Textiles	Mr. Ganapathiraman. T. and Mr. C. Prabhakar Rao, Asst. Director (Inspection), Silk Mark Organisation of India, Central Silk Board, Ministry of Textiles
ENVIRO CLUB	28 February 2017	A horticulture programme	Dr. K. A. Shanmuga Sundaram, Assistant Professor of Horticulture, Tamil Nadu Agricultural University, Chennai.
WOMEN'S CELL	24 th of August	An awareness programme on "Health & Hygiene" for the girl students	Dr. Shivaranjini, Dr. Kavitha, Dr. Shanthi Priya from Dr. MGR Janaki Medical College and University

Association/ club	Date	Event	Resource person
	8 th March 2017	International Women's Day	Dr. V. Shantha, Cancer Specialist, Chairperson, Adyar Cancer Institute, Chennai. Dr. Sr. Jasintha Quadras, Principal, Stella Maris College, Fmm. Smt. Adhilekshmi Loamurthy, Advocate, Madras High Court.
ROTARACT CLUB	22nd of July 2016	a blood donation camp	Rtn. PHF.R. Srinivasan ,Rtn. T. Sathish, President, Rotary club of Adyar, Rtn. Vijayprabhu, Joint Secretary and Director Youth Service, Rtn. J. Anand Kumar Pandian, Director Club Service.
	30 January 2017	An awareness programme on "Women's Wellness"	Dr. Meenaloshini
Leo Club	18 October 2016	Narikuravan community were offered some necessary utensils as a token of love.	
	25 th July 2016	free Dental Camp	Dr. Senthil M.D.S
	4 to 6 January 2017	a three-day eye camp	Dr. M. Nishanth, Clinical Director, HOD-Cornea and Reflective Services, M.N eye hospital

Association/ club	Date	Event	Resource person
	6 November 2016	eye donation camp	
	28 January 2017	Visit to Adyar Cancer Institute	
CIVIL SERVICES CELL	1 August 2016	Preparatory Centre for IAS/IPS aspirants was inaugurated	Thiru S. Nagarajan, Director, 'e'-Governance and the national topper in UPSC examination, IAS
	15 September 2016	Importance of reading Newspapers for competitive exams	
NATIONAL SERVICE SCHEME (NSS)	1 August 2016	NSS Orientation Programme	Mr. G. Bhaskaran, NSS Coordinator I/C, University of Madras
	12 August 2016	five-hour cleaning campaign at Kotturpuram Railway Station, Adyar	
	16 to 22 July 2016	A week-long camp at Chennai Primary School, Manja Kollai Street, Aminjikkarai.	Mr. Chellam Devadas, Director of Rotary Club, Mr. Devaraj, Professor, Department of Tamil, Mar Gregorious College, Chennai. Mr. Charles Benni, Soft Skills Trainer and Director of Charle English Academy Ms. R. Jeeva, Founder and Managing Trustee, Transgender Rights

Association/ club	Date	Event	Resource person
			Association, Chennai.
	December 1, 2016	Aids Awareness Program	Mr. Soloman Raj, Founder Director of Shelter Trust, Chennai
AICUF (ALL INDIA CATHOLIC UNIVERSITY FEDERATION)	4 to 6 February 2017	a National Level Leadership Programme	
LITERACY CELL	7 October 2016.	a literacy programme to educate a group of illiterate gypsies	
	21 February 2017 to 10 March 2017	a literacy programme to provide education opportunities for the support staff of the College to improve their reading and writing skills in Tamil and English.	