

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

CUDDALORE – 607 001

**The Annual Quality Assurance Report (AQAR) of the IQAC
for the year 2015 - 2016**

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC
AQAR for the year 2015 - 2016

Part – A

I. Details of the Institution

1.1 Name of the Institution	St. Joseph's College of Arts and Science (Autonomous)
1.2 Address Line 1	St. Joseph's College Road
Address Line 2	Manjakuppam
City/Town	Cuddalore
State	Tamil Nadu
Pin Code	607 001
Institution e-mail address	josecol27998@gmail.com
Contact Nos.	04142 - 286311
Name of the Head of the Institution:	Dr. S. Chinnappan
Tel. No. with STD Code:	04142 - 286311
Mobile:	7598386578
Name of the IQAC Co-ordinator:	Dr. S. Joseph Christian Daniel
Mobile:	9443361929
IQAC e-mail address:	iqacsjc@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

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++	83.5	2003	15 September 2008
2	2 nd Cycle	A	3.26	2011	15 September 2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

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

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 2011-2012 - 16-07-2012
- ii. AQAR 2012-2013 - 19-08-2013
- iii. AQAR 2013-2014 - 22-07-2014
- iv. AQAR 2014-2015 - 24-08-2015

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)

NIL

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

Thiruvalluvar University, Vellore

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

Autonomy by State/Central Govt. / University Yes

University with Potential for Excellence No

UGC-CPE No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>						
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>						
2.3 No. of students	<input type="text" value="Nil"/>						
2.4 No. of Management representatives	<input type="text" value="1"/>						
2.5 No. of Alumni	<input type="text" value="1"/>						
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>						
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>						
2.8 No. of other External Experts	<input type="text" value="--"/>						
2.9 Total No. of members	<input type="text" value="13"/>						
2.10 No. of IQAC meetings held	<input type="text" value="2"/>						
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="5"/> Faculty <input type="text" value="2"/>						
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>	Alumni	<input type="text" value="1"/>	Others	<input type="text" value="-"/>

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Performance Based Self Appraisal from the teaching staff to assess their performance	Performance Based Self Appraisal is collected from the staff members
Strengthening Research in the Institution	Common Instrumentation Lab is established in a separate block
Preparation for NAAC Reaccreditation	Being done

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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	3	--	3	--
PG	12	--	12	--
UG	11	--	11	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	1	--	1	1
Certificate	1	--	1	1
Others (M.Phil.)	9	--	9	--
Total	37	--	37	2

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

- ✓
✓
✓
✓
- 1.2 (i) Flexibility of the Curriculum: CBCS/ Core / Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	--
Annual	3

- 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.

Yes, Latest topics included.

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

Yes, Common Instrumentation Centre for common research laboratory for science courses

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
177	177	--	--	--

2.2 No. of permanent faculty with Ph.D.

31

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
29	0	--	0	--	0	--	0	--	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	49	4
Presented papers	20	42	2
Resource Persons	--	3	1

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

Inter-disciplinary teaching, Learning through Poster Presentation, Technological Competitions

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

169

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination rules have been revised

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

16

16

173

2.10 Average percentage of attendance of students

93.72

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Passed	Pass %
B.Sc. Biochemistry	51	19	37.25
B.Com. Bank Management	119	41	34.45
B.C.A.	192	136	70.83
B.Sc. Chemistry	92	20	21.74
B.Com.	258	158	61.24
B.Sc. Computer Science	199	151	75.88
B.A. History	17	14	82.35
B.A. English	242	130	53.72
B.Sc. Microbiology	49	30	61.22
B.Sc. Mathematics	128	80	62.5
B.Sc. Physics	71	50	70.42
M.Sc. Microbiology	17	17	100
M.Sc. Mathematics	36	30	83.33
M.Sc. Physics	26	22	84.61
M.Sc. Biochemistry	12	10	83.33
M.Sc. Chemistry	26	18	69.23
M.Com.	43	29	67.44
M.Sc. Computer Science	19	19	100
M.A. English	34	26	76.47
M.S.W.	16	16	100
M.Sc. Microbiology	17	17	100

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

Feedback on teachers by students was collected by the IQAC and analysed.

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	3
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	81
Others – Staff Development Programme organized by the College	All staff members

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	62	1	1	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Stressed the importance of promoting research in IQAC meeting.
Recommended to the Research Development Cell to promote research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1*	-	-	-
Outlay in Rs. Lakhs	22,00,000/-	-	-	-

* Collaboration project

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	2
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	103	1	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	14	48	6

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	2015-16	Intramural	Rs.15,000/-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	2015-16	TNSCST	Rs.15,000/-	Rs.15,000/-
Total	-	-	30,000/-	15,000/-

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	--	9	2	--	6
Sponsoring agencies	--	Intramural	Intramural	--	intramural

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
9	-	2	-	3	-	4

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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 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	9
National level	4	International level	-

3.25 No. of Extension activities organized

University forum	1	College forum	2		
NCC	2	NSS	3	Any other	40

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

- Charity work was carried out by the students of Department of Biochemistry.
- Staff, students and management took part in various activities during the December 2015 floods.

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	23.57 acres	-	-	23.57 acres
Class rooms	79	-	-	79
Laboratories	17	7	Intramural	18
Seminar Halls	3	-	-	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Software upgradation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28078	50,06,006/-	413	1,53,058/-	28491	51,59,064/-
Reference Books	899	--	--	--	899	--
e-Books	139	--	500	--	639	--
Journals	68	--	Renewal	77,576/-	68	--
e-Journals	141	--	DELNET, INFLIBNET	11,500/- 5420/-		
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	219	175	10	-	-	10	13	11
Added	52	30	2	-	-	2	15	3
Total	271	205	12	-	-	12	28	14

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

<p>Wi-Fi facility is provided in the campus. Computer Literacy Programme for students.</p>
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4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.2,48,480/-
ii) Campus Infrastructure and facilities	Rs.59,23,148/-
iii) Equipments	Rs.10,36,762/-
iv) Others	Rs.17,56,435/-
Total :	Rs.89,64,825/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Freshers were informed of student support services during orientation programme for the first year students.

5.2 Efforts made by the institution for tracking the progression

CIA Exams, Seminars, Assignments, Class tests.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.)
1838	278	10	85

(b) No. of students outside the state

273

(c) No. of international students

--

Men	No	%	Women	No	%
	865	39.12		1346	60.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
68	323	4	1694	68	2099	60	329	8	1814	93	2211

Demand ratio 1.3 Dropout % 10.25

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

Coaching classes for Civil Services preliminary examinations, NET/SET and other competitive examinations were conducted

No. of students beneficiaries

95

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="4"/>

5.6 Details of student counselling and career guidance

Career guidance programme is organised by the Career Guidance and Placement Cell. In addition the departments also organize programme on job opportunities in specific subjects.

No. of students benefitted

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
27	2162	352	53

5.8 Details of gender sensitization programmes

Women's Day was celebrated.
Women Empowerment Cell organised various programmes

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	711	28,26,437
Financial support from government	713	24,35,030
Financial support from other sources	-	-
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

5.13 Major grievances of students (if any) redressed:

- More library books purchased.
- Drinking water facilities increased.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision: To work hard to prepare</p> <ul style="list-style-type: none"> • Men and Women academically and technically equipped to steer the nation along the path of progress and peace. • Men and Women who will free the nation from the clutches of sectarianism and parochialism. <p>Mission: To work hard to provide</p> <ul style="list-style-type: none"> • Wholesome and integral education that will help the students to find their footings in life. • Ethical and social values that will help the students to confidently face the challenges of life. • Human and community values that will help the students in building up the solidarity of all Indians.
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6.2 Does the Institution has a Management Information System

Yes

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

6.3.1 Curriculum Development

Curriculum development committee reviews the curriculum

6.3.2 Teaching and Learning

Use of ICT tools is stressed upon

6.3.3 Examination and Evaluation

Transparency in the examination and evaluation system is ensured

6.3.4 Research and Development

Proposed to strengthen research lab

6.3.5 Library, ICT and physical infrastructure / instrumentation

Departments are asked to suggest more books and journals in the library.

6.3.6 Human Resource Management

Staff Development programme are conducted
Personality development seminars / workshop for the students are organised

6.3.7 Faculty and Staff recruitment

Qualified staff members are recruited

6.3.8 Industry Interaction / Collaboration

Experts from Industries and corporate sectors are included in Board of Studies

6.3.9 Admission of Students

Transparent system
Selection process without delay

6.4 Welfare schemes for

Teaching	Awards for best research paper publication
Non teaching	Festival advance
Students	Institutional scholarship

6.5 Total corpus fund generated

Rs.2,04,78,133/-

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	IQAC
Administrative	No	-	Yes	IQAC

6.8 Does the University/ Autonomous College declares 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?

Examination committee review the existing system and suggest improvement
--

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

Members for Academic council and Board of Studies are nominated by the University

6.11 Activities and support from the Alumni Association

Alumni members visit the Departments and provide details on Job opportunities

6.12 Activities and support from the Parent – Teacher Association

Feedback and suggestions from the parents are obtained from the parents

6.13 Development programmes for support staff

Programmes were planned.

Awareness on NAAC reaccreditation process was given.

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

Tree plantation is carried out in the campus

Efforts were taken to reduce the use of polythene bags in the campus

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.

Talk on My Research – Talk by staff members on their Ph.D. work motivated the students towards research

Orientation programme for the freshers – helped the students cope up with college environment

Computer based test for CIA – exposed the students to modern method of examination

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

Performance Based Self Appraisal is collected from the staff members

Common Instrumentation Lab is established in a separate block

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

Promoting research activities in the institution
Orientation programme for the first year students

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

7.4 Contribution to environmental awareness / protection

Environmental awareness programme are conducted frequently
Tree plantation is carried out both inside the campus and outside the campus

7.5 Whether environmental audit was conducted? Yes No

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

- Recognition of the college as Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research (DSIR) is pending.
- The college has recently signed a MoU with Faculty of Science, Universiti Teknologi Malaysia, Malaysia to promote educational and research collaboration.
- PG and Research Department of Physics has taken initiative to sign a Memorandum of Understanding with King Saud University, Saudi Arabia.
- Interdisciplinary research is encouraged between the departments and a planning meeting has been conducted in this regard.

8. Plans of institution for next year

- Applying for NAAC reaccreditation – Preparation of SSR
- Applying for the renewal of Autonomous status
- Introducing more Ph.D. programmes
- Creating Research facilities
- Purchase of additional instruments for Laboratories
- Encouraging Interdisciplinary Research
- Introducing WiFi facility in the campus

Name: **Dr. S. Joseph Christian Daniel**

Signature of the Coordinator, IQAC

Name: **Dr. S. Chinnappan**

Signature of the Chairperson, IQAC