

**QUEEN MARY'S COLLEGE  
(AUTONOMOUS)  
CHENNAI -4**

**ANNUAL QUALITY ASSURANCE REPORT  
2015- 2016**



**SUBMITTED TO  
NATIONAL ASSESSEMENT AND ACCREDITATION COUNCIL  
JANUARY 2017**

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC  
ACADEMIC YEAR 2015-16 (June 1, 2015 to May 31, 2016)**

Part – A

**AQAR for the year**

2015-2016

**1. Details of the Institution**

1.1 Name of the Institution

**QUEEN MARY'S COLLEGE (AUTONOMOUS)**

1.2 Address Line 1

KAMARAJAR SALAI

Address Line 2

MYLAPORE

City/Town

CHENNAI

State

TAMIL NADU

Pin Code

600004

Institution e-mail address

[chennaiqmc@rediffmail.com](mailto:chennaiqmc@rediffmail.com)  
principal@queenmaryscollege.com

Contact Nos.

044- 28445910  
044-28444995

Name of the Head of the Institution:

Dr. N. RAJASULOCHANA

Tel. No. with STD Code:

044-28444995

Mobile:

9940093120

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

**OR**

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 star	-	29.04.1999	-
2	2 <sup>nd</sup> Cycle	B+	-	20.05.2005	-
3	3 <sup>rd</sup> Cycle	A	3.10	15.09.2015	5 Yrs

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

1.8 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\_\_\_\_\_2010 to 2011\_\_\_\_\_ (25/09/2013)
- ii. AQAR\_\_\_\_\_2011 to 2012\_\_\_\_\_ (25/09/2013)
- iii. AQAR-----2012 to 2013\_\_\_\_\_ (24/12/2013)
- iv. AQAR.....2013 to 2014\_\_\_\_\_ (04/05/2015)
- v. AQAR.....2014 to 2015 ----- (14/01/2016)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="24"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
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="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="30"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="5"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	Students	<input type="text" value="1"/>	Alumni	<input type="text" value="1"/>
	Others	<input type="text" value="1"/>		

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

IQAC of Queen Mary's College has been actively involved in maintaining quality within this prestigious institution. The IQAC was responsible for compiling and submitting reports and documents of evidence related to academic and administrative progress over the previous five years during the NAAC visit in July 2015. The overall performance of the College was appreciated by the NAAC team.

Subsequently, members of the core committee of the IQAC served as consultant advisors to other Government Colleges anticipating accreditation by NAAC, namely Dr. Ambedkar's Govt Arts College, and New College.

As part of routine activity, IQAC conducted periodical meetings with department IQAC representatives to disseminate information on their role and duties towards IQAC. Reports were prepared by IQAC based on analysis done from students' feedback on various aspects of the college.

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 \*

Enclosed Annexure ( i )

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

(College Council)

## Part – B

### 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	10			
M.Phil	13			
PG	18			
UG	23			
PG Diploma	NIL			
Advanced Diploma	NIL			
Diploma		1		
Certificate	0			
Others	NIL			
<b>Total</b>	64+1=65			
Interdisciplinary	Nil			
Innovative	Nil			

√   √   √

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	41
Trimester	Nil
Annual	

##### 1.3 Feedback from stakeholders\*

*(On all aspects)*

	Alumni	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>		

*\*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. The curriculum was revised in the year 2015-16 for all PG Departments of Queen Mary's College, Chennai. The revision was done with an impetus to update knowledge, enhance research capabilities and facilitate industrial exposure.

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	217	169	46	NIL	2

2.2 No. of permanent faculty with Ph.D.

137

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
15	39	-	-	-	-	-	-	-	39

2.4 No. of Guest and Visiting faculty and Temporary faculty

26

30

56

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	37	75	29
Presented papers	49	58	8
Resource Persons	3	10	12

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

- Internship training/Industrial visits/Workshops
- Students are introduced to concepts and knowledge in diverse subjects of interest through the inclusion of Non-Major Elective and Extra Disciplinary Elective in the curriculum.
- Talks and Lectures by renowned scientists is a regular feature.
- Classroom discussions following screening of documentaries and movies.
- Inclusion of projects in the curriculum allows application oriented learning and interaction with industry.

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

180



2.8 Examination/ Evaluation Reforms initiated by the Institution

- Single valuation method is followed for UG, PG and Double Valuation method for M.Phil course.
- Revaluation of papers
- Copy of answer sheets is given on request
- Online publication of End of semester results
- Mark sheets printed with photograph of the student
- Supplementary exams are conducted for final year students with single arrear.
- Automation of examination process- i.e., issue of hall tickets with photograph, timetable and seating location for each examination, seating allotment, attendance sheets bearing register number and photograph of each student.
- Marks secured in both internal and external valuation are entered in OMR Sheets reducing chances of typographical and manual errors.
- Scrutiny of the question papers by respective External experts is done to maintain standard in examination/evaluation process.

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

All faculty members are involved in the Curriculum restructuring and syllabi revision.

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

COURSE UG-2015	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
UG-ARTS	484	9	213	177	14	85.34
UG-SCIENCE	845	110	446	122	1	80.36
UG-COMMERCE	263	22	177	51		95.06
PG-ARTS	130	7	95	17		91.54
PG-SCIENCE	183	70	98	4		93.99
PG-COMMERCE	35	9	25			97.14
M.PHIL-ARTS	31		31			100
M.PHIL-SCIENCE	31		31			100

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Student feedback on teachers and infrastructure is obtained annually</li> <li>• Seminars and conferences are conducted for teaching faculty to update knowledge and improve teaching quality.</li> <li>• Sports programme for teaching and non teaching staff</li> <li>• Encourage staff participation in Refresher and Orientation courses.</li> </ul> |
|--|

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	8
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	10
Others	-

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	44	66	-	-
Technical Staff	2	6	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Renowned scientists are invited for motivational talk on research
Enhancing research collaboration
Students, Staff and Research Scholars are encouraged to publish in Eduventure Research Journal of Queen Mary's College (National Journal published half yearly- ISSN
Articles in Tamil are published in Ootru, a Tamil journal

#### 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	4	4	1	
Outlay in Rs. Lakhs	4,90,000	14,69,000		-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	40	16	03
Non-Peer Review Journals	08	13	07
e-Journals	05	07	-
Conference proceedings	07	24	02

#### 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.

Fund sanctioned during the academic year 2015-2016

S.No	Name of the faculty	DURATION	Name of Funding Agency	Outlay	Grant received Rs.
1	Dr.Bavani Govindarajulu Zoology	2015-17	UGC	4,95,000	1,12,000/-
2	Dr.Rajakumari Physics	2015-17	UGC	3,24,000	2,42,000/-
3	Dr.Jayalakshmi Physics	2015-17	UGC	4,00,000	3,05,000/-
4	Dr.Karupputhai Economics	2014-16	UGC	2,82,000	72,000/-
5	Dr.S.Sarojini Physics	2014-16	UGC	2,35,000	44,000/-
	<b>TOTAL</b>				<b>7,75,000/-</b>

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	05	02	01	-	02
Sponsoring agencies	UGC,COE	UGC	College		AUTONOMOUS

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	01
	Granted	01
International	Applied	-
	Granted	-
Commercialized	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
	01					01

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="58"/>
		Any other	<input type="text" value="12"/>

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

## 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	17.4	-	-	17.4
Class rooms	105	03	State Govt	108
Laboratories	33	1	-	34
Seminar Halls	03	04	-	07
No. of important equipments purchased ( 1-0 lakh) during the current year.	7	-		

Others				
--------	--	--	--	--

#### 4.2 Computerization of administration and library

- Automation of student admission procedure.
- Computerization of all work related to conduct of examinations. Seating allocation of students for each exam is computerised.
- Issue of hall ticket bearing photograph, register number, timetable and exam room and seating number.
- Selection of External Examiners is totally computerised to make evaluation fair and free from bias
- Entry of internal and external marks is done on coding sheet to avoid duplication of work, human errors and errors in interpretation.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24575	1240000	435	120000	25010	1360000
Reference Books	4500	545000	125	45000	4625	590000
e-Books	NLIST 97000	15000	38000	5750	135000 (Through N-LIST)	N-LIST
Journals	48	102500	NLIST	NLIST	48	102500
e-Journals	6000	NA	-	Open access	6000+ (Through N-LIST)	NA
Digital Database	Open access	NA	Open Access	NA	Open access	NA
CD & Video	75	7500	NIL	NIL	75	7500
Others (specify) BRAILLE BOOKS	120	39770	NIL	NIL	120	39770

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	175	06	23	NIL	NIL			Campus Wi-Fi
Added	27	01	-	NIL	NIL			
Total	203	07	23	NIL	NIL			

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

- Public address System has been installed in all the Departments to disseminate instantly all urgent and important information.
- The entire Campus has been WI-FI enabled
- All Departments are provided with Intranet facility
- Several Science Department Laboratories have been Networked
- Smart Class Rooms have been established in four Departments offering PG Courses
- Computer Literacy Program is imparted to all non Computer Science Students after College hours
- Students are trained in listening and speaking skills through English Language Lab

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	1,68,000
iii) Equipments	16,26,720
iv) Others	22000
<b>Total :</b>	<b>1816720</b>

### Criterion – V

## 5. Student Support and Progression

First year students are made aware of the student support services through an Orientation Programme conducted by the IQAC.



5.2 Efforts made by the institution for tracking the progression

Tutorial system is followed where each student is assigned to a staff (tutor) throughout her period of study. The tutor offers counselling and guidance to the student on a one to one basis. The tutor maintains a record of all activities and marks of the student.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
4722	557	96	62

(b) No. of students outside the state

12

1%

(c) No. of international students

Male

No	%
0	0

Female

No	%
4	0.1

Last Year(2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
490	580	46	1130	20	2248	148	602	21	1163	27	1961

Demand ratio : Arts 1:2; Science:1:8; Commerce : 1:15

Dropout % UG 5% PG 2%

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

UPSC free coaching centre was started in the year 2001 and has been providing training till date. Worthy candidates have been chosen from all over Tamil Nadu and extensive guidance has been given to them on cracking the Civil Service Examinations. Eminent guest speakers are regularly invited to motivate the students and instill in them adequate confidence to achieve their goal. Over the years a total of 23 candidates have cleared the preliminary examinations to the Civil Services while 2 candidates have cleared the TNPSC Group IV examinations in 2015-16. The centre has been a great step in encouraging and empowering women particularly from the lower socioeconomic strata.

No. of students beneficiaries

50%

5.5 No. of students qualified in these examinations

NET	6	SET/SLET	5	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	2	UPSC	-	Others	25

5.6 Details of student counselling and career guidance

The students counselling and career guidance cell offers counselling and assistance to students in choosing a career suitable to their skills, capabilities and academic qualifications. It creates awareness on job opportunities available to them in the current scenario.

The adolescent counselling cell provides psychological counselling through professional psychologists from Chennai Corporation for the students requiring psychological support.

No. of students benefitted

40%

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students	Number of Students Placed	Number of Students Placed

	Participated		
21	1500	1102	200

#### 5.7 Details of campus placement

5.8 Details of gender sensitization programmes NIL

#### 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

		2014	2015
1	SC students scholarship	1,900	1,782
2	BC / MBC students scholarship	2,150	2,435
3	Special scholarship for SC students studying in hostel	155	35
4	Chief Minister Merit Scholarship	5	3
5	Jaigopal Garodia Memorial Scholarship	120	-
6	Tamil Nadu Educational Trust Scholarship	12	12

7	Central – Sector Scholarship	-	-
8	Adidraavidar welfare prizes, Under Graduate and Post Graduate Scholarship	17	-
<b>Total</b>		<b>4,359</b>	<b>4267</b>

OTHER SCHOLARSHIPS- UGC, RAJIV GANDHI SCHOLARSHIP, SELF HELP GROUP, FARMER SCHOLARSHIPS.

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: grievances taken care by the counselling cell

The Adolescent counselling cell operates with the College Doctor as the chief co-ordinator along with staff representatives from each department in unison with Counselling Psychologists from the Government sector . Periodic counselling is given to students in need on issues related to

1. Health
2. Travelling in public transport
3. Other personal issues
4. Class Rooms
5. Rest Rooms
6. Infrastructure
7. Communication skills

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

## **Vision Statement**

The college enshrines in its vision the ideal of democratization of education by drawing into its ambit women from the deprived sections of society and empowering them with an education that hones life skills and employability.

## **Mission Statement**

As educating a woman is tantamount to educating a family, the mission of the college is to have programmes that ensure the all round development of its students. The goal in view is an education that transforms young women and equips them to face challenges in their personal and professional lives: the college endeavours to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment.

### 6.2 Does the Institution have a management Information System

Yes. The Institution has partial MIS .Automation of work related to Finance, Admission , and Examination has been done and these include:

Automated Admission procedure using Single window system

Computerisation of Student Enrolment

Automation of Hall ticket and Seating Arrangement for End Semester Examination

Online publication of results.

Computerised preparation of Pay Slips

Procurement of infrastructure requirements through ECS transactions

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

#### 6.3.1 Curriculum Development

The curriculum of the College is generally reviewed once in three years for UG, once in two years for PG and M.Phil courses. While reviewing the syllabus socially relevant and job oriented contents are given due importance. Annual meeting of Board of Studies and Academic Council ensures changes whenever the need arises. Academic audit is done once in two years.

### 6.3.2. Teaching and Learning

For effective teaching, the modern teaching aids used in the class rooms are Desk and laptop Computers, LCD Projector, OHP, Television and CD players. Students are conversant with power point presentations that are used to present seminars and projects. Periodically Workshops and Seminars are conducted under Department Association activities to acquaint the students with the recent trends in Industry. As part of the Association activity in each department, experts from various fields are also invited to share their knowledge and expertise.

### 6.3.3 Examination and Evaluation

The method of evaluation followed in the Semester examinations

- i) UG – Single valuation done by external examiners.
- ii) P.G – Single valuation done by external examiners
  - Revaluation of papers are allowed
  - Copy of answer sheets is given on request
  - Online publication of End of semester results
  - Mark sheets printed with photograph of the student

#### 6.3.4 Research and Development

Faculty are encouraged to pursue Faculty development programme for Ph.D

A centralised instrument facility sponsored by DST-FIST is available for research scholars and faculty for pursuing research in the field of Maths, Physics, Chemistry, Botany, Zoology, Home Science and Geography.

BIFC (Bioinformatics Infrastructure facility centre) caters primarily to the research needs of Bioinformatics, Chemistry, Physics, /Biotechnology and Computer Science scholars. Under this every year Workshops and training programs are conducted facilitating the participants to get hands on training in Bioinformatics tools that could find applications in their research work.

Nearly ten teaching faculty are engaged in Minor and Major projects funded by UGC and TANSCH

Eduventure and Ootru are research journals published by the College to encourage and facilitate research publications from within and outside the College.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Every year funds are allocated for the purchase of books for updating information on current topics and recent developments in various fields.

Digital library block is available for students to access various e-books and journals.

Through UGC-Inflibnet access to 90,000 E-books and 60,000 E-Journals is available.

Braille books are made available for the visually challenged students.

Centralized instrumentation facilities such as DST-FIST, BIFC are open for research scholars and faculty usage

#### 6.3.6 Human Resource Management

At the end of each academic year the workload for each department is prepared and sent to the Directorate of Collegiate Education. Vacancies are notified and are generally filled during transfer counselling.

Refresher and Orientation are made mandatory for faculty in order to update knowledge in recent developments in their respective fields.

### 6.3.7 Faculty and Staff recruitment

The process of recruitment for teaching faculty of the College is done by the Government through the Teachers Recruitment Board. Non teaching staff are recruited via employment exchange. Ten Staff were recruited in various departments through 2015 TRB recruitment.

### 6.3.8 Industry Interaction / Collaboration

Tourism IHM travel, air port Madurai for internship of students. E-ticketing  
IGCAR, Kalpakkam  
CLRI, Chennai  
University of Madras  
Zoological Survey of India  
State Bank of India, Chennai  
Oriens Wellness Company  
Asthagiri Research Foundation  
Vijayani Corp Nutraceuticals Pvt Ltd  
BSNL

### 6.3.9 Admission of Students

The entire admission process is automated. The college strictly follows the norms and guidelines prescribed by the Government of Tamil Nadu. The students are selected for admission to various courses at U.G and P.G level through single window counseling. Marks secured by the candidates in subject concerned in Higher Secondary for UG courses and Part III marks in degree courses for PG are the main criteria for admission. The college conducts entrance test and interview for the admission to M.Phil and Ph.D courses. The prospectus provides details of the College. The different courses offered and their eligibility criteria are available in the prospectus, website and college calendar.

Each department has an admission co-ordinator, admission in-charge staff for the process of admission. There are about five staff members who act as public relation officers to guide students and parents during the admission process.



6.4 Welfare schemes for

TEACHING	<ul style="list-style-type: none"> <li>• Government insurance scheme</li> <li>• General and contributory pension schemes</li> <li>• Maternity leave</li> <li>• Loan facilities</li> <li>• Festival advance</li> </ul>
NON TEACHING	<ul style="list-style-type: none"> <li>• Government insurance scheme</li> <li>• General and contributory pension schemes</li> <li>• Maternity leave</li> <li>• Loan facilities</li> <li>• Festival advance</li> </ul>
STUDENTS	<ul style="list-style-type: none"> <li>• Study Abroad Programme</li> <li>• Scholarships</li> <li>• Financial aid</li> <li>• Free bus pass and subsidised students train pass</li> <li>• Special ladies buses for QMC</li> <li>• students with a terminus inside the campus</li> <li>• Medical aid by College doctor</li> <li>• Tuition fee waived for all students by Government</li> </ul>

6.5 Total corpus fund generated

1,23,38,650 - accumulated fund
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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	AGENCY	INTERNAL
Academic	Yes	Experts from other	Yes Department Faculty

Administrative	Yes	Academic Institutions DCE, Auditor General Office, Government	Yes	Members Institution Administrative staff
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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?

- Double valuation method is followed for M.Phil.
- Revaluation of papers
- Copy of answer sheets is given on request
- Online publication of End of semester results
- Mark sheets printed with photograph of the student
- Supplementary examination for arrear in single paper for outgoing students

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

NA

6.11 Activities and support from the Alumni Association

- The college has a very active SOSA comprising of many illustrious alumni
- SOSA funds for the appointment of Guest faculty and support staff
- SOSA also provides scholarship for deserving and meritorious students
- The annual general body meeting of the SOSA is held every year in the month of February

#### 6.12 Activities and support from the Parent – Teacher Association

- The college has a very active PTA
- PTA funds for the appointment of Guest faculty and support staff
- PTA meetings are conducted regularly
- The tutors meet parents individually and discuss the development of their ward

#### 6.13 Development programmes for support staff

Administrative staff undergo a 42 day training program to improve their administrative skills and capabilities (Conducted at Bavanisagar Training Centre)

Four day training program on office automation was conducted at Anna University.

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

- Campus cleaning
- Go- green campaign
- Segregation of e-waste & bio- degradable waste
- Solar powered block
- Solar powered street lights
- Herbal Garden

## 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.

**Fostering global competencies among students:** College provides Business English Certificate Course and Soft skill programmes to the students in order to equip them to compete in global competitions. As a result, Six of our students in PG (Two in Commerce, two in Mathematics, one in Chemistry, One in Computer Science ) have been selected to study at UK universities for their 3<sup>rd</sup> / 4<sup>th</sup> semester sponsored by TANSICHE (Tamil Nadu State Council for Higher Education).

SECURITY- CCTV has been installed in all Departments

Adolescence counselling cell is active in the campus wherein Professional Psychologists provide counselling to students in need

Anti ragging initiative - Orientation programme was conducted to foster healthy and friendly environment among students.

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

- Orientation and leadership programme for students
- Increase in research activities

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

- Weekly assembly- Every Wednesday morning 8.30 to 9.00 am. This is a harmonious and healthy practice followed since the inception of the institution in 1914. The objective is to meet all the faculty and students in one place and to disseminate the information and activities of the college to all staff and students.
- Compulsory extension activity- NSS, Exnora, Youth Red Cross Society, Legal Service Cell, Rotaract and Red Ribbon Club. Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and improve the problem analyzing and solving Skills

#### 7.4 Contribution to environmental awareness / protection

- Energy conservation- Solar plant for 10kVA and 5 dawn to dusk solar street lights
- One block fully powered by solar power
- Rain water harvesting
- Reverse Osmosis drinking water
- UG students have a compulsory environmental studies as a subject in their curriculum

7.5 Whether environmental audit was conducted?

Yes

No

 /

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

#### **Strengths**

Beautiful campus facing the marina

Good quality academic programs

Special courses like Indian Music and Physical Education are offered

Vocational courses such as Clinical Nutrition and Dietetics and Travel and Tourism are offered.

Unique courses such as Geography and Sociology are also offered

Well structured mentoring system

Highly qualified enthusiastic staff

Good library facilities

Research Journal- Eduventure (ISSN 2319-1791) and Ootru

Bioinformatics Facilitation Centre sponsored by DST

UPSC - Free coaching centre for Women

College band

Social service League school

Digital Library

Clinic with a Doctor on campus

College Hostel

Staff and Students Co-operative Stores

#### **Weakness**

Lack of infrastructure- Dilapidated age old buildings

Inadequate insufficient classroom and lab facilities.

Lack of administrative staff and support staff

Inadequate smart class room and AV equipment

Insufficient rooms in hostel, toilet and drinking water facility

#### **Opportunities**

Increase in research activities

## 8. Plans of Institution for Next Year

Imparting vocational training for employability of students through collaboration with different agencies under RUSA  
Empowering students with Entrepreneurial skills through Workshops.  
Increasing MOU's with Industry  
Development of Infrastructure  
Conducting programmes exclusively for the administrative staff, slow learners and visually challenged students through IQAC cell.

*C. Srinivasan Ashok*  
Signature of the Co-ordinator ,IQAC

*N. Vijayalakshmi*  
Signature of the Principal  
**PRINCIPAL**  
Queen Mary's College (A)  
Chennai - 600 084.

## **ACADEMIC CALENDER 2015-2016**

### **June 2015:**

Admission begins for Under Graduate courses

College begins for the academic year 2015-16 on 18-6-2015

International Yoga Day celebration on 21-6-2015

Orientation programme for the first year students on 22-6-2015

### **July 2015:**

Admission for PG and M.Phil courses

Centenary celebration of QMC on 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> of July 2015

International conference on “Emerging trends in commerce” was held on 29<sup>th</sup> and 30<sup>th</sup> July 2015 by the Department of commerce

National conference on “Restructuring Education in chemistry exploring new perspectives” on 31<sup>st</sup> July 2015.

### **August 2015:**

Madars day celebration by department of history on 28<sup>th</sup> August 2015.

Union Inauguration in the second week of August.

### **September 2015:**

World tourism day was celebrated by Department of History.

Workshop on Food Safety organized by Home Science Department in commemoration of National Nutrition Week.

Awareness Lecture on Breast Feeding conducted by Home Science Department.

Cricket coaching camp from 20-9-2015 to 23-9-2015, conducted by University of Madras

Journal released by Department of Tamil on 24<sup>th</sup> September 2015.

**October 2015:**

Wildlife week conducted by Department of Zoology.

A-Zone University of Madras intercollegiate Volleyball tournament conducted on 6-10-15

**November 2015:**

Semester examinations from 5<sup>th</sup> November.

College reopened on 23<sup>rd</sup> November.

**December 2015:**

College Culturals conducted in the first week of December.

**January 2016:**

University of Madras Inter zone Volley ball Tournament, 12-1-2016 to 13-1-2016

**February 2016:**

Organized inter collegiate kabbadi tournament for women along with Nehru yuva kendra

Muthamizh vizha was celebrated by Department of Tamil on 24<sup>th</sup> February

Sathbhavana competition was conducted by Department of Telugu on 26.2.2016

Exhibition on healthy foods at Tamil Nadu Trade Fair organized by Department of Home Science

**March 2016:**

Sports day was conducted on 3rd March.

One day workshop on women empowerment was conducted by the Department of History.

College day Programme was conducted on 1<sup>st</sup> week of March

In the Second week of March union valedictory was conducted



**April 2016:**

Semester examination.