

QUEEN MARY'S COLLEGE (AUTONOMOUS)

Submission of

SELF STUDY REPORT

For

NAAC 2013

CRITERION 1: CURRICULAR ASPECTS

1. 1 CURRICULUM DESIGN AND DEVELOPMENT

1.1.1 Institutional vision / mission reflected in the academic programmes of the College

Introduction

Queen Mary's College, a pioneering government college was established in 1914. At the time of its inception it was known as the Madras College for Women. Intermediate courses with which the good work commenced were soon followed by degree courses in 1916. The college was renamed Queen Mary's College in the year 1917. The overarching mission of institution was to ensure that the privilege of education reached young women, especially those from the weaker sections of society. On the threshold of its centenary, the college continues to be guided by this ideal: even to this day the demography of the student population bears witness to the commitment to reach out through education and draw marginalized people into the mainstream. As women are strategic to development, the focus is on women's education.

Autonomy

The college became 'autonomous' in 1987. As autonomy provides space for innovation and independent design of curriculum, the college made a move to avail these benefits. In this framework, each department has its own Board of Studies which includes subject experts from government colleges, aided colleges as well as the University of Madras. The syllabus is revised periodically to keep abreast with developments in the respective disciplines.

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.

The vision and mission of the College is reflected in the following programmes:

(i) Academic programmes:

Queen Mary's College takes every opportunity to make the best use of 'autonomy' to pursue innovation in curriculum design. The recent inclusion of Non Major Elective at U.G level enables students to benefit from disciplines other than the degree program in which they have enrolled. For instance, a student of B.A English can take choose an elective offered by the Department of Music, or the Department of Sanskrit (or any other department which offers an elective). The Soft Skills and Value Education programs are also unique as they develop the personalities of the students and preparing them for their careers as well as life ahead. While Soft Skills and Value Education are address the issues of employability and life skills, the question of citizenship and civic sense is addressed by the Environmental Studies program.

- (i) Electives for PG students:** Even Postgraduate students can access knowledge from other disciplines through the Elective Course Program. This opportunity is available to all PG students and is designed for the PG level. For instance, the PG students from any of the humanities/language departments can take the Elective Course in Web Designing offered by the Computer Science department.
- (ii) Research programmes:** Project work is an integral part of the curriculum in Masters Degree program. The project work is undertaken in the fourth semester and field work is involved in some of the disciplines. The M.Phil and PhD programs call for more intensive research. MPhil is offered by 12 departments and Ph.D degree by 10 departments. The college also hosts National and International Seminars / conferences

on challenging areas of research. The exposure that postgraduate students have at these events shapes their own research interests and initiatives.

- (iii) **Extension programmes:** It is mandatory for every student to be involved in an extension activity. A student can be involved with any of the following: NSS, Red Ribbon Club, Red Cross Society or Rotaract. Volunteering in their respective extension activities instills social commitment in the students. Every department has its Association. The Extension activities organised by the department Associations involves lectures, national and international seminars / conferences as well as national/international workshops

1.1.2 Mechanism used in the design and development of curriculum and its process (Need Assessment, Feedback etc)

When the curriculum is developed care is taken to see that it addresses developmental needs at the regional and national levels. The Board of Studies of every department has a University Nominee and two subject experts who are from other aided/government colleges. Based on their suggestions, the curriculum is designed in each subject.

In each department the syllabus is revised once in three years in keeping with current needs: the revised syllabus is then presented in the Academic Council Meeting which comprises of professionals from other fields, academicians of other disciplines, advocates, and experts from industries and the corporate sectors. At the time of the Academic Council meeting each and every aspect of the curriculum is discussed in the open forum and the Academic Council members' suggestions are taken into consideration while restructuring the syllabus.

As an exercise in preparation for the NAAC visit, every department undertakes to for the visit of an Academic Audit Committee, comprising of experts from other colleges. The suggestions offered by these experts are taken into consideration for the designing and developing the curriculum.

Students' feedback about the curriculum and college is collected regularly through IQAC. The College gives more weightage to the students' feedback and it is taken into consideration while restructuring the syllabus.

The college has an Old Students Association which discusses various issues of the college. Their feedback and suggestions are considered and incorporated while framing curriculum design.

The college has established good rapport with the communities located around the college through various extension activities. Their views and opinions are also given importance in the planning of college development and administrative activities.

1.1.3 Involvement of industry, research bodies and civil society in the curriculum design and development process

The institution also solicits the feedback of academicians from premier institutes such as Madras University, Anna University and the IIT's. In addition to this exercise, interface between the institution and Industry as well as the service sectors is organised. The observations and suggestions of the experts from these fields is incorporated into the curriculum design. This approach is adopted to ensure that the syllabus and curriculum is in sync with current and emerging trends. The National Institute of Remote Sensing, Central Leather Research Institute (CLRI), Science City, CNSNT (Centre for Nano Science and Nano Technology), Anna University, Institute of Ramanujam Advanced Study in Mathematics, various Software Multi National Companies and Non Governmental Organizations etc have provided valuable suggestion in the curriculum design and development process.

1.1.4 Employability, Innovation and Research ensured through curriculum design and development

Employability is a major consideration in the design and development of the curriculum. With this in view, soft skills, computer literacy programmes, internship at P.G level, non major Elective and Inter department Elective at the U.G and P.G levels, individual project at PG and M.Phil level as well as experimental and activity based learning are incorporated into the curriculum as measures to enhance the competence of the students and render them employable. The examples listed below are for further explication:

Department	Course Offered
1. Botany	Medicinal plants and Horticulture
2. Music	Harikatha, Bhajan and Folk Music
3. History	Travel and Tourism
4. Tamil	Journalism
5. English	(i) Spoken English and Communication (ii) Business English

1.1.5 The curriculum developed by the College ensured to address the needs of the society, and have relevance to the regional / national development needs

The curriculum is developed keeping in mind the 'needs' that exist at the regional and national levels: human needs and social problems also have a bearing on curriculum design. All the courses offered involve knowledge of computers and it is mandatory for students to be computer/techno savvy. The paradigm shift in the job market, namely the demand for hands in the IT and IT enabled service sectors, calls for a restructured curriculum and the institution has complied with this demand.

The departments of Sociology, History, Home Science, and Economics undertake women centric projects from the perspectives of their respective disciplines to meet needs at the regional level.

Training in Tally 9.0 package for Commerce students equips them to function as trained accountants. Computer Science Students are given mini and major projects to prepare software using any of the programming languages. Home Science students are involved in product development by using various plants and crops.

The UGC and CSIR content and communication skills in English are incorporated into the curriculum design to meet the global demands in the field of higher education.

The Value Education program (taken in the II Semester) is mandatory for all students. The objective in having this course is to reinforce and reiterate that ethical and moral values occupy an important place in the system of education in India.

The College offers a compulsory paper in Environmental Studies in the first semester at UG level. The students are encouraged to practice actively in campus cleaning and each department is assigned a space around their department to grow plants and keep their environment clean and green.

The College provides opportunities to participate in NSS activities which encourage direct involvement of students in Community and National Development activities. The Consumer Club and the extension service (NSS, YRC, Rotaract, Exnora, Red Ribbon Club etc) units are very active in organizing programmes related to Community Development.

1.1.6 The extent of using the guidelines of the regulatory bodies for developing or restructuring the curricula

While restructuring the curriculum all departments refer to national and international models of their respective subjects. All the departments follow the guidelines of UGC, University of Madras and TANSCH (Tamil Nadu State Council for Higher Education) and suggestions of Academic Council and Academic Audit Committee for developing or restructuring the curriculum.

1.2 Academic Flexibility

1.2.1 Details on the provisions with reference to academic flexibility

- a. **Core / Elective options** : The institution is providing academic flexibility to students to move from one discipline to the other at U.G level in NME (Non Major Elective) and at P.G level in interdisciplinary elective subjects. The curriculum is restructured periodically and Choice Based Credit System (CBCS) is introduced to the students to ensure academic flexibility. The list of Non Major Elective papers offered by various departments are given below:

LIST OF NON MAJOR ELECTIVE PAPERS AT UG LEVEL

Semester	Name of the paper	Offered by the Department
III	1. Fundamentals of Statistics	Mathematics
IV	2. Application of Mathematics & Statistics	
III	1. Physics for Everyday	Physics
IV	2. Astro Physics	
III	1. Chemistry in day to day life	Chemistry
IV	2. Medicinal Chemistry	
III	1. Herbs and Home Remedies	Botany
IV	2. Water Management	
III	1. Ornamental Fisheries	Zoology
IV	2. Vermiculture	
III	1. World in Maps	Geography
IV	2. Weather and Weather Forecasting	
III	1. Health and Physical Fitness	Home Science
IV	2. Food Safety and Hygiene	
III	1. Introduction to Indian Constitution	History
IV	2. Women and Law	
III	1. Principals of Sociology	Sociology

IV	2. Sociology of Indian Society	
III	1. Consumerism	Economics
IV	2. Entrepreneurship	
III	1. Pancha Puranam	Music
IV	2. Folk Music	
III	1. Public Speaking	English
IV	2. Interaction Skills	
III	1. Basic Tamil	Tamil
IV	2. Chirappu Tamil	
III	1. Basics to Accounting	Commerce
IV	2. Modern Payment Systems in Banks	
III	1. Safety Education and First Aid	Physical Education
IV	2. Yoga Education	
III	1. Foundation Course in Telugu I	Telugu
IV	2. Foundation Course in Telugu II	
III	1. Sakunthala Kathai	Sanskrit
IV	2. Health Science from Indian Scriptures	
III	1. PC Software	Computer Science
IV	2. Web Design	
III	Social and Preventive Medicine	Bio Chemistry
IV	Emergency and Medical Lab Skill	
III	PC Software	Computer Application
IV	Web Design	
III	Introduction to Women Entrepreneurship	Corporate Secretaryship
iV	Human Resource	

At the P.G level, the students are offered Elective Papers which provide flexibility to a greater extent. This provides them horizontal mobility to select inter disciplinary subjects of their choice. Elective courses offered by each department in second and third semesters as interdisciplinary subjects are given below:

LIST OF ELECTIVE PAPERS AT P.G LEVEL

Semester	Subject	Offered by the Department
II	1. Applied Statistics	Mathematics
III	2. Resource Management Techniques	
II	1. Medical Physics	Physics
III	2. Fundamentals of Astro Physics	
II	1. Organic Synthesis	Chemistry
III	2. Analytical Techniques	
II	1. Herbal and beauty therapy	Botany
III	2 Gardening and Landscapping	
II	1. Ornamental Fisheries	Zoology
III	2. Economic Zoology	
II	1. Geography of Health	Geography
III	2. Fundamentals of Geographical Information System	
II	1. Geography of Health	Geography and Tourism Administration
III	2. Fundamentals of Geographical Information System	
II	1. Basics of Interior Decoration	Home Science
III	2. Hospital Administration	
II	1. History of Chennai	History
III	2. Travel and Tourism	
II	1. Population Education and Family Welfare	Sociology

III	2. Information Technology and Society	
II	1. Recent issues in Indian Economy	Economics
III	2. Women and the Economy	
II	1. Simple Compositions	Music
III	2. Patriotic Songs	
II	1. Essentials of Spoken and Presentation Skills	English
III	2. Life and Managerial Skills	
II	1. Basic Tamil	Tamil
III	2. Chirappu Tamil	
II	1. Health Communication	Commerce
III	2. Modern Banking Practices	
III	Basics of Interior Decoration	Food Service Management Dietips
IV	Hospital Administration	
III	Fundamentals of Computing and Programming	Computer Science
IV	Multimedia Magic	

b. Enrichment courses : As an enrichment course the English Department offer Business English Certificate Course in collaboration with British Council of India.

1.2.3 Choice Based Credit System (CBCS)

Choice Based Credit System (CBCS) is adopted since 2008 for all the courses offered at UG and PG level.

1.2.4 Exam system

Semester system is followed for all the courses offered by the College under autonomous scheme.

1.3 Curriculum Enrichment

1.3.1 Frequency of reviewing the curriculum of the College for making it socially relevant and / or job oriented / knowledge intensive and meeting the emerging needs of students and other stakeholders

The curriculum of the College is generally reviewed once in three years for both UG and PG 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.

1.3.2 Number of new programmes introduced at UG and PG level during the last four years

Five new courses, three at UG level and two at PG level are introduced during the academic year 2012-2013. Bio Chemistry, Computer Application and B.Com Corporate Secretaryship courses are introduced at UG level. Computer Science and Food Service Management and Dietetics courses are introduced at P.G level.

1.1.3 Strategies adopted for revision of the existing programmes and the percentage of courses that underwent a major syllabus revision

The institution has introduced innovative changes in the curriculum under Choice Based Credit System with the motive of preparing the students to cope with the competitive world. The strategies adopted for the revision of the existing programmes are as follows:

1. Analysis of the feedback from the students and Subject Experts from various fields.
2. Referring the syllabus of reputed institutions like IIT and National Universities
3. Adopting the guidelines of UGC, University of Madras and TANSICHE.
4. Considering the suggestions given by the Experts from industries and Multinational Companies
5. Incorporating the suggestions of Academic Council Members

Around fifty percent of courses (eg. English, Sociology, Economics Mathematics, Botany, Zoology, Chemistry, Computer Science, Home Science, Commerce, Physical Education etc) underwent major syllabus revision during the last four years.

1.4 Feedback System

1.4.1 Formal mechanism used to obtain feedback from students regarding the curriculum

Along with IQAC every department collects feedback of the students on the curriculum through the tutorial system. The feedbacks of the students are taken into consideration while restructuring the curriculum. Besides, the Board of Studies of each departments invites one of its alumni to get feedback and suggestion for curriculum development.

1.4.2 Feedback on the curriculum from national and international faculty

Almost all departments invite national and international faculty while organizing seminars, workshops and association activities. The teaching staff and students of the concerned departments have discussion with these eminent personalities to elicit feedback on the curriculum. Their feedbacks are given more weightage and are discussed in the Board of Studies at the time of revision of syllabus.

1.4.3 Mechanism used to collect feedback from alumni, employers, industry experts and community on curriculum enrichment

Feedback from the alumni is collected during the Old Students Association Meeting which is held at College frequently. The parents-teachers meeting facilitate the College to collect feedback from the community. The Academic Council Meet provide an opportunity to elicit the feedback from the experts from the industries. All these feedbacks are given due importance for curriculum enrichment and they are made use of at the time of revision.

1.4.4 Quality sustenance and quality enhancement measures undertaken by the institution in ensuring effective development of the curricula

Strict adherence to TANSICHE (Tamil Nadu State Council for Higher Education) rules and Academic Audit report leads to sustenance and quality enhancement. The TANSICHE give more emphasis on the aspects of

- Revising the curriculum with a focus on need based courses and current trends
- Introduction of Inter Disciplinary Courses, Job oriented Courses and Skill bases Courses.
- Introducing extension programmes with social relevance
- Introduction of Credit based system with varying optional providing flexibility to the students to study the subjects of their choice of interest.
- Semester paten of study.
- Continuous internal assessment.
- Credit / Grading System
- Students Feedback and
- Self Appraisal by teachers.

CRITERION II : TEACHING – LEARNING AND EVALUATION

2.1 Student Enrolment and Evaluation

2.1.1 Publicity and transparency in the Admission process

The institution ensures adequate response from the public for admission through Admission prospectus and college website.

2.1.2. Process of Admission

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 counseling. Marks secured by the candidates in subject concerned in Higher Secondary for UG courses and Part III marks in degree courses are the main criteria for admission. The college conducts entrance test and interview for the admission to M.Phil and Ph. D courses.

The innovative method introduced in Admission from 2006 is the counseling system. This enables the students to specify their preferences for subjects which they seek through a single application. This counseling system has made the process of admission much simpler and quicker.

2.1.3 Mechanism to review Admission process and Student profiles

The college forms Admission Committee every year to frame the admission process. The Committee decides the Counseling date and time for each and every course. It is mentioned in the Prospectus in order to enable the candidates to attend the Counseling on time. The course-wise counseling makes the entire Admission process very smooth and transparent.

2.1.4. Strategies adopted to increase / improve access to students belonging to the categories of SC / ST, OBC, Women, Different categories of persons with disabilities, economically weaker sections and outstanding achievers in sports and extracurricular activities

College strictly follows the Tamil Nadu Government norms to implement the reservation policy and access to disadvantaged community (SC,ST, BC and MBC), different categories of persons with disabilities and athletes and sport persons. Government has reserved 69% for disadvantaged communities (30% for BC, 20% for MBC, 18% for SC and 1% for ST). Muslims belonging to Backward communities are given 3.5% of reservation within the reservation of BC (Backward Community) and 3% of reservation is for Scheduled Caste Arunthathiar within the reservation of SC.

The 3% of sanctioned strength is allotted each for the children of ex-service man, differentially abled candidates and the achievers in sports.

There are many scholarships sponsored by government to enable the marginalized (SC, ST) and persons with disabilities to pursue higher education. Besides, the college Old Students Association (OSA) also initiated some scholarship to the poor and disabled students.

2.1.5. Number of students admitted in the college in the last four academic years

Categories	2009 – 2010	2010 – 2011	2011 – 2012	2012 - 2013	2013-14
SC	347	280	412	478	551
ST	18	28	31	36	30
BC	285	397	540	548	616
MBC	216	298	375	370	428
GENERAL	228	458	487	473	465

2.1.6 Demand ratio for the various programmes offered by the college

Courses like Commerce and Computer Science are of great demand and the ratio between the number of seats and applications is 1:18, while for all other courses the ratio ranges from 1:8 to 1:5. For courses like Music, Sanskrit and Telugu the ratio is 1:1. At P.G and M.Phil level the demand ratio is 1:2.

Demand ratio in 2013 -2014

Programmes	Number of applications received	Number of students admitted	Demand Ratio
U.G			
1. Arts	1,406	512	1:2
2. Science	5,161	610	1:8
3. Commerce	2564	140	1:18
PG			
1. Arts	287	126	1:2
2. Science	468	162	1:3
M.Phil			
1. Arts	79	36	1:2
2. Science	67	42	1:2
Ph.D			

2.2 Catering to Student Diversity

2.2.1 Orientation/induction programme for freshers

A one day Orientation programme is organized for the freshers by the IQAC cell of the college. In this programme the students are informed about the College and its environment, rules and regulations, semester pattern of examination, continuous internal assessment, College Union activities and various club activities. Orientation classes are also conducted for freshers by the departments. In these classes, information about students' needs and skills are collected and taken into consideration while teaching. The students are also made aware of the scope of the course and placement opportunities after the completion of the course.

2.2.2 Does the college have a mechanism through which the “differential requirements of the student population” are analyzed after admission and before the commencement of classes? If so, how are the key issues identified and addressed?

Most of the students admitted hail from rural areas and have completed their school education in the regional language (Tamil Medium). Senior professors and tutors-in-charge address the students to acquaint them with academic and non-academic programmes in College.

2.2.3 Communication Skills /Remedial / add – on courses

The college offers special classes for the slow learners in order to make them understand the subjects thoroughly and clearly. The effective functioning of the Tutor Ward system ensures guidance / counseling and monitors the individual progress of the student. Remedial classes are conducted for SC, ST and MBC students under State allotted funds. Videos (in each session) specially developed for the purpose of social interaction and business transactions were screened and students practiced conversation exercises based on each video lesson. This was an add-on class to the coaching given for the prescribed General English syllabus.

2.2.4 Study on incremental growth of different categories of students

The College admits visually challenged students in some Departments. These students are given extra care and attention by the course teachers to enable them to learn better and perform well.

To improve the basic skills of the students, the English Department conducts classes for the first two weeks.

Income Certificates from economically backward students are collected at the time of admission so to examine the authentic need for scholarship and grant the same.

Slow learners are identified through the tutorial system. Repeated tests are conducted to make them through with the subjects.

2.2.5. Respond to the learning needs of advanced learners

Advanced learners are identified through tests, seminars, debates and assignments. In order to help the advanced learners to improve their aptitude and other talents, they are encouraged to take part in various inter and intra college competitions.

The advanced learners are motivated to take care of the slow learners by organizing them into a small study groups. They are encouraged to study the advanced books to enrich their knowledge. The Department of English also trains students (after college hours) for the Cambridge Business English Certificate (BEC) Examination conducted by the British Council Division, Chennai. This training has been conducted for the past 8 years. They are also encouraged to attend the UPSC coaching classes conducted by the College in coordination with Government of Tamil Nadu. Coaching for NET / SLET and Entry into Services are also provided to the advanced learners.

2.2.6 Catering the needs of differently-abled students

Reservation is strictly followed to provide admission to the differently abled students. The differently abled (visually challenged and physically challenged) students are given special attention by providing them learning aids with the help of NGOs and the students are encouraged to participate in various orientation programmes conducted in professional organizations. Jaws software is installed in the Central Library for the use of visually

challenged students. Reading machine and Braille printers are also available in the library to meet the demands of the visually challenged students. Around 100 visually challenged students are using these facilities from the Central Library. Ramps and Western closets are constructed in the new buildings to help the physically challenged students.

2.3 Teaching – Learning Process

2.3.1 Way of planning and organizing the teaching and learning evaluation schedule

At the commencement of the academic year, the institution prepares the general teaching schedule. The individual departments prepare their weekly timetable evenly distributing the teaching hours among the staff apart from the allotted library supervision, research guidance, ward counseling hours etc. As per UGC norms every teacher is assigned 16 hours of work per week. This includes practical sessions for science faculty. If the departments have inadequacy in staff strength, the excess work is distributed to the existing staff. The remaining hours are allotted for preparation, correction and administrative work.

The academic year in the college is comprised of two semesters: the first semester from June to October and the second semester from November to April. The number of actual working days is as per calendar in an academic year, at 5 hours per day comprising a minimum of 90 days per semester.

The College annually publishes a **Hand Book cum Academic Calendar** containing the relevant information regarding the teaching learning schedule, holidays, dates of internal examinations, the pattern of questions under CBSE system for both U.G and P.G, the evaluation methods, papers offered under Non Major Elective, various scholarships, fees structure and other reforms etc.

Evaluation blue print

The students' academic progress is monitored regularly by adopting the strategy of continuous internal assessment, model test, seminars, group discussion, assignments, attendance, and semester examination. 25% of marks are assigned for continuous internal assessment and 75% is for Semester examination.

The method of evaluation followed in the Semester examinations

- i) UG – Single valuation completely by external examiners.
- ii) P.G - Double valuation by both external and internal examiners.
- iii) M.Phil - Double valuation by both external and internal examiners.

Evaluation blue print

Courses	Marks					Internal Marks	Semester Marks	Total Marks
	Class Test	Assignment	Seminar	Attendance	Modal Exam			
U.G	5	5	-	5	10	25	75	100
P.G	5	5	5	-	10	10	75	100

2.3.3 Courses which predominantly follow the lecture method and other methods of learning experiences provided to students

The Arts courses generally follow the lecture method. In addition to the traditional methods of teaching, the teachers offer demonstration lectures using charts, models, audio visual aids like OHP, Power Point Presentation, slide projectors, TV, VCR, computer etc. Certain courses like Sociology, Geography, Botany, Zoology include field trips and field works to enable the students to gain knowledge from the field in their subjects.

2.3.4 Student-centric learning and a list of the participatory learning activities adopted by the institution, which contribute to self-management of knowledge development and skill formation

Learning is made student centric by the teacher who enlighten them about the prescribed syllabus and give them wider perspective about the subjects through a series of lectures. This is followed by student centric activities like

- Preparation of assignments
- Seminar on projects
- Report writing
- Group discussion

- Educational Field Trips
- Screening of documentary films
- Displaying models and charts
- Books and journals are recommended in the syllabi for further reading

Apart from these, guest lecture is organized at the department level by inviting Subject Experts. Students are motivated and encouraged to interact with the Subject Experts to gain rich knowledge and clarify their doubts on their subjects.

The college has been making sustained and continuous effort to improve the teaching learning methodology by using Participatory Learner Centered pedagogy like Project Work, Field trips, seminars, Quizzes, contribution in College Magazine, Assignments, Computer and Web based learning etc. The students can also avail computer training and training on soft skills under Skill Based Elective Programmes.

2.3.5 College policy on inviting experts / people of eminence to provide lectures / seminars for the students

Every department has its own Departmental Association. Through these associations, programmes like debate, various cultural events and competitions, lectures, seminars etc are conducted in the departments. As a part of the association activity the department can organize seminars and lectures and invite experts and people of eminence to provide lectures to the students.

2.3.6 Latest technologies and facilities used by the Faculty for effective teaching

For effective teaching the following modern teaching aids are used in the class rooms are

- Computer
- LCD Projector
- OHP
- Television
- C.D players

- Laptop
- Smart Class room

Under Tamil Nadu Students Welfare Scheme all the U.G students are given laptop to facilitate effective learning enable easy access to internet. Considering the fact that a large percentage of our students are from rural areas, the laptops give them an opportunity to use the computer for preparing their assignments: they also become conversant with power point presentations. Students are motivated to collect resources related to their subject from the e-sources. The central library has linkage with the UGC and students can access over 5000 books and journals through e- learning. The students are encouraged access e-resources to prepare their assignments, seminars and projects. As a part of mobile education, the students are taken on industrial visits, educational tours, etc.

2.3.7 Provision for the services of counselors / mentors / advisors for each class or group of students for academic, personal and psycho-social guidance

A Special Cell for Students' Career and Counseling has been functioning in this college from 2008. This cell is comprised of the college Principal, college Doctor, three faculty members, one advocate and a psychiatrist. Every Wednesday it provides socio- psycho counseling to the needy students in order to help them deal with their academic and personal problems. Every class has a staff member who is mentor and counselor. She maintains a ward notebook with complete particulars of the students and a report of the meetings she holds with the students. Students feel free to share and find solutions to their personal problems also.

2.3.8 Innovative approaches, methods and practices adopted in teaching by Faculty:

Most Faculty members use PPT presentation for their lectures. Department of Physics encourages students to feed the data collected by performing experiments into the PC and make computational calculations using EXCEL, C programming and plot graphs using Origin software. Mathematics department uses MATLAB for analytical approach and remote sensing and mapping is done using software by Department of Geography. Bioinformatics is taught to the students by the department of Zoology using the software available at the DBT sponsored lab. Innovative approaches like these followed by the faculty make the students tech savvy.

2.3.9 Steps taken to nurture creativity and scientific temper amongst students:

The creativity of the students is kindled by encouraging them to write in the college magazine and publish their project outcomes as research articles in 'Eduventure', the research journal of our college. Many departments send their students to other research organizations like IGCAR, STIP, ZSI, CLRI etc for knowledge sharing during their summer vacation. Students are motivated to participate and present papers in national and international forum.

2.3.10 Students project- A part of academics:

The departments of Sociology History, Chemistry, Physics, Zoology, and Geography have individual Projects as part of their academic learning program in the PG course:

The External agencies such as RSIC , IIT, Anna University, University of Madras, IGCAR, NGOs, ZSI, TREE foundation, CLRI are associated with the College for Student Project work.

Faculty members are the guides for the Students Project work. They help the students in building rapport with the external agencies for collecting primary and secondary data for the research.

2.3.11 Efforts made to facilitate the faculty in computer handling.

Each department is provided with a computer with internet connectivity. Staff members with less knowledge in computers were given specialized training by INFOSYS. They in turn acted as facilitators for further training. As of now, all faculty members are computer literate and tech savvy.

2.3.12 Mechanism for evaluation of teaching staff by students :

The Internal Quality Assurance Cell monitors the annual evaluation of the teachers by students. A questionnaire is prepared and distributed to all the outgoing students to give their feedback on their teachers, course contents, library and administration of the college. This is done on a 4 point scale. Each department head consolidates the same and the outcomes are informed to the respective staff for further improvement.

2.3.14 Library resources augments teaching- learning process:

Every department has a library and a teaching staff is in-charge of the library. It has sufficient number of text books and reference books as per the syllabi framed by them (both in English and Tamil). The college has a Central Library with a good number of books and back volumes of rare journals.

2.4 Teacher Quality:

2.4.1 Faculty strength of the college

The total faculty strength of the college is 236. Against this 206 positions are filled by the government. Except three, all other teaching staff (203) belong to the State of Tamil Nadu.

Faculty strength

S.NO	NAME OF DEPARTMENTS	SANCTIONED POST	NO. OF EXISTING STAFF	VACANCY POSITION
1	English	26	26	0
2	Tamil	26	22	4
3	Telugu	5	3	2
4	Sanskrit	4	1	3
5	Hindi	2	0	2
6	Urdu	1	1	0
7	French	1	1	0
8	History	16	15	1
9	Sociology	9	5	4
10	Economics	16	16	0
11	Mathematics	17	15	2
12	Physics	16	16	0
13	Chemistry	15	15	0
14	Botany/Bio-Technology	10	10	0
15	Zoology	10	10	0
16	Geography	15	12	3
17	Home Science	17	11	6
18	Physical Education and Sports	1	1	0
19	Computer Science	8	8	0

20	Computer Application	4	4	0
21	Bio-Chemistry	3	3	0
22	Music	7	4	3
23	Commerce	7	7	0
24	B.Com Corporate secretaryship	2	2	0
Total		236	206	30

2.4.2 Selection of Faculty members

Since Queen Mary's College is a government college, the faculty is selected through Teachers' Recruitment Board of the Government of Tamilnadu. The government has its own norms for the recruitment of teachers and is directly involved in the selection process of teachers for government colleges.

2.4.3 Details of faculty members

S.No	Departments	Associate Professor		Assistant Professor		Temporary Teachers (Evening College)					
		Ph.D	M.Phil	Ph.D	M.Phil	Ph.D	M.Phil	M.A			
		Highest Qualification									
		Ph.D	M.Phil	Ph.D	M.Phil	Ph.D	M.Phil	M.A			
1	English	2	5	7	19	-	3	3			
2	Tamil	9	9	12	13	1	2	-			
3	Telugu	1	1	1	2						
4	Sanskrit	0	0	1	0						
5	Hindi	0	0	0	0						
6	Urdu	1	0	0	0						
7	French	1	1	0	0						
8	History	2	2	3	12						
9	Sociology	2	2	1	2						
10	Economics	2	2	6	13		6	6			
11	Mathematics	2	5	3	9	-	5	-			
12	Physics	3	3	6	12						
13	Chemistry	5	7	5	6						
14	Botany/Bio-Technology	4	5	4	2						
15	Zoology	1	0	9	6						
16	Geography	1	1	4	10						
17	Home Science	4	3	2	2						

18	Physical Education and Sports	1	1	0	0			
19	Computer Science	0	2	1	5	-	5	-
20	Computer Application	0	0	2	2			
21	Bio-Chemistry	0	0	1	2			
22	Music	2	2	1	2			
23	Commerce	3	5	1	2	-	8	-
24	B.Com Corporate Secretaryship	0	0	0	2			
	Total	45	55	70	122	1	29	9

Among the permanent 206 faculty members, 115 (55.9%) have the highest qualification i.e Ph.D. and 177 (86%) have M.Phil. degree. Four Departments, namely Economics, Commerce, Mathematics and Computer Science have Shift II (Evening College) courses. In Shift II, there are 39 teachers. Among them 1 has a Ph.D degree and 29 have secured the M.Phil Degree.

2.4.4 Percentage of the teachers completed UGC – CSIR -NET, UGC - NET and SLET exam

Teachers completed UGC, NET / SLET

S.NO	NAME OF DEPARTMENTS	UGC-CSIR-NET	UGC-NET	SLET	TOTAL
1	English	-	1	6	7
2	Tamil	-	6	-	6
3	Telugu	-	3	-	3
4	Sanskrit	-	-	-	-
5	Hindi	-	-	-	-
6	Urdu	-	-	-	-
7	French	-	-	-	-
8	History	-	2	6	8
9	Sociology		3		3
10	Economics	-	4	5	9

11	Mathematics	-	1	1	2
12	Physics	4	-	-	4
13	Chemistry	-	2	1	3
14	Botany/Bio-Technology	1	1	2	4
15	Zoology	3	1	2	6
16	Geography	4	2	2	8
17	Home Science	-	6	2	8
18	Physical Education and Sports	-	1	-	1
19	Computer Science	-	3	1	4
20	Computer Application	-	-	-	-
21	Bio-Chemistry	-	-	2	2
22	Music	-	2	1	3
23	Commerce	-	1	3	4
24	B.Com Corporate Secretaryship	-	2	-	2
Total		12	41	34	87 (42%)

At present 42% of the Faculty members have completed UGC – CSIR -NET, UGC - NET and SLET examination.

2.4.5 Diversity in Faculty recruitment

S.NO	DEPARTMENTS	% of Faculty members			
		Alumni of the College	Other College within the state	Other State	Total No. of Faculty
1	English	4 (15.4%)	22 (84.6%)	0	26
2	Tamil	6 (27.3%)	14 (63.6%)	2 (9.1%)	22
3	Telugu	0	3 (100%)	0	3
4	Sanskrit	0	1 (100%)	0	1
5	Hindi	0	0	0	0
6	Urdu	0	1 (100%)	0	1
7	French	0	1 (100%)	0	1
8	History	3 (20.0%)	12 (80.0%)	0	15
9	Sociology	1 (20.0%)	4 (80.0%)	0	5

10	Economics	4 (25.0%)	11 (68.8%)	1 (6.2%)	16
11	Mathematics	4 (26.6%)	11 (73.4%)	0	15
12	Physics	5 (31.2%)	11 (68.8%)	0	16
13	Chemistry	1 (6.7%)	14 (93.3%)	0	15
14	Botany/Bio-Technology	3 (30.0%)	7 (70.0%)	0	10
15	Zoology	0	10 (100%)	0	10
16	Geography	10 (83.3%)	2 (16.7%)	0	12
17	Home Science	5 (45.5%)	6 (54.5%)	0	11
18	Physical Education and Sports	0	1 (100%)	0	1
19	Computer Science	0	8 (100%)	0	8
20	Computer Application	0	2 (100%)	0	2
21	Bio-Chemistry	1 (33.3%)	2 (66.7%)	0	3
22	Music	1 (25.0%)	3 (75.0%)	0	4
23	Commerce	3 (42.9%)	4 (57.1%)	0	7
24	B.Com Corporate Secretaryship	0	2 (100%)	0	2
Total		51 (24.8%)	152 (73.8%)	3 (1.5%)	206 (100%)

Among the 206 strong teaching staff, 24.8% are alumni of the college and only 1.5% to other states. A large percentage (73.8%) of the faculty has had their education in other colleges within the state and some have been educated in other Universities within the State.

2.4.6 *Qualified and competent teachers to handle all the courses for all departments*

All the departments have efficient, competent and qualified teachers to handle the courses. In the case of adequate staff the entire academic work load is equally shared among the existing staff members.

Number of Faculty members appointed during the last four years

Faculty members appointed during the last four years

S.No	Department	No. of Faculty appointed during the last 4 years
1	English	17
2	Tamil	10
3	Telugu	2
4	Sanskrit	1
5	Hindi	-
6	Urdu	-
7	French	-
8	History	4
9	Sociology	1
10	Economics	4
11	Mathematics	5
12	Physics	13
13	Chemistry	1
14	Botany/Bio-Technology	-
15	Zoology	7
16	Geography	7
17	Home Science	1
18	Physical Education and Sports	1
19	Computer Science	4
20	Computer Application	4
21	Bio-Chemistry	1
22	Music	-
23	Commerce	-
24	B.Com Corporate Secretartyship	3
	Total	83

During the last four years 83 Assistant Professors have been appointed in this college

2.4.8 Policies and systems available in the college to recharge teachers

Teaching staff are encouraged to avail FIP for doing Ph.D. Teachers are eligible for 15 days of O.D (On duty). They can make use of this benefit to attend National/International

Conferences/Seminars on On Duty (O.D). Teachers are also allowed to attend in-service training (Orientation/Refresher course) by availing special O.D in once in two years. Besides, the teaching staff can use their Earn Leave to attend National/International conferences.

2.4.9 Number of Faculty received awards/recognitions for excellence in teaching at the State, National and International level during the last four years

S.No	Nature of award received by the Faculty members	No. of Teaching staff
1	State Level	2
2	International Level	1
3	National level	2
Total		5

Five Faculty members have received awards and recognition for excellence in teaching at the State, National and International level during the last four years.

2.4.10 Number of Faculty who have undergone staff development programmes during the last four years

**Number of Faculty member undergone Staff Development Programmes
for the last five years**

S.No	Academic Staff Development Programmes	Number of Faculty
1	Refresher Course	94
2	Orientation Prgramme	70
3	Staff Training Conducted by the College	11
4	Summer / Winter Schools, Workshops etc	30
5	Faculty Improvement Programme (FIP)	12

2.4.11 Percentage of the Faculty invited as Resource persons in Workshops / Seminars / Conference organized by the external professional agencies for the last five years

S.No	Department	No. of Faculty
1	English	11
2	Tamil	20
3	Telugu	-
4	Sanskrit	-
5	Hindi	-
6	Urdu	1
7	French	-
8	History	1
9	Sociology	1
10	Economics	2
11	Mathematics	2
12	Physics	4
13	Chemistry	4
14	Botany/Bio-Technology	11
15	Zoology	6
16	Geography	4
17	Home Science	4
18	Physical Education and Sports	1
19	Computer Science	1
20	Computer Application	-
21	Bio-Chemistry	-
22	Music	2
23	Commerce	2
24	B.Com Corporate	-
	Total	77 (37%)

Thirty seven percent of teachers participated in the Seminars / Workshop / Conference as Resource Persons.

Percentage of Faculty participation in external Workshops / Seminars /Conferences recognized by National / International and Professional Bodies

Participation during the last five years

S.No Department		No. of Faculty participated in	
		National Seminars / Conference / Workshop	International Seminars / Conference / Workshop
1	English	16	-
2	Tamil	16	16
3	Telugu	-	-
4	Sanskrit	-	-
5	Hindi	-	-
-	Urdu	1	-
7	French	-	-
8	History	7	-
9	Sociology	-	-
10	Economics	3	-
11	Mathematics	10	6
12	Physics	3	-
13	Chemistry	5	-
14	Botany/Bio- Technology	5	1
15	Zoology	-	-
16	Geography	2	-
17	Home Science	2	1
18	Physical Education and Sports	1	-
19	Computer Science	2	-
20	Computer Application	2	-
21	Bio-Chemistry	2	-
22	Music	5	5
23	Commerce	2	2
24	B.Com Corporate	1	1
Total		85 (41%)	32 (16%)

Percentage of Teaching staff presented Research Papers in external Workshops / Seminars / Conferences recognized by National / International and Professional Bodies

Percentage of faculty members presented papers during the last five years

S.No Department		No. of faculty presented paper in	
		National Seminars / Conference / Workshop	International Seminars / Conference / Workshop
1	English	16	8
2	Tamil	14	7
3	Telugu	2	1
4	Sanskrit	1	-
5	Hindi	-	-
-	Urdu	1	-
7	French	1	1
8	History	7	1
9	Sociology	4	3
10	Economics	14	2
11	Mathematics	8	2
12	Physics	7	1
13	Chemistry	8	3
14	Botany/Bio-Technology	11	2
15	Zoology	10	2
16	Geography	13	1
17	Home Science	10	2
18	Physical Education and Sports	1	-
19	Computer Science	1	1
20	Computer Application	2	1
21	Bio-Chemistry	2	1
22	Music	5	5
23	Commerce	3	-
24	B.Com Corporate	2	-
Total		143 (69%)	44 (21%)

Teaching staff teaching experience in other Universities

Tamil Nadu Teachers' Recruitment Board recruits the teachers for Government Arts and Sciences Colleges. Teaching experiences in colleges and universities are given more weightage

from 2007. All the teachers appointed after 2006 have teaching experiences in various private colleges of Tamil Nadu and only three teachers had the teaching experiences in the Universities.

2.4.12 Frequency of organizing academic development programmes for its faculty, leading to enrichment of teaching – learning process

i) Curriculum Development: For U.G and P.G, courses the departments concerned conduct the Board of Studies and Academic Council meet every year. While updating the syllabus, the current needs are taken into consideration. The autonomy has given full freedom to the departments for the revision and changes in the curriculum. Therefore, Soft Skill papers, Non-major subjects and Skill Based subjects are introduced under Choice Based Credit System.

ii) Examination Reforms: The College uses its autonomy for examination reforms whenever required. The Credit System was introduced in 2004, and from 2008 onwards Choice Based Credit System is introduced to award degree for the students.

2.4.13 Teaching innovation made during the last five years

The departments like Sociology, Zoology and Botany introduced field work to acquire practical knowledge in their respective subjects. Internship programme is also introduced in Sociology, Home Science, Geography, Commerce and Computer Science. Internship is mandatory for all P.G students in Soft Skills programme.

2.5 Evaluation Process and Reforms

2.5.1 Evaluation processes that are operative

The evaluation process is published in the college calendar and the tentative dates are given in it. The details regarding the dates are put up in The Notice Board and circulated to the Heads of the departments and in turn the tutors intimate their wards. The College has a tutorial pattern where the tutors give necessary advice to their wards.

The evaluation process includes Continuous Internal Assessment for 25% of marks and Semester examination for 75% of marks. The current system of Central Valuation is in practice for the past 25 years. Single valuation completely by External Examiners is followed

for UG Papers evaluation and for PG and M.Phil, double valuation by both internal and external examiners is in practice since its autonomy.

2.5.2 Major evaluation reforms initiated by the college

Choice based Credit System is introduced for both UG and PG courses. The evaluation has Internal Assessment and Semester Examinations. The Continuous Assessment has been done by tests, assignments, seminars, so that the students browse the internet and learn other than their syllabus and improve their presentation skills.

Candidates are permitted to apply for reevaluation after obtaining a **photocopy of Answer Paper** within 21 days from the date of publication of results. A person failed in only one paper in any Semester of the course (UG and PG) is allowed to write the Supplementary Examination conducted within a month of the publication of results, and the results of Supplementary Examination will be declared within ten days.

The **coding and decoding system of Answer Scripts** and continuation sheets is to be implemented from the Semester Examinations of April 2013 to hide the identity of the examinees to the evaluators.

The examination system is completely computerized. Data entry of Examination Applications, Students data, Examination schedule, seating arrangement, Attendance Register, Central Valuation work, Results Board Meeting, preparation of course wise results, upload of the Semester Examination results in the College website, preparation of Marks Sheets, Reevaluation and Supplementary examination results are computerized to ensure the effectiveness of the autonomous office.

Answer papers with security features which contain College logo with serial numbers are issued to the students. **Marks sheets are issued to UG, PG and M.Phil students with security feature since 2009.**

2.5.3 Measures taken for continuous evaluation of students

The Continuous Internal Assessment is made under the following heads - Assignment, Seminar, Test, Model Examination and Attendance. Except for Model Examination marks which is for 10, the rest are for 5 each. Only for extraordinary reasons, students who absent themselves are given a re-test.

2.5.4 Percentage of marks earmarked for Continuous Internal Assessment

Continuous Internal assessment is for 25 marks which is 25% of the total marks. The students are given many assignments and tests and the feedback is given to them. The weaker students are identified and given additional coaching. Remedial classes are given for weaker students.

2.5.5 Declaration of examination schedules

The College adheres to the examination schedule most times. In cases of strike and long holidays the College works extra hours to compensate for the loss of term days and the examinations are rescheduled in earlier possible dates.

2.5.6 Time taken by the college for declaration of examination results

The average time taken by the College for declaration of examination results is 2 weeks. The results are released in the college website.

2.5.7 Integrated examination platform

Pre examination process includes enrolment of students, preparation of nominal roll, generation of students list and Time table preparation. Attendance statement for examinations, invigilators list and duty allotment for squad members is done by the Autonomous office. Payment of examination fees is done in the bank account and the college has provision for extension counter of the Bank in the College campus. Question paper preparation and scrutiny of the question papers and the necessary materials for the conduction of the examination are prepared by the examination office. Entry of marks, preparation of mark sheets are done within the college and is not outsourced to maintain confidentiality. Tabulation registers are prepared and submitted to the University of Madras for the Degree certificates.

2.5.8 Ph.D Evaluation process

The Ph.D. evaluation is done by the University of Madras and has no processing in the College.

2.5.9 Efforts made by the college to streamline the operations at the office of the Controller of Examination

The mark sheet printing was outsourced in times past. For the past 3 years it is being printed in the examination office. This step was taken with a view to maintain confidentiality. To ensure efficient and quality printings Ricoh Aficio MPC 2800 printer was installed which has made Certificate preparation easier and prompt. Totaling of the marks is being verified by external member for the past two semesters; it is then counterchecked and rectified, if necessary, by the Controller of Examinations.

2,5.10 Mechanism for redressal of grievances with reference to evaluation

After the release of the results, the students could apply for revaluation within 21 days and is done by External Examiners. The students can, on payment of a fee, obtain a photo copy of their answer sheets. Supplementary exam is conducted after one month of the publication of the result for the final year students who fail in one subject. The date of supplementary examination is published in the college website at the time of publication of results.

2.6 Student Performance and Learning Outcomes

2.6.1 Details of providing awareness to the staff and students related to its learning outcomes of its programme

The staff members periodically attend the Refresher Courses and the scope of the programme has been updated. The College also has IQAC which conducts seminars for its staff members and also for the students especially the Ist year students to update them with the scope and outcome of the programme.

2.6.2 Measures taken to monitor and ensure the achievement of learning outcomes

Besides internal and semester examination the students are encouraged to take part in various competition, debate, group discussion and seminars. The teachers are encouraged and motivated to use their skill and knowledge in teaching, restructuring the curriculum, participation in seminars / conference /workshop, publications etc.

2.6.3 Collection and analysis of data on student learning outcomes

Based on the semester examination results, pass percentage is worked out to identify the weak students. Remedial courses are conducted for the weaker students in the respective departments to improve their performance.

2.6.4 Programme –wise details of the pass percentage and completion rate of students

For 2010 -2013 batch U.G and P.G (Arts)

ARTS

S.No	Department Name	U.G.			P.G.		
		No. Appeared	No. Passed	Percentage	No. Appeared	No. Passed	Percentage
1.	HISTORY	123	109	88.62	25	23	92.00
2.	SOCIOLOGY	133	28	84.85	11	11	100.00
3.	ECONOMICS	169	137	81.07	23	21	91.30
4.	MUSIC	11	8	72.73	5	3	60.00
5.	ENGLISH LITERATURE	71	63	88.73	26	21	80.76
6.	TAMIL LITERATURE	52	42	80.77	18	16	88.89
7.	TELUGU LITERATURE	1	1	100.00	Nil		
8.	SANSKRIT	6	3	50.00	Nil		

COMMERCE

S.No	Department Name	U.G.			P.G.		
		No. Appeared	No. Passed	Percentage	No. Appeared	No. Passed	Percentage
1.	COMMERCE	180	178	98.89	22	21	95.45

For 2011 – 2013 batch U.G and P.G results (Science)

SCIENCE

S.No	Department Name	U.G.			P.G.		
		No. Appeared	No. Passed	Percentage %	No. Appeared	No. Passed	Percentage %
1.	MATHEMATICS	139	111	79.86	25	19	76
2.	PHYSICS	60	49	81.67	18	13	72.22
3.	CHEMISTRY	60	42	70	14	12	85.71
4.	PLANT BIOLOGY AND PLANT BIOTECHNOLOGY	57	52	91.23	19	19	100
5.	ADVANCED ZOOLOGY AND BIO-TECHNOLOGY	67	62	92.54	20	20	100
6.	GEOGRAPHY	40	31	77.50	15	14	93.33
7.	GEOGEOPHY TOURISM & TRAVEL MANAGEMENT	30	25	83.33	GEOGRAPHY AND TOURISM ADMINISTRATION		
					18	13	72.22
8.	NUTRITION FOOD SERVICE MANAGEMENT & DIETETICS	40	33	82.50	FAMILY RESOURCE MANAGEMENT		
					13	11	84.62
9.	CLINICAL NUTRITION AND DIETETICS	29	20	68.97	FOODS AND NUTRITION		
					14	12	85.71
10.	PHYSICAL EDUCATION, HEALTH EDUCATION AND SPORTS	40	33	82.50	Nil		
11.	COMPUTER SCIENCE	82	76	92.68	Nil		

2011- 2012 Batch - M.Phil Students

S.No	Department Name	No. Appeared	No. Passed	Percentage %
1	MATHEMATICS	6	6	100
2	PHYSICS	5	5	100
3	BOTANY	5	5	100
4	ZOOLOGY	6	4	66.67
5	FAMILY RESOURCE MANAGEMENT	4	4	100
6	GEOGRAPHY	6	5	83.33
7	HISTORY	10	9	90.00
8	ECONOMICS	5	5	100
9	MUSIC	6	6	100
10	ENGLISH LITERATURE	6	6	100
11	TAMIL LITERATURE	11	9	81.82

CRITERIION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotiion of research

3.1.1 Research committee to monitor and address the issues of research

The college has a Research Committee to encourage and support the teaching staff to take research projects. Principal and the senior faculty from Research Departments are the members of this committee. The research committee is in charge for the timely publication of the journal Eduventure. The major functions of the research committee are as follows:

- I) Providing information and research guidance to teaching staff about the various funding agencies
- ii) Encouraging interdisciplinary research
- iii) Motivating the language departments to do collaborative work in the field of translation.
- iv) Motivating the faculty of each department to publish articles in the college journal Eduventure
- v) Ensuring timely release of funds from the funding agencies to promote research activities.

The Committee has recommended upgrading the P.G Departments to Research Departments. Based on this recommendation, six departments (Mathematics, Physics, Chemistry, Zoology, Sociology and History) became research department since 2012. It emphasizes to conduct workshop / seminars /conferences from time to time.

3.1.2 The policy of the College to promote research culture in the college

Whenever the college receives funds from UGC and Government of Tamil Nadu for conducting seminars and conferences, it is equally distributed among various departments for the purpose of organizing workshop / seminars. Staff are encouraged to avail the UGC sponsored Faculty Development Programme for their Ph.D work. They are provided O.D (On Duty) for paper presentation in seminars / conferences. As per the policy of the college, the staff and students are allowed to use the following facilities for their research:

1. Well maintained department libraries, 2. Well equipped research laboratories of Science Department, 3. General Library, 4. Research Journals, 5. Internet connectivity through BSNL broadband 6. Computers, 7. Digitalized library, 8. Bio-informatics facility Centre, and 9. English Language Lab

In this college, 12 out of 24 departments offer M.Phil programmes and 10 department offer Ph.d. programme. Every year 59 candidates secure M.Phil. Degree from the University of Madras through the college. From the academic year 2009 - 2010, the M.Phil programmes have been completely brought under the autonomous management of the institution. Many departments offer research projects at the P.G. level.

3.1.3 Details of prioritized research areas and the areas of expertise available with the college

Each department has its own prioritized research areas and areas of expertise. The details are listed below:

S.No	Department	Prioritised research areas	Areas of expertise
1	English	Afro-American, American and British literature,	American literature, British Literature
2	Tamil	Tamil linguistics, Lexico graphic	Feminism, Sangam literature and Dalit studies
3	Telugu	Translation	Word Translation
4	History	Women Studies, Archeology – Art and Architecture, Socio-cultural history of Tamil Nadu	Women Studies, Dalit Studies and Temple Architecture
5	Sociology	Medical Sociology, Women studies	Women and Health, Gender issues
6	Economics	Women Studies	Welfare Economics, Environmental Studies
7	Mathematics	Graph Theory and Analysis	Differential Equation, Automata Theory, Algebra, Analysis, Graph Theory
8	Physics	X – ray crystallography, Spectroscopy, Nanomaterials, Thin films, Crystal Growth	3 D Structure studies on organic compounds, Medicinal plants biological samples, Growth and

			charactrisation of thin films, Nano materials
9	Chemistry	Energy Nono material, Organic Synthesis and spectral studies, Bio informatics, Polymer Chemistry, Solid State Ionics	Nono materials, Bio informatics, Ionics, Catarysis
10	Botany/Bio-Technology	Phycology, Mycology, Pharmacognosy	Bio degradation of pollutants, Morphology, taxonomy and herbal drugs
11	Zoology	Entomology, Aquaculture, Invertebrate Biology, Limnology	Pest management, Polychoete biology, Water Pollution, Plankton Biology, Fis toxicology
12	Geography	Water resources management issues, Climatic changes, Global warming	Environmental impact assessment, Remote Sensing and GISI Application, Tourism
13	Home Science	Community Nutrition, Ergonomicis, Preparation of Nutrition Meessages for the public, Experimental Foods Nutrition Surveillance	Adolescent Nutrition, Ergonomics related Health Problems, Food Product Development, Non communicable diseases and its prevention
14	Computer Science	Computer Networks, Artificial Intelligeue, Software Engineering	Data Mining, Artificial Neural Networks, Multilingual, Mobile Computing, Image processing, Congition
15	Music	South Indian Music	Tamilisai
16	Commerce	Banking and Marketing	Customer satisfaction and Customer rights and protection

3.1.4 Proactive mechanisms adopted by the College to facilitate smooth implementation of research schemes / projects

Full autonomy is given to the principal investigator for utilizing over head charges. In major research project the principal investigator has full freedom to choose project investigators and field workers, assistants etc. based on the norms of funding agencies. The principal investigator is responsible for timely auditing and submission of utilization certificate to the funding agencies through the Principal of the College.

3.1.5 Promotion of interdisciplinary research

i) Between / among different departments of the College: The staff can utilize the facilities of various departments for interdisciplinary research. In coordination with Physics Department Chemistry department is involved in research on the topic Energy (Nonomaterial).

ii) Collaboration with national / international institutes / industries: In collaboration with “World Noni Research Foundation” Dr. Chandra Venkata Subramanian of the Home Science Department has undertaken the research on the topic “Product Development of Noni and Standardization and acceptability of the lame in the laboratory”. In Co-ordination with State Social Welfare Board they also completed the Project entitled “Assessment of Nutritional Status of Middle School and High School Children of revised Mid-day Meal Scheme.

Dr. Meena of the Chemistry Department has established the Bio-informatics Infra structure Facility Centre with the funding support of Department of Bio-Technology (DBT), New Delhi.

3.1.6 Efforts made by the college in attracting researchers of eminence to visit the campus and interact with teachers and students

Every department has its own Association. As a part of association activities seminars / lectures are conducted in the respective departments. For this the researchers of eminence are invited to interact with the teachers and students.

IQAC of the college is also involved in organizing lectures and inviting eminent resource persons to address the teaching staff on issues relating to ‘quality’ in higher education.

3.1.8 Details of national and international conferences organized by the College and the names of eminent scientists / scholars who participated in these events

S.No	Department	Nature conference and its topic	year	Name of Eminent Scientists / Scholars
1	Sociology	UGC National Seminar on Sociology in Tamil Nadu: Institution, Knowledge and Practice	2008	Dr. Vive Kumar, Professor, JNU
2	Music	International Seminar On Thiyagaraja as a Composer	2010	Sri Rama Angelika, Germany Dr. Premila, and Dr. Rajasree, University of Madras, Dr. Bala Murali Krishna
3	Economics	Inclusive Economic Growth in India: Issues, Challenges and implications	2011	Dr. Vedakiri Shanmuga Sundaram, Former V.C, Mononmaniam Sundaranar University. 2.Dr. Renga Reddy,Sri

				Venkadesvara University, Andra Pradesh
4	Commerce	State level conference on 3 Es (Energy, Economy and Efficiency in use of Petroleum Products)		Director, PCRA, Southern Region
5	Physics	National Conferences on Recent advances in Molecular Physics (NCRAMP' 11)	2011	1. Dr. Rajappa Nair, Visiting Professor, Hanover University, Germany 2. Dr. Debasush Bhattacharya, Head and Scientist, IICB
6	Botany/Bio- Technology	International Conference of 'Impact of Physical Sciences on Biology'	2011	1. Dr. John Tharkan, USA 2. Dr. Thidarans Bansei, Tailand
7	History	National Seminar on Modern trends in History and Historical Methods	2012	1. Dr. G. Venkatraman, Prof and Head, Dept of Indian History, University of Madras. Dr.K. Sridharan, Deputy Superintendent of Archeologist, State Dept. of Archeology. 2. Dr. G. Thirumurthi, Survey of India, Andra Pradesh
8	Home Science	National Seminar on Optimizing Nutritional Support in Health and Disease	2012	1. Dr. V. Mohan, M.V Diabetic Centre. 2. Dr. Asha Urooj, University of Mysour. 3. Dr. Kumar, Pondichery University. 4. Dr. Nirmala Jesudesan, Frontier Life Line Hospital
9.	Zoology	1. State Level Seminar on Bio Diversity of India 2. State Level Seminar on Status of Aquaculture in India	2012 2011	Dr. C. Venkatraman, Scientist, Zoological Survey of India Dr. Ravi Chandran, Scientist, Central Institute of Brackish Water Aquaculture
10	Physical	State Level seminar on Physical		Dr. M.S. Nagarajan,

	Education	Education for Special Children		Sports Director, Asia Pacific Bhrath
11	Chemistry	Recent trends in Chemistry	2011	Dr. Kaliyappan, IIT Mumbai Dr.Mandal, CLRI, Chennai

3.1.9 Initiative taken by the college in transferring / advocating the relative findings of research to the students and the community

The Home Science Department has done significant work to highlight the benefits of NONI, a plant that has medicinal values and is known to controls diabetes. They disseminated the advantages of using NONI products among teaching staff and students.

The Department of Sociology has identified that the reproductive health problem is higher among the women living in slum areas. Women in slums are given awareness in reproductive health and its related problems through students during their field work and internships.

The Department of Botany has engaged with innovative methods of mushroom cultivation. The neighbouring villagers are given training on the new technique of mushroom cultivation by the staff and students

3.1.10 Details of faculty actively involved in research (Guiding Student research, leading research projects, engaged in individual or collaborative research activity etc.)

i) Details of faculty guiding student research for the last five years

S.No	Name of Faculty	Department	Number of Ph. D students guided	Number of M.Phil students guided
1	Dr. P. Kulalmolial	English	10	6
2	Dr. Anita Balakrishnan	English	8	4
3	Mrs. Savithiri Sundar	English		8
4	Dr. Sujatha Menon	English	9	8
5	Dr. Premila Baskar	English	8	5
6	Dr. Usha George	English	5	
7	Mrs. Tamilarasi	English		13
8	Dr. R. Anuradha	Tamil	10	3
9	Dr. R Premalatha	Tamil	2	3
10	Dr. A. Malathi	Tamil	10	4

11	Dr. M. Loganayaki	Tamil	10	4
12	Dr. S. Tamilselvi	Tamil	10	4
13	Dr. B. Padmini	Tamil	10	4
14	Dr. S. Kalaimagal	Tamil	6	4
15	Dr. N. Kalaivani	Tamil	10	4
16	Dr. P. Sivasakthi	Tamil	4	4
17	Dr. A. Rajeswari	Tamil	10	4
18	Dr. S. Sakthi	Sociology	3	6
19	Dr. S. Kalavathi	Sociology	2	
20	Dr. Vennila	Economics		6
21	Dr. Sudarkodi	Economics		4
22	Dr. Vijayalakshmi	Economics	4	2
23	Dr. Sowthamini	Economics		2
24	Dr. Durkadevi	Economics		3
25	Dr. Eswari Ramesh	Economics		3
26	Dr. N. Amudha	History	8	6
27	Dr. M.S. Amibikeswari	History	8	6
28	R. Arunasundari	History		6
29	P. Mehala	History		6
30	S. Ramalakshmi	History		5
31	S. Suja	History		5
32	K. Seethalakshmi	History		4
33	M. Thenmozhi	History		4
34	R. Haripriya	History		4
35	R. Abithabeham	History		3
36	D. Tamilari	History		3
37	R. Karpagam	History		3
38	Mrs. Suseela	Mathematics		
39	Dr. T.R. Revathi	Mathematics		6
40	Mrs. N. Jansi Rani	Mathematics		6
41	Dr. Stella Maragatham	Mathematics		4
42	Dr. R. Hemavathi	Mathematics		1
43	Dr. Hemamalini Rajagopal	Physics	2	20
44	Mrs. J. Srividya	Physics		15
45	Dr. S. Usha	Physics	10	15
46	Dr. D. Jayalakshmi	Physics	5	3
47	Dr. D. Kalaiselvi	Physics		3
48	Dr. K.S. Meena	Chemistry	6	
49	Dr. S. Aruna	Chemistry	1	

50	Dr. R. Girija	Chemistry	1	
51	Dr. Chandra	Botany	4	9
52	Dr. S Karpagam	Botany	10	4
53	Dr. T.V. Poonguzhali	Botany	10	3
54	Dr. R. Banumathi	Botany		4
55	Dr. A. Thilagavathi	Botany		1
56	Dr. S. Shanmugavadivu	Botany		1
57	Dr. H. Shaheen Jahan	Botany		1
58	Mrs. J. Amalorparvam	Botany		1
59	Dr. E. Malathi	Zoology		7
60	Dr. M.S Nalina Sundari	Zoology		6
61	Dr. E. Malini	Zoology		4
62	Dr. M. Basheera John	Zoology		1
63	Dr. R.Bhavani	Geography	9	25
64	Dr. G. Geetha	Geography	6	3
65	Dr. D. Thulasimala	Geography	5	1
66	Dr. M. Rajeswari	Geography	2	5
67	Mrs. R. Kaveri	Home Science		4
68	Dr. Chandra venkatsubramanian	Home Science		4
69	Mrs. Kasthuri	Home Science		2
70	Dr. Mrs. Prema	Home Science		3
71	Dr. N. Prabha Devi	Home Science	2	
72	Dr. S.R Jayasitalakshi	Music	3	5
73	Dr. K.R. Sitalakshmi	Music	4	10
74	Dr. M.A. Bhageerathi	Music	7	15
75	Dr. R. Abhiramasundari	Music		6
76	Dr. Shanthi Makesh	Music		2
77	Dr. N. Premila	Commerce	7	

About 77 (36%) of teachers are actively involved in guiding Ph.D and M.Phil students for research and 26 teachers are engaged in minor and major research projects. Collaborative research activity is undertaken by two staff (Dr. K.S, Meena, Dept of Chemistry and Dr. Chandra Venkatasubramanian, Dept. of Home Science)

3.2 Resource Mobilization for Research

3.2.5 Details of ongoing research project

ON GOING MINOR RESEARCH PROJECT

S.No	Name of the faculty	Year	Name of the Project	Name of Funding Agency	Total Grant received (In Rupees)
1	Dr. V.K. Soudaminy, Dept. of Economics	2009	Empowerment women in Chennai City	UGC	1,00,000
2	Dr. Vijayalakshmi, Dept. of Economics	2011	Socio-Economic Empowerment of Dalit Women in Tamil Nadu	UGC	85,000
3	Dr. R. Stella Maragatham, Dept. of Maths	2011	A Comparative study of various techniques for obtaining trend in a Time Series Analysis	UGC	90,000
4	P. Vasanthi Beulah Dept. of Maths	2011	Crossing Number of graphs	UGC	80,000
5	Dr. Sudarkodi, Dept of Economics	2012	Environmental Degradation	TNSCHE	1,00,000
6	Dr. R. Girija, Dept of Chemistry	2012	Synthesis and Biological Studies of Acridinedione derivatives	UGC	1,85,000
7	Dr. S. Aruna, Dept of Chemistry	2012	Synthesis and Photo Chemical Studies of Ehiazole derivatives	UGC	1,90,000
Total					8,30,000

ON GOING MAHOR RESEARCH PROJECT

S.No	Name of the faculty	Year	Name of the Project	Name of Funding Agency	Total Grant received (In Rupees)
1	Dr. M Sendhilvadihu Dept. of Zoology	2009	Impact of Vitamine E Supplementation of Male Albino Rats after inducing prolonged cigarette smoking,	UGC	11,29,300

			leading to Oxidative Stress and Muscle Atrophy		
2	Dr.K.S. Meena Dept of Chemistry	2011	Synthesis and Characterization of novel nonphotosensitizers for Photodynamic Cancer therapy	UGC	5,85,000
3	Dr. Chandra Venkata Subramanian Dept. of Home Science	2011	Product Development of Amla and Jamun Fruit and Clinical assessment of seed powder on selected conditions	UGC	8,89,000
4	Dr. K. Mangayarkarasi Dept. of Tamil	2011	Encyclopedia of Akapporul	UGC	5,00,000
5	Dr.T.V.Poonguzhali Dept of Botany	2012	Hepatoprotective & Antioxidant potential of Ecobolium viride, Justica gendaase	UGC	5,75,000
6	Dr. V.Jaisee Geetha Dept of Sociology	2013	Visual Media Consumption Pattern and Its Impact on Adolescents	IIPA (Indian Institute of Public Administration)	3,50,000
Total					40,28,300

Six major (Rs.40,28,300) and seven minor (Rs.8,30,000) research are the ongoing project with the total grants of Rs. 48,58,300 (Rupees Forty Eight Lakhs Fifty Eight Thousand and Three Hundred Only) received from various funding agencies.

3.2.6 Recognition for research activities by national / international agencies (UGC – SAP, CAS, DST – FIST, DBT, ICSSR, ICHR, ICPR, etc) and the quantum of assistance received

The College has selected for DST – FIST funding “O” level for Post Graduate Science Departments in 2011 – 2012. One Crore (100 lakhs) is sanctioned for this project and the college received Rs.57,000/- as first installment.

3.2.7 List of completed research projects undertaken by the College faculty and details of grants received for such projects

List of completed research projects

S.No	Name of the faculty	Year	Name of the Project	Name of Funding Agency	Total Grant received (In Rupees)
1	2009-12 Dr. N. Kalaivant, Dept of Tamil	2012	Index, Concordance and Dictionary of Tolkappiyam	UGC (Major Research)	3,04,000
2	Dr. Chandra Venkatasubramanian, Dept. of Home Science	2012	Product Development of NONI	NONI Foods International (Major Research)	5,00,000
3	Dr. Chandra Venkatasubramanian, Dept. of Home Science	2009	Assessment of Nutritional status of middle school and high school children of the revised midday meal scheme	State Social Welfare Board (Minor Research)	50,000
4	Dr. D. Jayalakshmi, Dept. of Physics	2009	Thin Films and its characterization	TNSCST (Minor Research)	5,000
5	Dr. S. Chandra, Dept. of Botany	2009	Algal Biodiversity of Temple Tanks	UGC (Minor Research)	1,00,000/-
6	Dr. S. Karpagam	2009	Effect of Tannery Effluent on Aquatic Plants and Phytoremediation	UGC (Minor Research)	1,00,000/-

7	Dr.T.V.Poonguzhali	2009	Interactive effects of metals from polluted sites and their detoxification mechanism.	UGC (Minor Research)	1,00,000/-
8	Mrs. Anniprabakaran	2009	Embedded system for detecting faults in auto parts and diagnosing for manufacturing quality products	UGC (Minor Research)	55,000
9	S. Sakthi	2009	Reproductive health knowledge and practices among urban slum women	UGC (Minor Research)	40,000
10	Dr. Chandra Venkatasubramanian, Dept. of Home Science	2010	Organic foods	UGC (Minor Research)	90,000
11	Dr. Bhavani, Dept. of Geography	2010	Human Well being and Urban public Facilities: An Integrated Study in Chennai City	UGC (Minor Research)	50,000
12	Dr.N. Premavathy, Dept. of Commerce	2010	Impact of Micro Finance on SHG through NABARD in Kanchipuram Dt.,	UGC(Minor Research)	65,000
13	Dr. Vijayalakshmi, Dept of Chemistry	2010	Biocatalysed transformations of piperidines	UGC (Minor Research)	1,00,000
14	Dr. Lokanayaki	2011	Bakthi Literature	UGC (Minor Research)	1,00,000

15	Mrs. N. Jansi Rani, Dept of Mathematics	2011	Combinatorial Properties of Array Language	UGC (Minor Research)	75,000
16	Dr. S. Kalavathi, Dept. of Sociology	2011	Study on short stay home	UGC (Minor Research)	40,000
Total					17.74,000

Since 2009 two major and fourteen minor researches have been completed with the funding support of various agencies. The total grant received for the completed of the project was Rs.17,74,000/- (Rupees Seventeen Lakhs and Seventy Four thousand Only).

3.3 Research Facilities

3.3.1 Efforts made by the college to keep pace with the infrastructure requirements to facilitate Research and the strategies evolved to meet the needs of researchers

The grants received from the UGC and the State Government is used to purchase books and journals, equipments, chemicals and other relevant materials for research activities. The science laboratories are well maintained and well equipped to facilitate research. The students can use other department laboratories if they required. The respective departments collaborate with various external agencies, universities, industries, NGOs and libraries. It helps the students to avail the infrastructural facilities available in the external sources.

3.3.2 Information resource centre to cater the needs of researchers

The College Central Library has sufficient facilities to act as an information resource centre. It has good collection of books related to all subjects, e-Journals, e-Books, Internet facilities. These facilities are made available for all the staff and students.

Bio-informative research Centre which is funded by DBT also caters the needs of students doing research in Life Sciences.

3.3.3 Residential facilities for research scholars

Though the college provide hostel accommodation only to the under graduate students, residential facilities for research scholars are arranged in the Presidency College Campus which

is very close to Queen Mary's College . The scholars can use computers and internet facilities in their departments or in the central library.

3.3.4. Specialized research centre / workstation to address challenges of research programmes

The Bioinformatics Infrastructure Facility Centre was established in the college campus in 2009 to enhance Biology teaching through Bioinformatics with the grant from the Department of Biotechnology, Ministry of Science and Technology, Government of India. This centre acts as a Bioinformatics hub for the teachers and research scholars belonging to various science disciplines such as Chemistry, Physics, Computer Science, Advanced Zoology and Biotechnology, Plant Biology and Biotechnology of our campus as well as those from nearby colleges.

3.4 Research Publications and Awards

ii) Publication Per faculty

A. Publications by the teaching staff for the past five years

<u>S.No.</u>	<u>Name of the faculty</u>	<u>No. of Publication</u>		<u>Name of the Department</u>
		<u>Books</u>	<u>Articles in Journals</u>	
<u>1.</u>	<u>Dr. R. Tamil Selvi</u>	<u>1</u>	<u>7</u>	<u>Tamil</u>
<u>2.</u>	<u>Dr. B. Padmini</u>	<u>4</u>	<u>7</u>	<u>Tamil</u>
<u>3.</u>	<u>Dr. M. Loganayagi</u>	<u>9</u>		<u>Tamil</u>
<u>4.</u>	<u>Dr. A.M. Malathi</u>	<u>1</u>		<u>Tamil</u>
<u>5.</u>	<u>Dr. R. Anuratha</u>	<u>2</u>		<u>Tamil</u>
<u>6.</u>	<u>Dr. R. Rukmani</u>	<u>6</u>		<u>Tamil</u>
<u>7.</u>	<u>Dr. Harini Aananthan</u>	<u>3</u>		<u>English</u>
<u>8.</u>	<u>Dr. P. Kulalmolial</u>		<u>3</u>	<u>English</u>
<u>9</u>	<u>Dr. Anitha Balakrishnan</u>		<u>15</u>	<u>English</u>
<u>10</u>	<u>Dr. Maria Preethi Srinivasan</u>		<u>9</u>	<u>English</u>
<u>11</u>	<u>P.M. Vasuki</u>		<u>1</u>	<u>English</u>
<u>12</u>	<u>R. Priya</u>		<u>1</u>	<u>English</u>

13	<u>Dr. Usha George</u>		<u>1</u>	<u>English</u>
14	<u>M. Mehala Devi</u>		<u>1</u>	<u>English</u>
15	<u>Dr. M. Shandiya</u>		<u>1</u>	<u>English</u>
16	<u>Urmila Devi</u>		<u>1</u>	<u>English</u>
17	<u>A. Manimehalai</u>		<u>1</u>	<u>English</u>
18	<u>M.Angelin Fernando</u>		<u>1</u>	<u>English</u>
19.	<u>Dr. V. Sujatha Menon</u>		<u>2</u>	<u>English</u>
20	<u>Dr. Pramila Bhasker</u>		<u>1</u>	<u>English</u>
21	<u>Dr. Usha George</u>		<u>1</u>	<u>English</u>
22.	<u>Mrs. Urmila</u>		<u>1</u>	<u>English</u>
23.	<u>Dr. Parveen Banu</u>		<u>2</u>	<u>Urdu</u>
24	<u>Dr. Varalakshmi</u>		<u>3</u>	<u>French</u>
25.	<u>Dr. N. Amutha</u>		<u>1</u>	<u>History</u>
26.	<u>Dr. V. Soundammal</u>		<u>2</u>	<u>History</u>
27.	<u>Dr. C. Ramalakshmi</u>		<u>1</u>	<u>History</u>
28.	<u>Mrs. Thenmozhi</u>		<u>1</u>	<u>History</u>
29.	<u>Mrs. Arunasundari</u>		<u>2</u>	<u>History</u>
30.	<u>Dr. D. Vijayalakshmi</u>	<u>1</u>		<u>Economics</u>
31.	<u>Dr. S. Sakthi</u>	<u>1</u>	<u>4</u>	<u>Sociology</u>
32	<u>Dr. S. Kalavathi</u>		<u>1</u>	<u>Sociology</u>
33.	<u>Dr. V. Jaisee Geetha</u>		<u>1</u>	<u>Sociology</u>
34.	<u>Mrs. A. Bhanu Gayathiri</u>		<u>3</u>	<u>Sociology</u>
35.	<u>Mr. K. Alagusundaram</u>	<u>3</u>	<u>2</u>	<u>Sociology</u>
36.	<u>Dr. N. Kannagi</u>		<u>2</u>	<u>Mathematics</u>
37.	<u>Dr. K. Usha</u>		<u>1</u>	<u>Mathematics</u>
38.	<u>K. Sumathi</u>		<u>3</u>	<u>Mathematics</u>
39.	<u>S. Najeema</u>	<u>2</u>		<u>Mathematics</u>
40.	<u>Dr. K. Ambujam</u>		<u>17</u>	<u>Physics</u>
41	<u>Dr. Sundari Bhaskaran</u>		<u>10</u>	<u>Physics</u>
42	<u>Dr. Hemamalini Raja Gopal</u>		<u>5</u>	<u>Physics</u>
43	<u>Dr. G. Usha</u>		<u>12</u>	<u>Physics</u>
44.	<u>Dr. D. Jayalakshmi</u>		<u>7</u>	<u>Physics</u>
45.	<u>Dr. A. Anuradha</u>		<u>4</u>	<u>Physics</u>
46.	<u>Dr. B. Vigneashwari</u>		<u>6</u>	<u>Physics</u>
47.	<u>Dr. K.S. Meena</u>		<u>3</u>	<u>Chemistry</u>
48.	<u>Mrs. I. Rose Kumari</u>		<u>5</u>	<u>chemistry</u>

49.	<u>Dr. R. Vijayalakshmi</u>		<u>4</u>	<u>Chemistry</u>
50.	<u>Dr. N. Anitha</u>		<u>3</u>	<u>Chemistry</u>
51	<u>Dr. K. Usha Nandhini</u>		<u>4</u>	<u>Chemistry</u>
52	<u>Dr. R. Girija</u>		<u>3</u>	<u>Chemistry</u>
53	<u>Dr. S. Aruna</u>		<u>4</u>	<u>Chemistry</u>
54	<u>Dr. Vijayalakshmi</u>		<u>3</u>	<u>Chemistry</u>
55	<u>Dr. Merci Bai</u>		<u>3</u>	<u>Zoology</u>
56	<u>Dr. E. Malathi</u>		<u>4</u>	<u>Zoology</u>
57	<u>Dr. M.S. Nalina Sundari</u>		<u>2</u>	<u>Zoology</u>
58	<u>Dr. E. Malini</u>		<u>4</u>	<u>Zoology</u>
59	<u>Dr. Bhavani Govindarajan</u>		<u>1</u>	<u>Geography</u>
60	<u>Dr. G. Geetha</u>		<u>1</u>	<u>Geography</u>
61	<u>Dr. Thulasimala</u>	<u>1</u>	<u>5</u>	<u>Geography</u>
62	<u>Dr. Chandra Venkata Subramanian</u>	<u>1</u>	<u>29</u>	<u>Home Science</u>
63	<u>Mrs. R. Kaveri</u>		<u>2</u>	<u>Home Science</u>
64	<u>Mrs. K. Kasthuri</u>		<u>1</u>	<u>Home Science</u>
65	<u>Dr. Anna Rangini Chelleppa</u>	<u>2</u>	<u>1</u>	<u>Home Science</u>
66	<u>Dr. S. Prema</u>		<u>1</u>	<u>Home Science</u>
67	<u>Dr. N. Premawathi</u>	<u>6</u>	<u>5</u>	<u>Commerce</u>

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iii) Faculty serving on the editorial boards of national and international journals

Dr. Chandra, Department of Botany is in the editorial board of Indian Journal of Natural Hydro Biology.

Dr. Anitha Balakrishnan, Department of English serves on the editorial boards of Scholastic International Journal of Language and Literature

iv) Faculty members on the organization committees of International conferences, recognized by reputed organizations / societies

Dr. Chandra, Department of Botany, Dr. Chandra Venkatasubramanian, Department of Home Science, Dr. Anitha Balakrishnan, Department of English, Dr. Mangayarkarai and Dr. Padmini. Dr. N. Kalaivani, Dr. R. Tamilselvi, and Dr. Loganaki, Department of Tamil, Dr. Kalavathi, Department of Socilogy, Dr. Bhahirathi, Department of Music have served as member of organization committees of various international seminars and conferences.

3.4.2 Research Journal published by the College

Eduventure research journal of Queen Mary's College was started in the year 2008 with Mrs. Euginine Pinto (former Principal of the College) as the advisor. The current advisor is Dr. V. Kanthimathi (present Principal of the College), Dr. Revathi Haribabu (Associate Professor and Head of Home Science) was the publisher and Dr. V. Malathi (Associate Professor and Head of English) was the editor. It was declared in the Court of Chief Metropolitan Magistrate, Egmore, Chennai – 8 as a half yearly English Journal, one issue being brought out in January and the other issue in July of every year. It was priced at Rs. 200/- per journal. It was registered in the office of the registrar of Newspapers of India (RNI) under Rs. No. TNENG / 2008 / 23237 in 2008 with the ISSN NO 2319 – 1791. The web site created for Eduventure research journal of Queen Mary's College is www.geocities.com/www.eduventureqmc.

At present Dr. Chandra Venkatasubramanian (Associate Professor of Home Science Department) is the publisher and Dr. Kulalmolial (Associate Professor and Head of the Department of English) is the editor of the journal. Papers for publication are open to all. The journal was earlier a combination of Arts and Science articles but now the January issue is exclusively allotted for Arts subjects and July issues is for the science subjects. This segregation was required to give weightage to the research journal. The Eduventure observes as a reference material for M.Phil and Ph.D Scholars of various Colleges and acclaimed by experts in all subjects.

3.4.3 Details of publication by the faculty

3.4.4 Average number of successful M.Phil and Ph.D Scholars guided per faculty for the last five years

S.No	Department	Number of Successful M.Phil	Number of Successful Ph.D
1	English	25	
2	Tamil	60	3
3	Economics	29	
4	History	50	
5	Mathematics	30	

6	Physics	30	
7	Botany	26	6
8	Zoology	25	
9	Geography	30	4
10	Home Science	15	
11	Music	25	17
12	Commerce		8
Total		345	38

Eleven departments offer M.Phil degree and around 345 candidates have successfully completed M.Phil degree for the last five years. Ten departments offer Ph.D and 38 candidates got Ph.D degree in the last five years.

3.4.5 Policy of the college to check malpractice and misconduct in research

Even at the outset, i.e the time of registration,, the scholars are given clear instructions to do independent research. The guides carefully go through the research proposal and ensure objectivity to avoid malpractice and misconduct. Before registration the candidates have to submit the research proposal to the doctoral committee. The committee conducts the viva – voce and the candidates are insisted to do research of their own.

According to the terms and conditions of the Madras University the progress of the research is monitored by the doctoral committee. Every six month the scholars have to submit the progress of their research report to the University of Madras through the consent of the doctoral committee.

Before the submission of the thesis the scholar has to present the synopsis in the doctoral committee. The candidates are not allowed to submit their thesis if there is any malpractice or misconduct.

Before the formal viva-voce the thesis is kept open for public view. It also helps to check malpractice.

3.4.8. Research awards received by the faculty

1. Research award received by the faculty

S.No	Name of the teacher	Department	Name of Award	The organization which gave award	Year
1	Dr. Chandra	Botany	1. Leading scientists of the World 2011	International Biographical centre Cambridge,	March 2011

			2. Women Distinction	England. American Biographical centre California, San Fransisco.	2011
			3. Scientist of Chennai	Science Club of Chennai	2011
2	Dr. Sujatha Menan	English	National Award for research and teaching	National Foundation for Entrepreneurship Development	2011
3	Mrs.Maria Preethi Srinivasan	English	1. Endeavour Asia Award	Department of Education ,Science and Technology (DEST),Govt. of Australia.	2006
			2. Australia India Council (AIC)Award	Australia India Council (AIC)	2008
4	Dr. Chandra Venkatasubramanian	Home Science	Bharat Shiksha Ratan Award	Global Society for Health and Educational Growth	2013
5	Dr. Hema	Physics	ISCA Kunasekaran award for sustained research	Spectro Physics Association	2013

Two staff members have received international awards for their innovative research works.

**2. Recognition received by the faculty
from reputed professional bodies and agencies**

S.No	Name of the teacher	Department	Name of Award	The organization which gave award	Year
1.	Dr. Meenakshi Hariharan	English	Best Teacher	Govt. of Tamil Nadu	2009
2.	Dr. R. Tamilselvi	Tamil	Best YRC programme officer	YRC	2009
3.	Dr. N. Kalavani	Tamil	Aasiriya Chemmal	Tamil Nadu Educational Development Institution	2009
4.	Dr. R. Anuradha	Tamil	Senthamizh Sudar Virudhu	Tamiliyya kalvi Kazhagam, Thiruviyaru	2008
5.	Mrs. R. Geetha	Geography	Best Teacher	Lion's Club International	2009
6.	Dr. N. Premavathi	Commerce	Best Teacher	Government of Tamil Nadu	2009
7.	Dr. S. Kalimagal	Tamil	Elam Tamilaringer	Central Institute of Classical Tamil	2010
8.	Dr. B. Kannika	Commerce	Best Teacher	Rotary Club, Chennai	2012
9.	Dr. K. Elizabeth Prema kumara	Commerce	Best Teacher	Rotary Club, Chennai	2012
10.	Mrs. Asha Nagesh	Commerce	Best Teacher	Rotary Club, Chennai	2012
11.	Dr. Loganayagi	Tamil	Sollin Selver	Government of Tamil Nadu	2013
12.	Dr. Chandra	Home Science	Best Teacher	Government of India	2013
13.	Dr.S. Tamil Selvi	Tamil	Tamil Nithi award for Tamil Enaiyar	Kampan Kalagam	2013
14.	Dr. Anuratha	Tamil	Best Teacher	Lions Club International	2013
15.	Dr. Banumathi	Sanskrit	Best Teacher	Tamizha Institute of Education Research and Advancement	2013

16.	Dr. Perveen Fathima	Urdu	Best Teachr	Lions Club International	2013
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Sixteen teachers have received various awards and recognition from refuted professional organization for their excellence in teaching and research.

3.5 Consultancy

3.5.1 Policy of the College for structured consultancy

Though the College has yet to develop a structured consultancy policy, the staff members are encouraged to take up consultancy services. Dr. Chandra from the Department of Home Science is the consultant for NONI products and she got funds for developing food products from NONI plants. Being the Government College, it cannot formulate structured consultancy policy.

3.6 Efforts of the college to sensitize the faculty and students on Institutional and Social Responsibilities

The following efforts are made to sensitize the faculty and students on the matters of Institutional and Social responsibilities:

- College council and staff club provides opportunities to all faculty to learn the institutional values professional ethics and social responsibility.
- College has very active Student's Union which ensures the continuum of legacy of the college. It conducts frequent meetings for the representatives of all classes to maintain cordial relationship between staff and students.
- All information related to students support measures, inter and intra college competitions, campus cleaning, ban of plastics, ban on using cell phone in the campus during college hours etc. are informed to the students and staff regularly in the assembly which is conducted on every Wednesday.
- College maintains high transparency in admission, academic standards, financial aid to the students, examination valuation, administration etc.

- Awareness is created co-operation, coordination and equality by equal opportunity centre.
- Students and staff are sensitized to maintain ragging free campus
- Students are thoroughly informed about the scholarships available to them. The Administrative office of the college takes sincere efforts to distribute scholarship to the students on time.
- College recognized the need for refresher courses for the teachers. Whenever the communication comes related to this aspect the staffs are encouraged to attend the programmes.
- Placement Cell, Special Cell for Students Career and counseling, NSS Units, YRC, Rotaract, PTA, OSA, Red Ribbon Club, Consumer Club and IQAC of the college ensure institutional and social responsibility among faculty and students.

3.6.2 Efforts of the College to promote College-neighborhood network and student engagement, contributing to holistic development of students and sustained community development

NSS, Rotaract, Red Ribbon Club, Youth Red Cross Society units are actively functioning in the College and they have developed a well knitted network with the neighbourhood through students involvement in community development programmes and camps. They seek active participation of the community members also. Students gain knowledge related to various social issues and the techniques to address the problems. Their involvement in the community helps them not only for their overall development but also for the sustained community development.

Social Service League (SSL) is located in the College Campus. The College has adopted the school and it provides all necessary support for the effective functioning of school.

Majority of the departments are included extension activities in various fields to cater the needs of social responsibility. It gives wider space to the students to learn from the field. The details of departmentwise extension activities are as follows :

DEPARTMENT – WISE EXTENTION ACTIVITIES

S.No	Name of the Department	Extension Activities of the Department
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1	English	<ol style="list-style-type: none"> 1. Mrs. Carmel Mary and Mrs. Tamil Selvi organized NSS programmes in nearby villages of Chennai. 2. Involved in conducting counseling programmes to students 3. Involved in Placement Cell
2	Tamil	<ol style="list-style-type: none"> 1. The students have visited Amaidhi Illam in Kolattur to study the problems of inmates. 1. Participated in the activities undertaken by the Shri Saradha Sakthi Peedam in Tambaram. 3. Students and staff participated in Planting of Tree Saplings. 4. Students involved in imparting Nutritious education to the villages through exhibition and Villupattu. 5. Mats were distributed to the Elder Persons. 6. Students involved in creating awareness about Education and Hygiene through Cultural Programmes. 7. Notes Books and Stationaries were distributed to the Children.
3	History	<p>Students participated in N.S.S., N.C.C., Red Ribbon Club, Youth Rtract Club</p>
4	Sociology	<ol style="list-style-type: none"> 1. Involved in conducting Global warming programme jointly organized by EXNORA 2. Involved in conducting counseling programme to the students of all the departments of Queen Mary's College 3. Organized programmes for creating AIDS awareness programme in rural areas along with NSS. 4. Students are visiting the NGOs regularly to take part in the community activities like creating awareness on health, eradication of child labour, drug addiction and women abuse etc.
5	Mathematics	<ol style="list-style-type: none"> 1. Under NSS activities students participated and donated blood in the Blood Donation Camp. 2. NSS students participated in various NSS activities of the college.
6	Botany	<ol style="list-style-type: none"> 1. Involved in large scale mushroom cultivation at Athimanam Birudhur, Village. 2. Discussion is held on the topic "Herbs and Health" in Kovur village.

7	Zoology	<p>Coastal Cleaning : 1. students took part in the Coastal cleaning for the last four years organized by the Indian Coast guard, Loyola College and TREE foundation.</p> <p>2. Vermiculture :The stress on organic farming was instilled by our M.Sc students to Shri Hari sharadha Vidyalaya Matriculation School, Pakkam.</p> <p>3. Fisheries Science :Importance of edible fishes, their nutrient value and identification was discussed with the local fisher folk of Nochikuppam</p> <p>4. Ornamental Fisheries:The students are motivated to select a few villages for giving awareness on the importance of ornamental fisheries to the villagers.</p>
8	Geography	1. Every year the Department Celebrates World Tourism Day in a grand manner
9	Home Science	<p>1. A one day visit to Tiruvidyoor village “Tamaraipakkam”. The PG students conducted nutrition Assessment programme for the children , pregnant and lactating women and old aged persons in the village</p> <p>3. Demonstration on phenyl making, soap powder making, pickle and juice making to the village folk.</p> <p>4. Two nutritious snacks items namely mixed sprout sundal and greens ragi pakoda were prepared and distributed to 100 villagers.</p> <p>5. The Home-Science department was in charge of S.S.L activities .</p> <p>6. The students who were economically weak and who were coming from far were given mid day meal.</p> <p>7. Students were taught pot painting, fabric painting, glass painting.</p> <p>8. The College canteen was periodically inspected and the canteen manager was instructed.</p>
10	Physical Education and Sports	<p>1. Participation in the World TB Day rally</p> <p>2. Students participated as a volunteers and officials in special Olympis</p> <p>3. Students acted as volunteers in the state level junior volleyball tournament.</p> <p>4. Students participated in foot ball awareness run</p> <p>5. Students participated in the World arthritis day joint walk.</p>
11	Computer Science	SSL Primary School Students welfare is taken care, which is functioning in the QMC campus.
12	Music	1. Regular performance of Bhajans and patriotic

		songs on Gandhi Jayanthi Day and Martyrs Day.
13	Commerce	In charge for Citizen Consumer Club. Every year it conducts programmes to deal with the consumer behaviour and problems
14	Queen Mary's College	Adopted SSL school and it provide all necessary support to the students and staff for effective teaching and learning.

3.6.3 Participation of students and faculty in extension activities including in NSS, NCC, YRC and other National / International agencies

Two credits are allotted for extension activities. Therefore it is mandatory for the students to take part in any one of the extension activities. The College has NSS, Rotaract, Red Ribbon Club and Youth Red Cross Society. The teachers in charge for the extension activities arrange programmes in co ordination with various NGOs working in the field.

3.6.4 Extension work undertaken by the college to ensure social justice and empower the under-privileged and most vulnerable sections of society

Extension activities undertaken by the college through various extension units during the last four years are given as below

i) Extension work under taken by the NSS units

The College has five NSS units and each unit have 100 students. During the academic year 2008 – 2009 it has conducted AIDS awareness programmes and campaign for the production of clean environment, awareness programmes for road safety, awareness campaign for eye donation and eradication of child larourers. The NSS students also observed the World Differentially abeld Day and Women's Day. They also conducted "World Diabetes Day" awareness campaign, Inter University Youth festival, and competition for enhancing women empowerment. Special camp for ten days is conducted in the neighbourhood areas of Pattinampakkam, Ayothi Kuppam, Maattang Kuppam, Nadu Kuppam, Chellammal Garden etc/ and they organized rally representing the issues of social concern. Blood donation camp is conducted in the college in co-ordination with Red Cross Society and students have donated 200 units of blood voluntarily.

During the year 2009 – 2010, the programmes related to AIDS awareness, Eye care camp, Blood Donation Camp, Campus cleanliness, NSS orientation training, awareness camp on women's health, observation of World's Differentially abled day are organized with the participation of students and community. It also conducted eradication of diseases and social development programmes in co-ordination with Hope Foundation. The NSS students are also involved in collection and distribution of foods and cloths to the neglected elders staying in organization called Kakkum Karangal.

In 2010 – 2011 the college NSS volunteers started their programmes with collection of books from the public for the Anna Library, Chennai under the caption of "Give the learned books for learning". It organized free health camp for the students with the support of the College doctor. It also organized the workshop on the topic "Global Warming" and created awareness on the causes and consequences of global warming on the present and future generations.

NSS volunteers participated in the human chain on First National Mental Health Awareness Day and Corruption Eradication Day. The students got training on fire safety measures by the Fire Service Department, Chennai. The volunteers also donated blood in the blood camp organized by the NSS with co-ordination with Red Cross Society. Besides, more than 500 NSS volunteers are participated in TB awareness rally, Cancer awareness programme, and campaign against Child labourers.

In 2011 2012 the NSS units have organized the programmes such as

- Special Eye care camp
- Blood donation camp
- AIDS awareness campaign
- Campaign for creating awareness on voting
- Participation on the rally conducted for observing girl children Day
- Participation in the human chain organized for creating awareness on protecting of environment, impact of tobacco, road safety, eradication of female infanticide, control of plastic materials usage, cancer awareness and awareness against suicide etc.

Special camp was organized in Ayothi kuppam for ten days and the students involved in community development activities with the participation of the local community.

The NSS volunteers have collected cloths and food grains and handed it to the NGOs for the people affected by the natural calamities in Gujarat and Uthranjal.

ii) Extension work under taken by the Youth Red Cross

As is customary, the Unit starts its activities every year with an Orientation Programme. During the Academic year 2009 – 2010 it conducted various oratorical and essay competition for the students. The unit students participated in the rallies conducted for creating awareness on Eye donation and World Heart Day. The students also participated in the human chain organized for creating awareness on power consumption. The unit students took part in the cultural programmes conducted for differentially abled persons in Meenakshi College. Along with Rotract it organized blood donation camps and 200 students donated blood.

Youth Red Cross unit organized the following programmes in the academic year 2010 – 2010:

- Free eye health check up camp
- Blood Donation Camp
- Workshop on violence against women
- AIDS awareness campaign in co-ordination with Hope Foundation
- Awareness lecture on Breast Cancer in co-ordination with V.S Hospital, Chennai and
- School Health Camp along with College Health Centre

In the academic year 2011 - 2012, a group of twenty five YRC volunteer had the privilege of being trained in a Street Theatre Workshop conducted by Prof. Samson, YRC Coordinator and the Department of Social Work, Sindhi College, Chennai. Thirty volunteers participated in the First Aid Training Programme and got certificate from the St. John's Ambulance, Chennai.

One of the highlights of this academic year activities was an afternoon of Storytelling for the children on the Social Service League School (SSL), Queen Mary's College. The objective of the storytelling session was to impress upon the young minds the service to society rendered by Jean Henry Dunant (Founder of the Red Cross Movement) and Florence Nightingale.

In the blood donation camp organized by the YRC, fifty volunteers donated blood to the Indian Red Cross Society's (IRCS,) Blood bank. It also organized Leadership Training Programme for the Class Representatives of U.G courses in co-ordination with the Department of Psychology, Presidency College, Chennai.

The year 2012 – 2013 is described as the “Green Year” of the Youth Red Cross Unit of Queen Mary's College. The ‘green drive’ in the life of the YRC unit began with the campus cleaning. A schedule which ensured that students of each department got their turn in cleaning the campus was prepared. The daily cleaning of the campus was supervised by the YRC program officer. The Unit also adopted the garden in front of the main administrative block, as the YRC garden.

A Leadership programme was organized for YRC volunteers to inculcate the value of team work. It also continued the Storytelling program for the SSL School children on campus. The storytelling programme focused on the importance of friendship and teamwork, with the screening of ‘The Greatest Treasure’ by Amit Garg. The moral of the story was emphasized during the presentation.

iii) Extension work under taken by the Rotract

The college Rotract unit has developed a good rapport with the neighbourhood communities. Very often it visits the areas and interact with the people to create awareness on environmental protection and community responsibility in taking care of mentally challenged persons. The Unit celebrated Independence Day, Children's Day, World AIDS Day and Flag Day along with the community. The Unit mobilized 4000 students for the Road Safety awareness human chain campaign in 2009 and awareness on prevention and control of leprosy in 2012. Besides they involved in Blood Donation Camp along with College NSS units and YRC.

It donated food and sweets to the Old Age Homes and Rs.1000/- to the people living with HIV/AIDS for the purchase of medicines.

iii) Extension work under taken by the Red Ribbon Club

Every year Red Ribbon Club organizes programmes for AIDS Awareness Day. It also work along with YRC, Rotaract and NSS in organizing Blood Donation Camps and mobilizing the students towards this camps.

iv) Extension work undertaken by the NCC

The students in NCC were involved in various relief and rehabilitation works in various parts of the country.

3.6.4 Social Survey

On behalf of Rotaract the students from the Department of Sociology have undertaken social survey in various slums to identify the socio-economic condition of the people and the causes for dropout of children and child labour.

3.6.5 Details of awards / recognition received by the college for extension activities / community development work

The Relentless service rendered by the faculty is recognized by the national and international organizations and they received various awards as mentioned below

S.No	Name of the faculty	Name of Award	The organization which provided the award	Year
1	Mrs. Abirami, Dept. of Economics	Best NSS officer	University of Madras	2007
1.	R. Tamil Selvi, Associate Prof., Dept. of Tamil	Best Youth Red Cross Programme Officer	Youth Red Cross	2009
2.	M. Loganayaki	Certification of Excellence	District Rotarct Council	2010
3.	M. Loganayaki	Women of Best Humanitarian	University of Madras	2011

3.6.6 Impact of extension activities on students' academic learning experience

Students got opportunities to get field exposure and to develop inter personal relationship. The College facilitates all the students to be the part of any one of the extracurricular activities which fetch them one credit in their academic records. Their participation in various extension programmes brought positive changes in their attitude towards people living with HIV / AIDS, transgender, leprosy affected people, slum dwellers, street children etc. Their participation in various campaign and rallies made them to understand their social responsibility to curtail the social problems of the society.

The extension activities inculcated the values of team spirit, helping each other, community participation, acknowledging the persons, group behaviour and the like.

3.6.7 Effort taken by the College to ensure the involvement of the community in its outreach activities and contribute to the community development

The NSS, Youth Red Cross, Rotaract units organize various camps like general health check up camps and community development work with the consent and consultation of the community members. The community members help the students by providing accommodation in the community hall while organizing the camps. They are also involved in the community developmental activities like cleaning the area, white washing the school building, laying mud roads, tree plantation and regular watering of the plants etc. PTA members are extended their support and help to NSS in the community development activities.

3.6.9 Details on the constructive relationship with other institutions in the nearby locality in working on various outreach and extension activities

The College extension units have strong rapport with the NGOs for availing support for extension activities. The Units constructive relationship with various institutions and organizations are as follows:

1. Non Governmental Organizatiions such as Murasoli Trust, Positive Network, Nasam Daily, Car vision trust, Khadi Gramodaya Bhavan, Youth Red Cross Society, Rotary Club, Citizens Run Trust, Hope Foundation, Kakkum Karangal, Preksha Trust and Jeevan Trust,
2. Health care organization such as Pen Nalam, Vasam Eye Care, and Sundaram Foundation.
3. Banking sectors like Dena Bank, State Bank of India and Indian Bank
4. The academic institutions like University of Madras, Presidency College, Loyola College and Alpha Arts and Science College.
5. Government organization such as State AIDS Control Society

3.6.10 Details of awards received by the institution for extension activities

The college received the best “Blood Donors Award” from the Red Cross Society for donating 200 units of blood in the blood donation camp organized by the extension units of our college. For the untiring services with the community, the College NSS units got “Harizan Bandh” award from Harizan Seva Sangam.

3.7 Collaboration

3.7.1 Efforts taken for collaboration with other agencies which impacted the visibility, identity and diversity of activities on the campus and the details of academic and financial benefit because of collaboration

College takes constructive efforts for collaboration with various agencies for academic, extension, research, placement, and resource mobilization. Majority of the departments have collaboration with various agencies for extensive learning and research.

Collaboration with the institutions by the departments

S.No	Name of the Department	Collaboration
1	English	<ol style="list-style-type: none"> 1. Central Institute of English and Foreign Languages, Hyderabad. 2. Dvanyalokha, Mysore 3. British Council Division, Chennai 4. American Studies Research Centre, Chennai 5. Indo-American Research Centre, Hyderabad 6. Canadian Research Centre, Mysore 7. Indian Associated for the study of Australia through Australia- India Council, Delhi

2	Tamil	University of Madras, CIIL, TANSICHE, Department of Classical Language
3	Sociology	Karuna International , Department of Sociology, University of Madras, Department of Sociology, Loyola College, Chennai, NGOs located in Chennai
3	History	Archaeological Department
4	Economics	TANSICHE
	Mathematics	IIT, Ramanujam Institute of Maths
5	Chemistry	Taramani Polytechnic, Tamilnadu Institute for Leather Technology , CLRI
6	Physics	Indian Spectrophysics Association,Floronix,Dept. of Nuclear Physics, University of Madras
7	Botany/Bio-Technology	SYNAP ALGINATES, STATE INDIA, SAHL, SUNTEX, Krishnamoorthy Institute of ALGOGLOGY, THRUMALI CHEMICALS
8	Zoology	International Centre for Nano Bio Technology, Department of National Sciences , Museum and Art Gallery Australia
9	Geography	Balmar and Company, IHM, TTDC, ITDC, KUONY, National Remote Sensing Centre
10	Home Science	Saga food products , Kothari academy , Avinashilingam University, Noni Bio Tech and World research foundation, M.V Diabetic Centre
11	Physical Education and Sports	Kabadi Association, Tamil Nadu
12	Commerce	State Bank o India, Lakshmi Vilas Bank, Dena Bank CSC Soft ware College, TWIN Academy , India National Jute Board, Fevicraft Company
13	Music	All India Radio, T.V Channels
14	Placement Cell	Mahendra pride Schools, TCS, WIBRO, BSNL, HCL, Infosys, Career Launch Educate Ltd, WLC (India), NSIC

15	Extension Activities	Rotaract, YRC, Tamil Nadu AIDS Control Society, leading hospitals located in Chennai, and NGOs working with the people in and around Chennai
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Collaboration with various Institutions helps the Departments to organize seminars, training programmes, internships, placement and various extension activities.

3.72 Specific examples of these linkage to promote

- ❖ **Curricular Development:** Linkage with various agencies helps to update the curriculum according to the requirement of current needs of the society. A business English Certificate course for the students is conducted by the English Department in Collaboration with British Council of India.
- ❖ **Internship, On – the – Job training:** The departments like Physics, Zoology, Botany, Sociology, Commerce, English, Home Science and Geography use their contact with various organization for the internship of their students in their respective subjects. Besides all the P.G students have to undergo one month internship in Soft Skills. The Departments’ collaboration with the various institutions helps the students to find appropriate agencies for their soft skill internship programme.
- ❖ **Research, Publication:** The labs of CLRI, Indian Institute of remote sensing, Ramanujam Institute of Mathematics, University of Madras etc are used by the research scholars of Science Departments. The students of Sociology, Economics and History avail the support of NGOs to collect data in the field for their research and publication. The language departments use the library of British Council of India, American Library, Department of Classical Language for their research and publication purposes.
- ❖ **Consultancy, Extension:** Department of Home Science has offered consultancy services to World Noni Research Project. It helps them to undertake research on “Product Development of Noni”. The linkage with various leading hospital in Chennai helps to conduct various health check up camps like screening cancer and its related health disorder, diabetics, dental care, eye camp, general health

camp etc. Collaboration with Rotaract, YRC, AIDS Control Society, and various NGOs helps to organize camp for various extension activities and organize programs in the neighborhood areas.

- ❖ Student Placement: The staff in charge for placement have regular contact with the Multi National Corporations and various industries for the placement of students. As a result, TCS, Infosys, HCL, BSNL, Mahendra Pride Schools and the like came forward to train the students in the campus according to their requirements and provide placement for the students.

3.7.4 Establishment of highly specialized laboratories / facilities as a result of industry interaction

Bio Informatics Facility Centre is established as a result of consultation and discussion with the various organizations involved in Bio Informatics Research.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Physical infrastructure and its optimal utilization

Queen Mary's College has adequate physical facilities and infrastructure for the existing academic programmes and administrative functions, co-curricular and extra-curricular activities. The College campus is spread over an area of 25 acres of land. It has newly constructed administrative building, 25 departments with well furnished class rooms, science laboratories, language laboratory, Central library with internet facilities, Departmental Library, Computer lab, Photo copying centre, two well furnished conferences halls and auditorium, smart class room, health clinic, sports grounds for various games, co-operative store, canteen, Dena Bank extension counter and hostel for Undergraduate students and Indian Administrative Service Coaching centre.

The College students have excellent transport facilities. The government plies a number of ladies special buses in the morning and evening to provide safe travel for the students.

The College auditorium which is named as Golden Jubilee Hall is used for conducting all the cultural functions of the college. Department can use the seminar hall for organizing seminar and conducting departmental association activities.

All kinds of stationary materials based on the requirement of students and staff are available in the co-operative store of the college.

4.1.2 College policy for creation and enhancement of infrastructure in order to promote a good teaching – learning environment

The college council decides the creation and enhancement of infrastructure. Based on the availability of funds the requirements of various departments are taken in to consideration on

priority basis. Grants from UGC, Government of Tamil Nadu and College Autonomous are used to develop infrastructure to promote a good-teaching learning environment. The College also gets sponsors to enhance the infrastructure for the use of staff and students.

Recent initiatives in the enhancement of infrastructure

- Two new buildings have been constructed for the Department of Physics and Chemistry
- Smart Class room
- Conference halls are air-conditioned
- Eco-kitchen is promoted
- Computers with Internet connectivity is given to the departments
- New Digital Library is established
- Bio-information Centre
- Sufficient furniture are distributed to all the departments for both staff and students
- Auditorium is well furnished
- Water purifier instruments are installed in various blocks.
- Play grounds leveled for conducting various sports events

4.1.3 Facilities available in the departments

All the departments have well furnished class rooms and staff rooms, department library, audio-visual equipments and computers to teach students. Separate well maintained rest rooms are available for both staff and students.

4.1.4 Infrastructural facilities available in the college to meet the requirements of the students / staff with disabilities

All the new buildings have ramps to facilitate students / staff with disabilities. As far as transport is concerned, Government's ladies special buses from various routes are coming inside the college for the safe and timely travel of the students.

JAWS software is installed in the Central Library for the use of visually challenged students. Reading machine and Braille printers are also available in the library to meet the demands of the visually challenged students. Special arrangements are made for writing examination at ground floor.

4.1.5 Residential facilities available in the college for the students

Within the campus the college has hostel for undergraduate students. The post graduate students are given accommodation in the Presidency College Hostel for women. The hostel has

33 rooms to accommodate around 175 students. To take care of the students in the hostel, it has warden, house keeper, watch man, cooks and menial staff.

The hostel has two dinning hall, one T.V hall, one library and land line (Phone) facility. The college hotel mess is given for contract and the food is provided to the students at cheaper rate, i.e. Rs.40/- per day.

Indoor games like carom and chess are available in the hostel. Hostel students are given training in yoga by the yoga instructor of Physical Education Department. Hostel students can also use the existing facilities of Physical Education Department.

4.1.6 Health related support services for its students, faculty and non-teaching staff

A Health clinic with two beds is available within the college campus to provide health care support to the students and the teaching and non-teaching staff. The lady doctor appointed by the Government is responsible for this clinic. Regular OP is available in the working hours of the College. The doctor not only provides treatment to the needy but also conducts various camps for screening cancer, dental care, eye check ups, anemia care, general health camp to detect diabetics, women related health issues etc. in co-ordination with the NSS unit of the college and various leading hospitals of Chennai City. She also conducts seminars / lectures for creating awareness on health in general and reproductive health for both students and staff.

4.1.7 Special facilities made available on the campus to promote interest in sports and cultural events

i) Facilities available on the campus to promote interest in sports and games

Fist year Undergraduate students are encouraged and motivated to take sports and games as their extra curricular activities. The students who are in sports and games are awarded two credits.

The Physical Education Department maintains the grounds for both indoor and outdoor games. It has a well maintained ground for various outdoor games like Kabbadi, Volley Ball, Ball Badminton, Foot Ball, Basket ball, Kho Kho, Shuttle cock and Cricket. It also has the facilities for promoting indoor games like Chess and Table Tennis .

Coaches for various games and sports are made available for the students by the Physical Education Department. Besides, senior coaches those who are expert and eminent in their selective games are invited to the college to give special coaching to the students in all games. It would help the students to develop interest in sports and learn new techniques and rules and regulation of the games.

To boost the strength and stamina of the students the sportswomen of the college are provided nutritious breakfast in the morning. This is possible through College sports fund. In order to enhance the spirit of the team and to preserve a unique identity a distinctive uniform is provided to all the sports teams. The sports students can avail financial and technical support from the college sports funds to participate in the States and National level tournaments. The sports ground of the College is used for conducting State and National level tournaments. Participation of students in these tournaments creates interest and involvement in sports.

The college has a big ground to conduct Annual Sports Day. Students and staff are encouraged to take part in various sports events. To enrich the sports spirit the winners and participants are given prizes and certificates in Annual Sports Day celebration.

ii) Facilities available on the campus to promote interest in cultural events

The college has well furnished auditorium for all cultural events. To explore the inherent and hidden talents of the fresher, the common freshers' day is celebrated by the Student's Union. The first year students are encouraged to exhibit their talents on the stage. All the departments are conducting various socio-cultural fests for their department students. It creates interest and participatory spirit in cultural events.

The College Union conducts cultural programmes in the college auditorium for three days under the guidance of the faculty in charge for cultural activities. Cultural Secretary, selected by the student's representatives, is in charge for disseminating the message related to inter and intra college cultural events for the students. The cultural events related information are displayed in notice board and also the students are informed in the assembly. The department in charge for cultural activities will facilitate the students to take part in various cultural events at both inter and intra college level.

4.2 Library as Learning Resources

4.2.1 Library Advisory Committee, its composition and significant initiatives have been implemented by the committee to render the library, student / user friendly

The Advisory Committee of the library is comprised of the Principal, librarian and three faculty members and two students from final and second year degree. The committee allocates funds to various departments from the Autonomous and UGC funds and Special fee. Learning needs are provided to the readers as per their requirement. The committee has initiated and carried out several activities such as-

- Provision of display racks for latest arrivals of books, magazines and journals.
- Announcement of latest arrivals through Public Address System.
- Increasing the book loan facility from one to three books per student per week.
- Provision of reprographic facility to cater to the needs of users.
- Provision of internet facility and INFLIBNET facility to cater to learner needs.
- Provision of UPS backup to library in case of power outage.
- Provision of comfortable seating arrangement to provide ease while reading.
- Increase in number of racks to accommodate increased number of books and volumes.

4.2.2 Brief information about the College General Library

1. Total area of the library(in Sq.Mts.) : 4500 Sq.ft

2. Total seating capacity : 150

3. Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

- On working days : 8:00 A.M to 4.00 P.M.
- On holidays :-----
- Before Examination Days : 8.00 A.M. to 4.00 P.M
- During the examination days : 8.00 A.M. to 4.00 P.M.
- During Vacation : -----

4. Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Layout of the library

The major two parts of the library is General Library(GL), Digital Library (DL). The library consists seven sections such as

- a) **Section I – Entrance(DL):** Ramp, Luggage Counter, IT Zone Level I, , New Arrival Alert Area.

- b) **Section II - Ground Floor(DL):** Circulation Desk, IT Zone Level III, Visually impaired students desk, Braille collection and Audio Resources collection.
- c) **Section III - Ground Floor(DL):** Main Stack, Books Stack, Study Space.
- d) **Section IV – First Floor(DL):** Digital Library and Online Information Centre
- e) **Section VI - Ground Floor (GL):** Reference section. Relaxed reading space.
- f) **Section VI - Ground Floor (GL):** Reading Hall: Current Periodical Section, OPAC Desk, Reprography wing, Technical Section, Book Stack + Study Space, Stairs.
- g) **Section VII - First Floor(GL):** Back Volume Section, Language Section

5. Access to the premises prominently display of clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of access to collection

- i. Students are enabled easy location of books through prominently displayed signboards.
- ii. The map of the campus displays the location of the library and the plan of the library is displayed at the entrance of the library.
- iii. The Librarian ensures that a record is maintained to register the number of users per days.
- iv. Fire extinguishers are provided in case of emergencies.
- v. Lending and returning of books is made through computer entries.
- vi. A special reading space is provided for differently abled users.
- vii. A special zone is earmarked for e- resources such as CDs, DVDs, internet browsing facility with 10 systems and also provided with INFLIBNET facilities.
- viii. **Access to differently abled users and mode of access to collection:** Ramp and foyer facilities are provided. The library staff assists such persons in obtaining specific documents and other materials for reference. Reading scanner is provided. Braille materials, Talking books and Audio Cassettes Collections for Visually impaired users located at the first section of the library. A catalogue terminal is to be connected with JAWS screen reader program and headphones are available for visually impaired students.
- ix. **Adequate signage:** Sign boards and navigation tools are provided.
- x. **Fire alarm:** Fire extinguisher is installed with proper instructions

4.2.3 Details on the library holdings

a) Print (Books, back volumes and thesis)

Books	: 97,000
Back volumes	: 600

b) Non Print (Microfiche, AV)

	Total No
i. Maps	: 5
ii. Globe	: 1
iii. CDs	: 50
iv. DVD Players	: 3
v. LCD TV	: 1
vi. DVDs	: 25

c) Electronic (e- books, e-Journals)

e- Books : 5000 +97000+ (Through N-LIST)

e-Journals: 6000+ (Through N-LIST)

d)Special collection (eg. Text book, Reference books, standards, patents)

	Total No
i. Text books	: 34,934
ii. Reference books	: 4,500
iii. Special collection	: 6,000

4.2.4 Tools in the library to provide access to the collection

- Opac (OPAC)** :OPAC is used to have online public access.
- Electronic Resource Management package for e-journals**

Electronic Resource Management package for e-Journals: Union list of journals, Union catalogue of journals (with Holdings), Articles Database, Open Access Journals, Full Text medical journals, Education e-Journals, Management e-Journals, nimbus, American Institute of Physics, American Physical Society, Annual Reviews, Cambridge University Press, Institute of Physics, Oxford University Press, Royal Society of Chemistry, Economic and Political Weekly, Indian journals, H.W. Wilson, Math Sci Net, Indian Academy of Sciences, Free e-Journals Package available in the N-LIST Programme

- Federated searching tools to search articles in multiple databases**

LIPS by Dolphine software Solution is available to search articles in multiple databases.

- Library Website :** <http://www.queenmaryscollege.com/LIBRARY.html>

- In-house/remote access to e-publications**

Special ID number is given to the students, research scholars, staff, and faculty to have direct access.

4.2.5 To what extent is the ICT deployed in the library?

- Library automation** : 100%
- Total number of computers for public access** : 10 Computers
- Total numbers of printers for public access** : 3 Printer
- * **Internet band width speed** 2mbps 10 mbps ✓ 1gb(GB)
- Institutional Repository** : Heritagecollection
- Content management system for e –learning** : Available
- Participation in Resource sharing networks/consortia (like Inflibnet)**
INFLIBNET available

4.2.6 Provide details

- **Average number of walk-ins** : 225 per day
- **Average number of books issued/returned** : 150 per day
- **Ratio of library books to students enrolled** : 40,500 : 1550
 - 20 : 1
- **Average number of books added during last three years:**
 - 2010-11 : 3665
 - 2011-12 : 492
 - 2012-13 : 638
- **login to opac(OPAC)** : Average number of : 150 per day
- **Average number of login to e-resources** : 10 per day
- **Average number of e-resources downloaded/printed** : 2 per day
- **Number of information literacy trainings organized** : twice a semester

4.2.7 Give details of the specialized services provided by the library

- **Manuscripts :** The M.Phil Dissertation and Ph.D theses of faculty and the Manuscripts of student projects are available in department libraries for readers to pursue research works.

- **Reference :** A total number of 4,500 reference books, 600 back volume journals are made available.
- **Reprography:** Reprographic facilities are made available at nominal cost to all students and faculty.
- **ILL (Inter Library Loan Service):** Nil

- **Information deploy and notification (Information Deployment and Notification) :**The information related to placements, competitive exams, important current issues will be deployed in the notice board of the library. New arrivals are also deployed to the departments.
- **OPAC :** OPAC is used to have online public access.
- **Internet Access:** Free internet facility is provided to staff and students.
- **Downloads :** Staff and students are allowed to download information on the current issues to enhance their knowledge.
- **Printouts :** Printer is provided in the library to have printouts
- **Reading list/Bibliography compilation:** The library provides the reading list depending on the demand. Subject wise Bibliography is provided if the readers require.
- **In-house/remote access to e-resources:** INFLIBNET facility is provided to the students and staff
- **User Orientation:** Students at the entry level are oriented about the rules and regulations through workshops at entry level for using library resources at specially designed orientation programme. Special training is provided on use of internet, INFLIBNET and Multimedia. Staff are also provided orientation on the use of facilities.

- **Assistance in searching Databases:** Assistant librarian assists staff and students to search the database.
- **INFLIBNET/IUC facilities:** INFLIBNET facility is available.

4.2.8 Provide details on the annual library budget and the amount spent for purchasing new books and journals.

S.No	Year	UGC & State Fund
1	2008-09	2,18,720
2	2009-10	1,32,000
3	2010-11	11, 10,000
4	2011-12	1,20,000
5	2012-13	1,95,000
	Total	17,75,720

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The college collects feedback at the exit level of students to ascertain the proficiency of the library as a resource. A suggestion box placed at the entrance of the library invites anonymous feedback to improve facilities.

- These suggestions are examined by the Library committee and necessary action is taken to implement changes in the infrastructure provided.

The changes made in the provision of facilities in the library for the last four years:

- Computerization of library.

- Provision of issue counter.
- Provision of special racks to safeguard possessions of users with token system.
- Increase in the number of books, reference books, magazines and news papers.
- Provision of comfortable seating arrangements.
- Provision of display racks for magazines, journals and new arrivals.
- Increase in the number of books issued to students from 1 to 3 books per student.

4.2.10 List the infrastructural development of the library over the last four years?

(2009-2013)

1. New Building has been allotted for Digital Library
2. **Four** Computer systems have been added for Digital Library.
3. Updated Library Software installed with OPAC facility.
4. Barcode Printer and Reader have been provided for library management.
5. LCD TV has been provided for Virtual Library.
6. DVD Players 3 numbers have been provided for virtual Learning.
7. Fourteen Cupboards have been provided for books arrangement.
8. Four Racks have been provided for periodicals, Journals, and New arrivals.

4.2.11 Did the library organize workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage?

- Every year the Library conducts orientation programmes for students at the commencement of the academic year to orient them on various resources and facilities in the library.
- A special programme is conducted for faculty and non- teaching staff, on facilities of library, use of software and use of N-LIST Program every year. Demonstration and input sessions clarify the doubts that faculty pose on various issues pertaining to e- journals, inter library lending etc.
- Special orientation programme arranged for visually students on how to use audio books in digital library.
- Special awareness programme arranged for Differently Abled students on Equal opportunities in Higher Education and Employability.
- During Books exhibitions new arrivals from publishers are displayed.
- Training programme arranged for students in online on information literacy.
- National Library day is observed and various competition are organised for the students

- Workshop arranged for visually challenged students in following topics
 - Government Welfare schemes
 - Equal Opportunities in Higher Education
 - Educational oriented Information.
 - Career guidance and counseling
 - Advanced Technology and tools
 - Effective learning methods
 - Communication development

4.3 IT Infrastructure

4.3.1 IT Policy

Since it is a Government College, it has to follow the Government norms. Therefore it has not yet developed the IT related policies.

4.3.2 Details of the College's Computing facilities (hardware and software)

The Computer Science department has 48 computers and it is shared with newly created department of Computer Application. All other departments have one to five computers depending upon their needs. The computer-student ratio in Computer Science Course is 1 : 2 and for other courses the ratio ranges from 1:10 to 1:30. Since Computer Skill is included in the Soft Skill programme, every department have dedicated computing faculty to facilitate the students to acquire computer skills. LAN facility, C, C++, Visual Studio and Open sources software are available in the Computer Science Department and General Library. The majority of the departments have internet facility.

4.3.3 Institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

The College has the following plans to upgrade the IT infrastructure and associated facilities:

- Wifi connectivity to all departments
- LCD facility for effective teaching
- Acquiring propriety software to enhance the advanced knowledge in IT
- Purchasing more number of computers to enable the students to spend more time effectively on computer learning

4.3.4 Access to online teaching and learning resources

The staff and students can access e-journals and e-books and resources from internet in the college General Library. Teachers can take the students to the Library and they can teach by referring the materials available in the internet.

4.3.5 ICT enabled classrooms / learning spaces available within the College and its utilization for enhancing the quality of teaching and learning

The College has ICD enabled classroom under the care of Computer Science Department. The class can accommodate around 25 students at a time. This class room is used to provide employability skill development training to the students through private Organizations and Government Sponsored Schemes.

4.3.6 Access to the faculty to prepare computer aided teaching – learning materials

Teachers have excellent skills in preparing computer aided teaching – learning materials. Teachers can prepare their computer aided teaching – learning materials either in their respective departments or in the General Library. The smart class room or the seminar hall where the LCD projector is fixed for presentation may enable for Power Point presentation. Almost all students were given free Laptop under Tamil Nadu Government Scheme. It has enabled faculty to teach the students by using computer aided teaching – learning materials.

4.3.7 Maintenance of computers and their accessories

Generally the departments take necessary arrangements for the maintenance of computers and their accessories. The computer Science Department uses the Stationary Fund for the maintenance of computers. The Programme Officer working in the Computer Science Department provides guidelines and help for the maintenance of computers and their accessories.

4.3.8 Provision made in the annual budget for update, deployment and maintenance of the computers in the College

Every year college collects list of requirements from all departments. The consolidated report related to the annual budget of the College is submitted to the Directorate of Collegiate Education. The Government will decide and allot the annual budget for update, deployment and maintenance of the computers in the College.

4.4 Maintenance of Campus Facilities

4.4.1 Maintenance of buildings, class-rooms and laboratories

PWD (Public Works Department) office is exists within the college campus. Building construction, repair and maintenance, water and power supply are taken care by the PWD officials. The construction of new building is complete for the establishment of digital library. Two more new buildings with 15 class rooms are constructed for the Departments of Physics and Chemistry. Certain rooms are modified with electrical, water and gas connection to meet the requirements of labs. PWD made all essential works for the creation of smart class room. Two rest rooms for students have also been constructed by the PWD. They are also planning to construct new buildings for the college on the eve of Centenary Celebration in 2014.

4.4.2 Maintenance of infrastructure facilities, services and equipment

Though the staff working in the PWD is responsible for maintaining the physical infrastructure facilities and water and electricity services, the Government of Tamil Nadu also appoints sergeant, watchmen, gardeners, sweepers and markers for the maintenance of college campus and the existing services. The Government appoints Lab Assistant for the Science Lab. They are responsible for the maintenance of equipments in the lab. The college uses out sourcing for the repair of equipments and computers.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Independent system for student support and mentoring and its structural and functional characteristics

5.1.2 Provisions exist for academic mentoring apart from class room work

5.1.3 Provision for personal enhancement and development schemes for students

5.1.4 Publication of college prospectus and handbook

Every year the college prospectus is updated before the sale of applications to the candidates. The prospectus contains the information related to various courses offered, the eligibility criteria, certificate to be attached along with application form, Counseling date and Allied and Elective papers offered by various departments.

In the beginning of the every academic year (soon after the college reopens) the College handbook is distributed to each and every student and staff. The College handbook includes the following informations:

- The motto of Queen Mary's Emblem
- College song
- History of the college
- List of Principal served in the college
- Details of various departments with the list of teaching staff
- List of non teaching staff
- General rules of the college
- General rules on Autonomous office
- Semester system and evaluation pattern

- Co-curricular and extra curricular activities of the college
- Infrastructural facilities available in the college
- Fee structure and the date for the payment of tuition and exam fees
- Details of various scholarship provided to the students,
- List of Elective subjects
- List of non major electives,
- UPSC special coaching class
- The general calendar which contains the number of working days in each and every month and the date for last working day of the respective semester, commencement of semester exam and the re-opening date of the college.

5.1.5 Scholarships given to students by the College Management during the last four years

Since the majority of the students belong to underprivileged communities they all get scholarships either from the Government or from the College funds.

The College has instituted the following types of scholarships for the students:

- Lord Pendland and Lady Pendland Scholarship for the Undergraduate Arts and Science Students.
- Lalitha Shankaranarayana Iyar Scholarship for the Undergraduate Arts and Science Students
- Stone poor students scholarship which is instituted by Rao Sahib C. Ramanujam Chettiar. This Scholarship is given to the poor children who secured above 50% of marks in all subjects.
- Dhanapalan Research Assistance for M.Phil students
- OSA Research Grants for M.Phil / Ph.D research scholars
- Thimumath Indra Dutt fee assistance for any poor deserving physically handicapped students
- Mr. and Mrs. R. Jayalakshmi Scholarship for economically poor students who are good in studies.

For the above mentioned scholarships, the OSA committee and the College council will deserving candidate every year and the financial aid is made available for them on time.

5.1.6 Percentage of students who receive financial assistance from the State Government, Central Government and other national agencies

The deprived and underprivileged students belonging to community of Scheduled Caste, Schedule Tribe, Backward and Most Backward are eligible to get financial assistance from the State and Central Governments. State Scholarship is provided to the poor students of Tamil Nadu. All scheduled Caste students are exempted from special fees. The students who belong to

Converted Christian Adi-Dravidar need not pay tuition fee and special fee if their parents income is within Rs. 50,000/. The College hostel students who belong to Adi-Dravidar community are eligible to get Higher Education Special scholarship.

All students (irrespective of parents income) belonging to Most Backward Community are exempted from tuition and special fees and they are getting Scholarship under the Scheme of Free Education. The students of backward community whose parents income is within Rs. 24,000/- are eligible to receive scholarship in the name of E.V.R. Nagammai Scheme.

Besides, the physically challenged students, refugees from Sri Lanka and Burma, and the Children of Ex-service men are eligible for special scholarship from the State Government.

1. National Loan Scholarship
2. Merit, National Scholarship
3. Merit Scholarship to the Scheduled Caste students who secured more than 60% of marks in their Higher Secondary Board Exam.
4. Scholarship for the students studying in Tamil medium
5. Jayagobal Garodia Memorial Scholarship
6. Tamil Nadu Educational Trust Scholarship
7. Central – Sector Scholarship

The number of students who availed various scholarships during the last four years are given below

S.No	Name of the Scholarship	Number of students availed scholarship			
		2009	2010	2011	2012
1	SC students scholarship	1,482	2,906	1,948	2,251
2	BC / MBC students scholarship	2,010	2,104	2,240	949
3	Special scholarship for SC students studying in hostel	80	102	112	143
4	Chief Minister Merit Scholarship	3	4	3	4
5	Jaigobal Garodia Memorial Scholarship	150	145	155	153
6	Tamil Nadu Educational Trust Scholarship	21	18	20	22
7	Central – Sector Scholarship	15	20	18	22
8	Adidraavidar welfare prizes and Under Graduate and Post Graduate Scholarship	15	20	20	22
Total		3,773	5,319	4,516	3,413

5.1.7 International Student Cell to cater to the needs of foreign students

The College receives applications from the foreign students through Indian Council for Cultural Relations (ICCR). Students Advisory Bureau is situated in the University of Madras. They receive applications from the foreign students for both UG and PG courses. In turn they send the application directly to the college.

5.1.8 Support Services available for the students

- a) **Overseas students** can get necessary support from their respective departments to avail all required amenities and services of colleges. Dr. Bhahirathi, Head of the Department of Music, has a regular contact with ICCR and she is acting as a bridge between overseas students and Indian Governments. The overseas students are monitored and provided all necessary help by the college.
- b) **Physically challenged / differently-abled students** are exempted from semester fees. Scribes are arranged by the college for visually challenged students to write exams. These scribes are paid by the autonomous fund. To represent the grievances the Visually challenged students have an association under the guidance of Mr. Nagarajan (visually Challenged faculty), from Music Department. The college got help from the DELL (Multi National Corporation) for the students who have learning disabilities. It has agreed to record lessons for all courses in the audio.
- c) **SC / ST, OBC and economically weaker sections** can avail various scholarships of State and Central Government. State sponsored remedial classes are arranged for these students in order to enable them to improve their studies. Soft skill classes are also taken for these students by the English Department. Medical aid is given to the deserving students by the Old Students Association fund (OSA). Meritorious students can get financial assistance from OSA. The College Placement Cell invites the companies who are involved in recruiting SC / ST students. Coaching classes for Entry in to the Service, NET / SLET, Civil Services are conducted for these students. Government sponsored training programmes from BSNL, Indian Institute of Fashion Designing, State Bank of India, Taramani Technical Institution, IBM etc. are also arranged by the college to improve their personality and employability skills.

- d) **Health centre** with Government appointed lady doctor is existed within the campus to meet the immediate health care requirements of the students free of cost.
- e) **For soft Skill development** soft skill programme is included in the curriculum for both UG and PG students. English Department is in charge for handling soft skill classes for UG students. PG students learn soft skill through out sourcing arranged by the College. Under soft skill programme the PG students have to undergo one month internship in various organizations. Students are encouraged to attend the Government Sponsored computer literacy class conducted by the private partners. Besides, the Under Graduate Students are given training on computer skill through their academic curriculum.
- f) **Slow learners / students who are at risk of failure and dropouts** are given due care by the concerned department through tutorial system. Remedial classes are taken for these students after the college hours. Their progress is monitored through Unit test, One hour test and Model Exam.
- g) **To get enriched exposure in the institution of higher learning / corporate / business houses etc.** The courses like Physics, Zoology, Chemistry, Botany, Mathematics, Home Science, Geography, Sociology, Computer Science and Commerce have internship programmes for the students. Students undergo training in their respective field in the Corporate and Business organization
- h) **Publication of student magazine:** All the activities and achievements of the College are show - cased in the College magazine that is brought out every year. The Editorial Board of the magazine comprises, besides the College Principal, the language departments a well as a student editor. The College magazine is the ideal medial for the students to exhibit their literary and creative talents, featuring poems, short stories, sketches and the items of general interest. In addition to annual report, reports by the individual departments and clubs are published. Queen Mary's College offers a wide range of languages and hence, there is a special section devoted to articles in Hindi, Urdu, Sanskrit, Telugu and French, in addition to English and Tamil which make up the basic bilingual medium of the magazine. The College magazine has a large part of multicolour pages featuring photos of the College activities as well as individual photos of achievers, sports champions, Ph.D awardees and selectees amongst others. The magazine is

distributed to the staff and students as well as to higher authorities connected with education.

5.1.9 Coaching classes for Civil Services, NET / SLET and other competitive examinations and its outcome

i) Coaching classes for Civil Service Examination

The Government of Tamil Nadu came out with a novel scheme for the empowerment of women by selecting two women colleges for giving free coaching for UPSC civil services examination. Queen Mary's College, Chennai has the credit of being one of the centres for offering free coaching to women candidates.

The salient features of the centre are as follows:-

- ◆ A comfortable class-room provided with required infrastructure.
- ◆ A separate study room with infrastructure,
- ◆ A well equipped administrative office which has:-
 - a) Four computers
 - b) Two printers
 - c) Xerox machines
 - d) Public addressing system
 - e) Hp office jet J4580 all in one
- The library has 2358 books as on 2009-10 including IGNOU, NCERT publications and study material from Delhi.

SELECTION PROCESS:

1. The advertisement inviting applications from eligible candidates is given in dailies (Tamil and English News papers) by the Directorate of the Collegiate Education as per the directions of the state Government.
2. The selection of candidates is done on the basis of performance in Entrance Examination and interview.
3. A group of sixty candidates is selected for coaching based on the rank.
4. The coaching is given freely to candidates for a period of about seven months.
5. The classes are conducted from Monday to Friday.

IV. Subjects for which Coaching was given:

General Studies: Indian History, Geography, Indian Polity, Indian Economy, Mental Ability, Current Affairs and General Science

Optional Subjects: History, Geography, Public Administration and Sociology

As far as the outcome of the coaching classes is concerned, three students have cleared the UPSC preliminary examination and six students cleared Group I examination conducted by Tamil Nadu Public Service Commission (TNPSC). In addition to that six students cleared the Group II examination of TNPSC.

Among the candidates who have undergone UPSC coaching, four candidates got appointment in State Government, two candidates are appointed in the Airport Authority of India, three got employment in Banking sectors.

ii) Coaching classes for NET / SLET Examination

Since 2011 coaching classes have been conducted for the final year P.G students in order to enable them to appear NET / SLET Examination under UGC fund. All the P.G departments make necessary arrangements to conduct classes for their students.

5.1.10 Policies of the college for enhancing student participation in sports and extracurricular activities through strategies such as

- 1. Additional academic support, flexibility in examinations :** Special classes are taken to the students who participate in State, National and All India University matches. Semester examination dates are postponed for the players. The students who participated in All India University Tournaments will be awarded higher practical marks in Physical Education. Internal and Model examinations are conducted for the players on dates convenient to the students with separate question papers.
- 2. Special dietary requirements, sports uniform and materials :** The students coming for the morning practice sessions are provided breakfast with egg. Multigrain nutritious porridge is provided in the evening sessions. Sports uniform is provided to the students

participating in various tournaments. During practice all required playing equipments are provided to the students / players.

5.1.11 Institutionalized mechanism for placement of the students

The Placement cell was started in the year 2007 and it is successfully working till date. The placement cell consists of one placement officer (Dr. Perveen Fathima, Dept. of Urdu) and two placement co-ordinators (Mr. R. Abida Begum, Dept of History and Dr. A Punitha, Dept of Computer Applications).

The main objective of the placement cell is to bring awareness on employment opportunities and job skills for the final year UG and PG students. The placement cell creates the database of the final year students with their Email-IDs. To help students find jobs in various fields of their choices, the placement cell informs the students belonging to various departments through circulars and announcements during assembly. In order to enhance the employability, the cell has organized seminars and informative sessions with the help of companies and coaching centers that came forward to inform, train and recruit the students. A number of seminars / presentations / workshops have been conducted covering all crucial aspects like quantitative aptitude, verbal ability, group discussions, psychometric test and personal interviews etc.

District Employment Office, Chennai conducted a seminar in the College to explain the opportunities available for the students. Many educational institutes like Career Launch Educate Ltd, WLC (India), NSIC (National Small Industry Corporation), Mahindra Pride Schools, Hindustan Software Ltd, TCS provide training and opportunity to avail free computer based training courses in Medical Transcription, Computer Hardware and Maintenance, MS Office Tools, internet, Hospitality, Mobile phone maintenance, Financial Accounting software, Tally 9.0, Auto CADD, BPO etc. Students also joined part time course being conducted by NIFT (National Institute of fashion Technology, Chennai) sponsored by TAHDCO.

A host of companies such as Google India Private limited, SRM Infotech, ING Vysya Bank, Scope International, ICICI Prudential Life Insurance, Tata Consultancy Services, WIPRO, Polaris, Sutherland, Global Services, HCL, Accenture, Satyam Computers, Infosys, SSI Software Solution, Servion, Syntal, Cognizant Technology Solutions, HDFC Standard Life, First Source,

Nature Resources, Andromedia for Telemarketing Executive, ACCEL IT Academy, Crux Management Services (Pvt) Limited, Book Craft Services India Private Limited etc, have also collected database of our students for direct contact and placement.

5.1.12 Number of students selected during the campus interviews by different employers for the last five years and the number of companies visited them campus for the last five years

Number of students selected in the campus interview

S.No	Academic Year	Number of Students selected	Number of companies visited the campus
1	2007 -2008	172	15
2	2008 – 2009	30	2
3	2009 – 2010	19	2
4	2010 – 2011	40	5
5	2011 – 2012	201	11
Total		462	35

In the campus interview 462 students from different departments are selected for placement in various corporate companies and organizations. Every year more than 5 companies visit the College for campus recruitment.

5.1.13 Alumni Association, its activities and contribution to the development of the College

The Alumni Association of Queen Mary's College was started under the name of Old Students Association by the first Principal Miss De la Hey in 1918. The first meeting was held on 16th September 1918 and it was resolved then that all students who belonged to the College or hostel for one year should be eligible for membership.

The Alumni association has formulated a set of bye-laws for the functioning of the Association. The funds are audited on a yearly basis and are presented during the Annual General Body meeting every year.

The Alumni boast of a glittering galaxy of eminent women from all walks of life. The IAS officers Mrs. M.P. Nirmala, Dr. Shantha Sheela Nair, Mrs. Jayanthi, Mrs. Yasmin Ahmed, Avinashi Deemed University, Coimbatore, Vice Chancellor Dr. Rajammal Devadoss, Vice Chancellor of Mother Teresa University, Kodaikkanal, Dr. Jayakottai Pillai, Mononmanium University, Thirunelveli, Dr. Vasanthi Devi, the famous Plastic Surgeon Mrs. Mathangi Ramakrishna, first Chartered Account Mrs. Siva Bogum, former M.P Dr. Beatherice Dessosa, Director of Medical and Rural Heal Service Dr. Lalitha Murali, the play back singers Mrs. Vani

Jayaram, Mrs. Anuradha Sriram, Mrs. Uma Ramanan, The News Reader Mrs. Shobana Ravi, The Dancer Mrs. Ratna Pappa, The Director of Curzon and Company Mrs. Saroja Guruswamy, the social workers Mrs. Susila Ragavan, Mrs. Mano Bhakavathsalam, the former Director and Joint Director of Collegiate Education Dr. C. Parbavathy and Dr. Nirmala Thiagarajan, various Tamil Nadu College Principals of Dr. Padmini, Mrs. Inayuthunisa Munavar, Dr. Anne Srinivasan, Dr. Jayam, Dr. Parmiala, Dr. P.T. Rajalakshmi, Mrs. Eugenie Pinto, Dr. Soundravalli, the famous Gynecologist Dr. Susheela and the Advocate Mrs. Vijayalakshmi and Sudha Ramalingam, MD of Chetinadu Educational Trust Dr. Kumara Rani Meena Muthiah are some of the eminent Alumni of the College. Apart from these eminent personalities, the alumni association have number of highly placed Executive administrators, advocate, Medical Personnel, performing Artist, Entrepreneur etc in Tamil Nadu, all over India and across the Globe

Many of the College Alumni are actively associated in promotional programs for the welfare of the College. Furniture and materials such as fans, boards are provided by Old Students Association Funds (OSA).

Major activities and constitution of the Alumni association towards the development of the College

1. A sum of Rs. 5 lakhs was donated for the establishment of language lab for training the students in spoken English.
2. Tamil Theatre has been revived and the students of Tamil Department have been trained to write, direct and produce their own plays.
3. Donated “Tally” software and 15 used computers donated by Ford, Chennai.
4. Furniture and materials such as fans, boards are provided by OSA funds.
5. Salary disbursement is done from OSA funds for teaching (Guest lecturers) and non-teaching staff of Queen Mary’s College.
6. Yearly endowments and prizes to all deserving students on a merit and means basis. About 188 Convocation prizes, 160 College Day prizes and 95 Endowments fee assistance to the students are instituted by the OSA members.

The College is heading towards the Centenary Celebration in 2014 – 2015. The College Alumni association has enthusiastically involved itself by forming various centenary committees in order to have a successful 100th year celebration. Advisory Committee, Steering Committee, Finance and Accounts committee, Souvenir committee, History of the college committee, Cultural committee, Fund raising committee, Media committee, Reception Committee, Hospitality committee, Drafting and communication committee, Building committee and Campus cleaning and college beautification committee are formed by the OSA members for the grand Centenary Celebration.

5.1.14 Students grievance redressal Cell and the nature of grievances reported and redressed

For the welfare of the students and to address their grievances, ‘Special cell for students’ career and counseling’ was established during the academic year 2008 – 2009 under the recommendation of University Grants Commission. The Cell consists of College Principal, teaching staff of various departments, Advocate, Doctor and Psychologist. The students who have grievances (personal, physical and psychological grievances) can meet the Cell member every Wednesday after the College hours. The members of the Special Cell provide proper guidance and help.

The Special Cell for students’ career and counseling organizes two days workshop for the first year students in the beginning of the every academic year under the title of “Students Welfare and Empowerment”. The Workshop used to cover the subjects such as i) women empowerment, ii) psychological problems encounter by the students in particular and youths in general and its solution, iii) crime against women and its prevention, iv) women and society, v) importance of health care for younger girls and vi) the requirement of healthy food for the young women.

5.1.16 Anti-ragging Committee

The College has an Anti-ragging Committee headed by the Principal. All department HODs are the member of this Committee. At the commencement of the every academic year the senior students are given advice and warning against ragging. The freshers are also informed to take the issue to the concerned department if they experience any ragging problems. Severe action will be taken against the students if they involved in ragging. Since strict instruction is given to the senior students, so far no incident of ragging is reported.

5.1.17 Efforts taken to elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research , community orientation

The following major efforts are taken to elicit the cooperation from all stakeholders:

- Every year parents-teachers meeting is conducted to know the opinion of the stakeholders and get suggestion to improve the academic activities
- All the departments have tie-up with the companies / NGO in their respective field to enable the students for effective internship, field work, research and extension activities.

- College immediately responds to the various colleges competition invitations by sending the students to take part in that completion. It helps the students to enhance their skills and self confidence.
- Every department organizes Association activities by inviting eminent personalities in order to provide opportunities to the students to interact with them. It helps the students to develop wider perspectives not only on their subjects but also on holistic development.
- College avail all possible support from the Academy which train the students to enhance their employability skills.

5.1.18 Special schemes / mechanisms available in the College to motivate students to participate in extracurricular activities such as sports, cultural events, etc

It is mandatory for all first year students to attend the Physical Education programmes once in a week. Two credits will be given to the students who are attending the Physical Education programs regularly. Self Defense Skill oriented programmes such as Silambam, Karathe, fencing and boxing are taken for the students by the qualified coaches. For overall personality development, the students are given training on Yoga and Aerobics.

To motivate the students towards sports and games, the Physical Education Department has organized various tournaments such as State Level Kabadi Tournament for women and International Beach Kabadi for women during the year 2008 to 2010.

Winners of sports and cultural events are honoured by publishing their photographs in the College magazine and the Certificates and Prizes are distributed to the winners during College Assembly.

5.1.19 Efforts made by the College to ensure the participation of women in “intra” and “inter” institutional sports competitions and cultural activities and the details of sports and cultural activities in which such efforts were made

Every year intramural competitions such as Volley Ball, Basket Ball, kabadi, Kho-Kho, Badminton, Hokey, Cricket, Foot Ball, Hand Ball, Throw Ball, Tennikoit, Table Tennis, Chess, Carom and Ball Badminton are conducted before the Sports Day of the College. Modified Volley Ball and Athletic events are conducted for the differentially abled students.

During the intramural competitions the potential players are selected to form teams in above said games for the College. Special Coaching with qualified coaches are arranged and the teams are prepared to participate in the inter college tournaments. D.A and T.A will be provided to the players who are participating in the inter college tournaments.

Every year the College is selected by the Government to perform a group dance at Republic Day parade. All arrangements including the choreography is made by the College to train the students. Almost three times they got Presidential award from the Governor of Tamil Nadu.

5.3 Student Participation and Activities

5.3.1 Range of sports and game, cultural and extracurricular activities available to students and the achievement of the students for the last four years

S.No	Date	Tournaments represented	Achievements
	2009- 2010	Madras University “A” Zone Tournaments	
1		Volley Ball	Participated
		Basket Ball	Participated
		Ball Badminton	Participated
		Foot Ball	Second Place
		Hand Ball	Participated
		Cricket	Second Place
		Hockey	Third Place
		Athletic Events	Participated
S.No	Date	Tournaments represented	Achievements
		Kabadi	First Place
		Kho-Kho	First Place
2		BHATT KHO KHO Tournament held at SDNP Vaishnava Collage	Second Place with cash award of Rs. 6000/-
3.		ESPO Kho-Kho Tournaments held at Ethiraj College	First Place with Rs. 1000/- cash award
4.		Gurunanak Intercollegiate Kho-Kho tournaments	Second Place
5.		All India Open Kabadi Tournament held at Tuticorin	First Place with cash award of Rs. 5000/-
6.		Sri Isharivels Rolling Trophy Kabadi tournaments	First Place
7		State level Kabadi Tournaments at Srivaikundam	First Place
8		SIET Intercollegiate Kabadi Tournament	First Place
9		ESPO Kabadi Tournament	First Place cash award

			of Rs.1000/-
10		All India kabadi Tournament at Thiruchenkodu	First Place
11		Abdul Razac State Level Kabadi Tournament	Second Place with cash award Rs. 15000/-
12		BUCK Memorial Foot Ball Tournament at YMCA	Second Place
13		Dr. MGR Janaki Hockey Tournament	Participated
14		CHEM Volley Ball Tournament conducted by Chengalpet Medical College	First Place
15		State level inter collegiate Volley Ball Tournament at Kanigaprameshwari College	Third Place
16		National Level Boxing Completion held at Mizoram on 02.12.2009	First Place
17		State level Silambam Competition at Erode	Second Place
18		National level Judo Tournament at Orissa	First Places in 44 KG and 48 KG categories
19		<p>Represented by D. Anumol Thmos</p> <p>1. Asian Power Lifting Completion at Rajasthan</p> <p>2. Junior National at Punjab</p> <p>3. South India at Pondichery</p> <p>4. Senior Federation at Chatishar</p> <p>5. Junior Federation at Jamsetpur</p> <p>6. Junior National at Gowhathi</p>	<p>Second Place with Silver Medal</p> <p>Gold Medal</p> <p>Gold Medal</p> <p>Bronze Medal</p> <p>Gold Medal</p> <p>Gold Medal</p>
1	2010-2011	Madras University “ A” Zone Competition	
		Volley Ball	Participated
		Basket Ball	Participated
		Ball Badminton	Participated
		Foot Ball	First Place
		Hand Ball	Participated
		Cricket	Participated

		Hockey	Participated
		Athletic Events	Participated
		Kho-Kho	First Place
		Kabadi	First Place
2		All India Kabadi Tournament at Erode	Second Place with cash award Rs.7,500/-
3		Dr. Kalinger M. Karunanithi State Level Tournament at Pudukottai	Second Place with Rs. 7,500
4		State Level Kabadi Tournament at Nagapattinam	Third Place with cash award of Rs.3000/-
5		State Level Kabadi Tournament at Karunya University, Coimbatore	Second Place with Cash award of Rs.7000/-
6		State Level Kabadi Tournament at JBAS College	First Place
7		Inter Collegiate Kabadi Tournament at Hindu College	First Place
8		Shaithanya Kabadi Tournament at Sri kannigaparameshwari College	First Place
9		PSN Trophy Kabadi Tournament at Tirunelveli	First Place with cash award of Rs.10,000/-
10		BUCK Memorial Foot Ball Tournament	Second Place
11		Inter Collegiate Foot Ball Tournament at MGR Janagi College	First Place
12		BYKKA Foot Ball Tournament at Kanchipuram	First Place
13		CHEM Volley Ball Tournament held at Chengalpet Medical College	Second Place
14		BYKKA Volley Ball Tournament at Kanchipuram	First Place
15		State Level Inter Collegiate Cricket Tournament conducted by Tamil Nadu Cricket Association	Second Place
16		A.L. Mudaliar Athlete Meet 1. Shot put – By Nagasudha 2. 200 metres – by Kalpana	Third Place First Place
17		State level Boxing Completion	First Place
18		State Level Silambam Tournament	First Place under 55 to 60 weight categories
19		Senior State Level Judo Competition	First Place under 49 KG categories
20		National Power Lifting championship at Kerala – represented by Anumol	Bronze Medal

		2. All India Inter University Power Lifting championship at Kannanoore, Kerala	Gold Medal
22		Inter B.Sc Physical Education Tournament 1. Volley Ball 2. Basket Ball 3. Kho-Kho 4. kabadi 5. Foot Ball	Winners Winners Winners Winners Winners
		Inter B.Sc Physical Education Tournament – Athletics 1. Discus 2. Shot put 3. Javelin Throw 4. High Jump 5. Long Jump 6. 200 meters run 7. 400 meters run	First Place Second Place Second Place First Place Second Place Third Place Second Place
1	2011-2012	Madras University “A” Zone Tournaments	
		Volley Ball	Third Place
		Basket Ball	Participated
		Ball Badminton	Participated
		Foot Ball	Second Place
		Hand Ball	Third Place
		Cricket	Third Place
		Hockey	Participated
		Athletic Events	Participated

		Kho-Kho	Third Place
		Kabadi	Third Place
2		BHATT KHO KHO Tournament held at SDNP Vaishnava Collage	Second Place
3		ESPO Kho-Kho Tournaments held at Ethiraj College	Second Place
4		Gurunanak Intercollegiate Kho-Kho tournaments	Third Place
5		Sri Isharivels Rolling Trophy Kabadi tournaments	First Place
6		State level Silambam Competition	First Place
	2012-2013	Madras University "A" Zone Tournaments	
		Volley Ball	Third Place
		Basket Ball	Participated
		Ball Badminton	Participated
		Foot Ball	Third Place
		Hand Ball	Participated
		Cricket	Second Place
		Hockey	Third Place
		Athletic Events	Third Place in six events
		Kho-Kho	First Place
		Kabadi	First Place
2		State level Foot Ball Tournament at Tambaram	Participated
3		VASPO State level Volley Ball Tournament held at M.O.P Vasihnava College, Chennai	Participated
4		State level inter collegiate Volley Ball Tournament held at Tirupur	Fourth Place
5		State level inter collegiate Volley Ball Tournament held at Kadpadi	Third Place
6		CHEM State level inter collegiate Volley Ball Tournament held at Chengalpet	Second Place
7		State level inter collegiate Volley Ball Tournament held at Nagarkovil	Participated
8		State level Kabadi Tournament, Chennai	First Place
9		State level Kabadi Tournament, Udumalaipet	Second Place

10		State level Kabadi Tournament, at Thenkasi and Nagapattinam	Participated
11		Junior State level Kabadi Tournament, Kalpakkam and Rajapalayam	Participated
12		South India Kabadi Tournament, at Thanjavur	Participated
12		Junior District Kabadi Tournament, Chennai	First Place
13		Women National Championship Kabadi Tournament at Chennai	First Place
14		BUCK Tournament	
		Foot Ball, Cricket	Participated
		Kabadi and Kho-Kho	Second Place
15		Chief Minister 65th Birth Day State level Tournament	
		Kabadi at ICF Ground	First Place with Rs.10,000/- cash prize
		Kabadi at Dr. Jagajeevaram Stadium	First Place with Rs.10,000/- cash prize
		Volley Ball at YMCA ground	Second Place
		Kho-Kho at YMCA ground	Fourth Place
		Basket Ball at J.J. Stadium	Fourth Place
		Silambam at YMCA ground	First and Second Place

Number of Outstanding Achievers

Year	Number of students participated		
	State Level	National Level	University Level
2008 -2009	22	4	17
2009 - 2010	30	4	13
2010 - 2011	29	5	19
2011 - 2012	20	3	9
2012 - 2013	18	6	9
Total	119	22	67

5.3.3 Frequency of collecting feedback from students for improving the support services

Every year the well structured feedback form is distributed to the outgoing students during the final semester. The data are analyzed and the feedback results are analysed among for further improvement.

5.3.6 Student Council and its constitution, major activities and funding

The College has an active Student Union. The Students are encouraged by the College to form a union with elected representatives. Open announcement is made in the College Assembly with regard to filing of nominations and election date for the formation of Students Union. The candidates who are interested can file the nomination through their respective departments. They are allowed to muster the students within the fixed duration.

Election is conducted for the post of Student President, Vice-President Secretary, Joint Secretary, Treasurer, Cultural Secretary, Magazine Editor, Sports Secretary, Hostel Secretary and Social Service League Secretary for Day College, and for the post of President and Secretary for Evening College.

Major activities of the Student Union

- Students Union gives due importance to the overall welfare of the students. They will take care of providing good drinking water to the students
- The Union will oversee the sanitary facilities of the students
- The Union organizes various functions like College Day, Sports Day, College Cultural, Teachers Day etc.
- The inter and intra College competitions are made aware of the students by the union members.
- The students union is responsible for overall campus cleaning
- The union members used to help the departments which is organizing various training programmes for the holistic development of the students.
- The union members are actively associated with blood donation camp and mobilize the students to donate blood for the cause of others.

College maintains fund collected from students in the head of Union and Fine Arts for Union activities and College Cultural. The Union members also get sponsors for their activities.

5.3.7 Academic and administrative bodies which have student representatives

Sports committee, Hostel committee, Social Service League committee, Library committee have students representatives and the students play a vital role in organizing all activities related to their respective committee.

CRITERION VI : GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership:

Queen Mary's College is the first women's college in South India. It has always been fuelled by the need to empower women and make them independent and successful both as professionals and homemakers. This quest for the holistic development of the student has been driving the decision makers of the college in every aspect, right from the choice of subject matter in framing the syllabus up to the wide range of extension activities that are offered. Queen Mary's college has the added challenge of catering primarily to the economically underprivileged sections. Consequently, education imparted to these young women who step into the portals of QMC serves to uplift these backward families, thereby uplifting the underprivileged community at large.

6.1.1 Vision and mission of the College

The Vision of the College is to produce students who excel in their chosen fields, academically and professionally. It aims at the all round development of the young school girl who enters her gates and hopes to mould her into a young citizen of the nation who is dependable, honest, committed and has a sound value system. The college is fully aware of the famous adage that educating a woman is tantamount to educating a whole family. With this in mind, Queen Mary's aims at imparting an education that not only propels the student up the career ladder, but also makes her a responsible wife mother and citizen.

6.1.2 Mission statement of the College

Mission statement defines the College's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, College's traditions and value orientations, vision for the future, etc.

The motto of Queen Mary's College is "Commonsense and Consideration". The College started in 1914 as the first women's College in South India with the core mission of empowering the women through higher education and till date it functions as a women's College. It serves to meet the educational needs of the underprivileged and downtrodden women, especially the first

generation learners, from various parts of Tamil Nadu. With the Government assistance, the College provides free tuition, scholarships, free bus pass, career guidance and employment services.

6.1.3 Involvement of leadership in various spheres

- 1. Ensuring the organization's management system development, implementation and continuous improvement:** The leadership includes the Principal as the Head of the Institution, the members of the Council which includes the H.O.Ds of all departments and the Controller of Examination. Periodical meetings of the Council and frequent interactions with the Staff Club members and Students' Union ensure the organization's management system development, implementation and continuous improvement.
- 2. Interaction with stakeholders:** The leadership has adopted the strategy of conducting weekly assembly, periodical tutorial system, parents-teachers association meetings, discussion with students' union and class representatives, and various extension activities in the neighbourhood community for sustainable interaction with the stakeholders.
- 3. Reinforcing culture of excellence:** The leadership encourages the students and staff to participate in the co curricular and extra curricular activities like intercollegiate State / National competitions, extension activities, NSS, Red Ribbon Club, YRC, Rotaract, and Consumer Club etc. The achievers are honoured in the assembly. The staff members are encouraged to pursue research activities and to participate and organize seminars / workshops / conferences at national and international levels. They are also given special permission on duty to attend refresher and orientation programmes. They are encouraged and motivated to be a member of various academic bodies. The faculty who have secured their Ph.D are honoured by the Staff Club.
- 4. Identifying needs and championing organizational development:** The needs of the students are identified through students' representatives and union office bearers meetings and tutorial system. The infrastructural needs of the college and the individual departments are fulfilled by the optimum utilization of funds

received from State Government, UGC and alumni. It also gets sponsors from industries and non government organizations for the development of infrastructure.

6.1.4 Senior leadership positions of the College vacant for more than a year

The senior leadership positions are never vacant because the next senior faculty nominated as will be charge till the vacancy is filled by the Government.

6.1.5 Statutory bodies and its meetings at the stipulated intervals

The College ensures that all positions in its various statutory bodies namely Academic Council, Governing Body and Finance Committee are filled and meetings are conducted at the stipulated intervals.

6.1.6 Culture of participative management and the levels of participatory management

The College always promotes a culture of participative management to ensure transparency both in academic and administration. The College has a council of members comprising of Heads of the Departments and Controller of Examination headed by the Principal and all decisions are taken in the council meetings by adopting resolutions after deliberate discussions in each and every matter in the best interest of the institution. The Heads of the Departments conduct periodic meetings with the faculty members and their suggestions are carried to the Council which directly means that every faculty member takes part in the academic and administrative matters of the College. Besides, the teachers' participation in management is encouraged through the Staff Club.

At non teaching level, the Bursar as the financial head and the office Superintendent as an executive head take care of the matters related to administration in consultation with the Principal who in turn, puts the matter before the College Council for making decisions.

Students are encouraged to participate in the College management through their union.

6.1.7 Academic and administrative leadership provided by the University to the College

University of Madras offers membership in Academic Council, Senate, Syndicate and Board of Studies. The teacher who is the member of the Academic Council of University of Madras can contest the election to become a member in Senate and Syndicate.

6.1.8 Strategy adopted for grooming the leadership at various level

The College adopts the following strategy to groom leadership at various levels:

1. Duties of the College are distributed to the departments in rotation. (for example, Autonomous Examination, Central Valuation, Students Union in charge, College cultural, UGC, NAAC, OSA, Placement in charge etc).
2. Opportunities are provided to the faculty to lead the extra curricular and co curricular activities like NSS, YRC, Red Ribbon Club, Rotaract etc.
3. The College provides orientation to the students through Equal Oppurtunity Centre of the College and with the support of the NGOs like YRC, Rotaract etc. It helps the students to realize their social responsibilities and develop leadership qualities.

6.1.10 Values which reflected in various functions of the College

The basic quality of commitment is ensured in every sphere. Most of the major functions are committee based with a coordinator heading the committee. The Principal as head of the institution is consulted on all matters and targets are made for each task on hand. Allotment of duties and subsequent verification that work has been accomplished ensure that every member does her allotted work.

The functions are fulfilled in a spirit of unity and camaraderie for the most. Since every staff member is united in her role as member of the institution, there is a feeling of joint responsibility in the doing of the jobs allotted.

Contribution to national development: The College has activities grouped under NSS, Rotaract, Youth Red Cross, Rotaract and Exnora through which outreach programmes are undertaken in the community. Queen Mary's College has been selected as one of the Nodal centres to provide free coaching classes for the IAS aspirants.

Our sportswomen have taken part in national and international competitions. During national calamities like the Kargil war, and the recent floods during the Thane cyclone, our college staff contributed a day's pay towards rehabilitation.

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, two of our students in PG (one in Physics & another in Commerce) have been selected to study at UK universities for their 3rd semester sponsored by TNSCHE (Tamil Nadu State Council for Higher Education). Periodic updating of syllabus, introduction of new papers and internship in companies and NGOs facilitate the fostering of global competences among students.

Inculcating a value system among students: College at UG level offers a paper titled Value Education to inculcate moral and ethical values and an another paper on Environment Studies for creating awareness on clean and green surroundings. The inter and intra college competitions organized by the departments promote the growth of team spirit and tolerance. Yoga classes are also available for the students to learn ethics and spirituality. Orientation programmes for the freshers, Career and Guidance Cell, Students' Welfare Committee also inculcate a value system among the students. Our weekly assemblies lay great stress on moral values.

Promoting use of technology: The distribution of laptops to the UG students has made them conversant with the latest technology. Students are encouraged to use laptops for assignments, seminars and projects.

Quest for excellence: Our institution has a dedicated team of Faculty whose quest for knowledge has been bountiful. The Science Departments of our College have been sanctioned an amount of rupees one crore by the DST FIST- O level to fulfill their quest for excellence in scientific research. The College also has a Research Journal EDUVENTURE with bi annual publications (one for Arts and another for Science) to provide space for Paper Publication. College provides all necessary supports for research activities, organizing Seminars/Workshops and Paper presentation at National And international levels.

6.1.11 Give details of the UGC autonomous review committee's recommendation and its compliance

The Autonomous Review Committee visited the College on 7.10.2010 under the Chairmanship of Prof. K. Aludiapillai, I.A.S. The Committee reviewed the functioning of the College and after its review the Committee recommended to strengthen / increase the infrastructures like class rooms, civil rectification of laboratories, construction of new buildings, library facilities, improving the conditions of toilets and drinking water supply. The Committee also recommended the appointment of permanent Principal and filling up of vacant teaching posts and regular meeting of Governing Body and Finance Committee as per the requirement of UGC Guidelines for improving the performance of the College.

To fulfill the Autonomous Review Committee recommendations the Government of Tamil Nadu has appointed a permanent Principal and regular teaching staff to various departments. Two new buildings are constructed with 15 class rooms and the science laboratories which are beyond rectification are shifted to new buildings. Three water purifiers are fixed to provide good drinking water to the students. Each department had purchased books for the amount of Rs.50, 000/- for general library under Tamil Nadu Government Fund. Finance Committee and Governing Body meets regularly to strengthen the performance of the College.

6.2 Strategy Development and Deployment

The college is regularly rehauling itself in every way to keep in tune with modern know – how. Every new development in academics or infrastructure is exploited for the benefit of the students. With the primary aim of bettering the lot of the student in a holistic manner, the college is well in tandem with the trends, be it in syllabus framing, or exploitation of latest technological means.

6.2.1 Perspective Plans for development and its strategy

The College has specific plans of development in its academic and administrative units and strategy for its implementation to improve the overall quality of the functioning of institution.

Development plan for teaching and learning: Providing diverse opportunities such as access to internet by creating Wi-Fi facilities in the campus, creation of smart classrooms in all departments, increasing the optional papers for interdisciplinary approach etc for all students to develop qualities of critical enquiry and independent learning within a supportive and intellectually stimulating learning environment.

Research and Development: At present 10 departments offer Ph.D and 12 departments offer M.Phil Degree. It is proposed to have Ph.D and M.Phil in all the arts and science departments. The entire faculty will be motivated to take up major and minor research projects by availing funding supports from external agencies and publish their research works in the reputed journals at national and international levels.

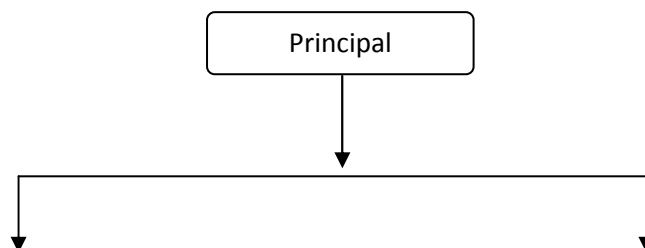
Community engagement: The College has a plan to establish a Community College to engage the active involvement of community in community development activities.

Human resource planning and development: Steps are being taken to fill the existing teaching and non teaching vacancies. In the meanwhile, government appointed Guest Lecturers as well as menial staff, funded by the P.T.A are being made full use of.

Industry interaction: There is a plan to introduce internship programmes to PG students in collaboration with various industries. These will enrich the employability skill of the students. The placement cell of the College has a plan to invite the companies to train the students based on their needs.

6.2.2 Internal organizational structure of the College for decision making process and their effectiveness

Principal is the academic and administrative Head and teaching and non teaching staff work together for the effective functioning of the College as given below:





The following proposals were **initiated and implemented** during the last four years:

1. Constructed two new buildings with 15 class rooms.
2. Constructed new buildings for digital library.
3. Wiring works carried out in the Botany department.
4. Computers distributed for all departments.
5. Purchased tables and chairs for both students and faculty.
6. Drinking water provision made for the students by installing water purifiers.

6.2.4 Grievances / complaints are promptly attended and resolved effectively

The College ensures that grievances / complaints received from students and staff are promptly attended and resolved effectively. Besides the grievances cell, the complaint box is placed in front of the Principal's office. The letters from the complaint box are collected and analysed by the Principal and senior faculty to find out the nature of grievances for promoting better stakeholder-relationship.

6.2.5 Mechanism for analyzing student feedback on institutional performance

The IQAC of the College collects feedback from the students on the aspects of curriculum, teaching methods and institutional performance. If the College identifies any problems by the appraisal of the students, the serious steps will be taken in this regard to improve the performance of the College.

6.2.7 Affiliating University and its support to identify the developmental needs of the College

Queen Mary's College is affiliated to University of Madras. It periodically conducts an Academic Council meet to discuss the developmental needs of the College.

6.2.8 College Development Council (CDC) the affiliating university and its support to the affiliating Colleges

College Development Council which exists in the University of Madras supports the College for the review of autonomous status, getting funds from UGC and forwarding the research proposals of the faculty to UGC for minor and major research projects.

6.2.10 Autonomy to academic departments

College encourages autonomy to the academic departments in curriculum development, conducting internal test and model exam, organizing Association meetings, seminars, workshops and conferences, internship for the students etc.

6.3 Faculty Empowerment Strategies

6.3.1 Efforts made by the College to enhance the professional development of teaching and non teaching staff

Staff members are provided special O.D to attend skill based training programmes, orientation and refresher courses, seminars and conferences at national and international levels etc. The IQAC organizes seminars periodically to instill the updated knowledge in various fields.

6.3.2 Welfare schemes available for teaching and non teaching staff

Teaching and nonteaching staff can avail all the welfare schemes made by the Government of Tamil Nadu for the staff.

6.37 Impact of the University's UGC-Academic Staff College Programmes in enhancing competencies of the College faculty

University's UGC Academic Staff College conducts various programmes like short term courses, orientation and refresher courses for enhancing competencies of the College faculty. The teaching staff have modified their teaching methodology after attending various courses of the Academic Staff College of various Universities.

6.4 Financial Management and Resource Mobilisation

6.4.1. Institutional mechanism to monitor effective and efficient use of financial resources

Being a Government College the financial resources are from the government (Budget Allotment) through the Head of Department that is the Director of Collegiate Education. The fees permitted by the Tamilnadu Government are being collected from the student every year and are deposited under relevant heads in the State Bank of India (Treasury Branch). Receipts and Expenditure statements are prepared every month reconciled with Treasury (Pay and Accounts Office) and sent to the Head of Department. The Head of Department in turn reconcile the figures with Accountant General. The fees collected from the students under various heads such as Union, Games, Magazine, Calendar, etc. are being spent for the purpose for which it was collected on resolution by the committee formed every year for each head.

6.4.2. Mechanism for internal and external audit and its details.

As a Grade I Government College the internal audit is conducted by the Head of Department (Director of Collegiate Education) and External Audit is conducted by the Accountant General.

Finance Committee comprising of (i). Principal, (ii). RJD, (iii). Senior Faculty, (iv). Controller of Examination takes the responsibility of allotment of UGC / STATE / Exam fee for various purposes after getting justification from the departments and audit the expenditure met out by the Departments. Utilization Certificate and Audit Report are sent to UGC promptly on time.

6.4.3. Audited income and expenditure statement of academic and administrative activities of the previous four years.

Being a Government College the Government allots the amount under various heads for every financial year. For every expenditure the bills are presented to Pay and Accounts Office and amounts are paid to the concerned parties through ECS by the PAO. Fees collected from students are deposited to the State Bank of India Treasury Branch on the next day and spent every year for the purpose for which it was collected. Reconciliation is done every month and certificate of acceptance from PAO is obtained every year.

6.4.4. Regular audit of accounts and the major audit objections

Accounts are audited regularly every year by Accountant General. Every month the accounts are reconciled with Treasury figures. Main audit objections are regarding the pay fixation of the staff and procedures followed during expenditure. The mistakes are rectified at once and audit queries satisfied.

6.4.5. Narrate the efforts taken by the college for resource mobilization.

As a Government College there is no provision for resource mobilization.

6.4.6. Corpus fund

As a Government College there is no provision for the college to maintain 'corpus fund'.

6.5 Internal Quality Assurance System

6.5.1 . Conducting Academic Audit

Academic audit was conducted for all departments. The audit was done by two external members for each departments and the report was submitted to the Autonomous Office of the College.

6.5.2 Recommendation of the Academic audit

Each department was scrutinized in detail: results, syllabus, library particulars ,student strength were among the most important details. Each Academic Audit committee made

recommendations that were submitted to the Controller's office. These recommendations (wherever they are made) are being implemented by the respective departments. They mainly pertain to syllabus content.

6.5.3 Central body for the review of teaching and learning process

The College has an IQAC for the continuous assessment of teaching and learning process. The IQAC comprises of the following members within the College:

1. Principal as Chairman
2. One Coordinator
3. Two members

Teaching and learning is assessed based on student's feedback system. Format for the feedback is prepared by the committee members and given to all the students at the end of the academic year. The feedback forms are collected and consolidated by the Head of the Department and submitted to the IQAC. The IQAC compile the feedback of students for the entire college. Based on the outcome of the feedback, the Head of the Department will inform the staff about their strengths and weaknesses.

CRITERIA VII : INNOVATION AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Green Audit

The college is located in an area of 17 acres with green vegetation. The campus comes under the Coramandal coast with sandy soil and a subtropical climate with sea breeze setting at around 2.00 pm and average temperature hovering between 38° C in summer and 28°C in winter months.

The institution has green audit. The department of Plant Biology has completely surveyed the flora and fauna of the campus and named and numbered the trees. The college comes under the Tamil Nadu State Government and the Tree Census of the campus was taken in the year 2010 by the Urban Forestry Department “Tree Census 2010 of Greater Chennai” volunteered by the college students. The campus recorded a total number of trees as 327 in 2010 and the trees were marked in yellow paint with the hash symbol (#). Campus Cleaning is taken up earnestly by the faculty and the students.

7.1.2 Initiatives taken by the College to make the campus eco-friendly

Energy conservation: A proposal has been sent to the Govt. of Tamil Nadu for about 3.8 Lakhs to install solar power plants in all its buildings and for standalone solar street lights in the 500m long roads running inside the campus.

Water harvesting: All buildings constructed after 2011 have provision for rain water harvesting. The campus is located in a sandy shore and in the natural water harvesting zone. The rainwater percolates into the soil and restores the ground water table.

Plantation: With the help of the Exnora and the Horticulture Department of Tamil Nadu, trees are planted every year. . The College conducted tree planting programme in the year 2010 by the N.S.S. and in 2013 saplings were planted in the campus on the eve of the birthday of the Tamil Nadu Chief Minister .

Check dam construction: The campus is located in a natural sand dune. The buildings are constructed in the elevated lands while the lower parts are located in the front part of the campus facing the sea which has sandy drenches and rainwater accumulated in the monsoon percolates into the land, thus restoring the ground water table.

E-waste Management : An awareness programme was conducted and advised to collect e-waste generated by all the departments and administrative office and hand it over to the concerned organization.

7.2 Innovation

7.2.1 Details of innovation introduced during the last four years

1. Arrangements are made to provide PAN Card
2. Voter ID is provided to all the eligible students through the Tamil Nadu government initiative.
3. The College has a Students' Counseling Cell to deal with socio- psycho problems faced by the students. It comprises of the college dispensary doctor, a psychologist, sociologist, advocate and college faculty as its members.
4. The Consumer Club creates awareness on consumer rights.
5. There is provision in the Autonomous office for students to review the photocopy of their answer script on request, upon payment.

7.3 Best practices

BEST PRACTICES - 1

1. Title of the practice

Weekly Assembly

2. Objective of the practice

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. It makes them disciplined to report to college on time. This ensures there is no absenteeism on the part of students as attendance is randomly taken for any department or class which is picked by lot. The weekly assembly serves many other purposes. It creates a bond among the 5000 strong students who unite in a single platform and inculcates a feeling of loyalty to their institution.

3. The Context

The assembly is quite relevant as information is passed to all members of staff and students through a single announcement to avoid complaint against lack of awareness about any event or happenings of the college. This get-together avoids discrimination and student unrest as there is familiarity with one another.

4. The Practice

This is a harmonious and healthy practice followed since the inception of the institution in 1914. The college conducts assembly every Wednesday at 8.30 am. To bring the students of both shifts (day and evening) assembly is conducted at 12 Noon once a month.

The agenda of the assembly is

- Song in Praise of Tamil Nadu
- College Song
- Special song- all community prayer
- Silent prayer
- Oath against untouchability
- All announcements like inter and intra college events, scholarships, fees, exam dates, bus train passes, training, placement, academic and professional meets, discipline and all other information are disseminated to the students.
- Honoring of achievers (both faculty & students)
- Any talk by an outsider which will be of interest to students is delivered during the assembly.

- Condolence if any is expressed with all community prayer with readings from Bible, Bhagavad Gita and Quran and the condolence resolution is forwarded to the family of the bereaved.
- An announcement for students by Union members is also done.

5. Evidence of success

Compliance of dates and schedules by one and all in the institution itself is an evidence for success of this practice. All are abreast and updated with information.

6. Problems Encountered:

To sum up, the weekly Assembly creates a bonding among the 5000 strong student community , all united in a feeling of loyalty towards their institution. It comprises, a prayer as well as moral teachings which helps in the holistic development of the student, making her not just a good student but more importantly, a good human being.

BEST PRACTICES- 2

1. Title of the practice

Extension Activity for students

2. Objective of the practice:

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills

3. The Context

In Contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

4. The Practice

NSS, , Exnora, Youth Red Cross Society, Rotaract, Red Ribbon Club are functioning in the College and they involve the students in the activities like

- Field work
- Organising camps like AIDS awareness, de addiction, Cancer awareness etc.
- Promoting and enrolling members for Eye donation, wherein students are Eye Ambassadors.
- Participation in Marathon, Walkathon and Rallies against Child Labour, Drug Addiction, Junk Food etc.
- Blood Donation.
- Collecting sponsors and donations for relief and rehabilitation of people affected by natural calamities.
- Students' contribution to old age homes by frequent visits, physical and monetary help.
- Involvement in social survey like providing Rotaract with survey on members in slums and their living condition.
- Campus Cleaning and Beautification of Marina.
- Drive against Domestic Violence.

5. Evidence of success:

1. Students realized the challenges faced by the school drop outs in society. They have also realized the value and importance of education for their upliftment. As a result, the dropouts from our college have declined drastically.

2. Our institution has got the donor award for the highest units of blood from Red Cross Society in 2012.
3. The students develop the quality of integrity through the extension activity.
4. The students volunteer to act as scribes for the visually challenged and physically challenged candidates in all the college and competitive exams.
5. Student participation in various socio-cultural activities has greatly increased.

6. Problems Encountered:

Fund mobilization to organize events of the clubs is the major problems for the college.