



SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

A Unit of Sri.S.S.Jain Educational Society

Affiliated to University of Madras, Accredited with 'A' Grade by NAAC

An ISO 9001: 2008 Certified Institution

ANNUAL QUALITY ASSURANCE REPORT

2016 -17

INTERNAL QUALITY ASSURANCE CELL

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The Annual Quality Assurance Report (AQAR) of the IQAC of
SHRI SHANKARLAL SUNDARBAI SHASUN JAIN COLLEGE FOR WOMEN

Part – A

1. Details of the Institution

1.1 Name of the Institution	Shri Shankarlal Sundarbai Shasun Jain College for Women
1.2 Address Line 1	No.3, Madley road,
Address Line 2	T.Nagar,
City/Town	Chennai,
State	Tamil Nadu
Pin Code	600 017
Institution e-mail address	info@shasuncollege.edu.in
Contact Nos.	044-24328506
Name of the Head of the Institution:	Dr.B.Poorna
Tel. No. with STD Code:	044 - 24328507

Mobile:

8754440181

Name of the IQAC Co-ordinator:

Ms S Rukmani

Mobile:

98415 86236

IQAC e-mail address:

iqac@shasuncollege.edu.in

1.3 NAAC Track ID

12909

1.4 NAAC Executive Committee No. & Date:

EC/62/A&A/070 dated 5.1.2013

1.5 Website address:

www.shasuncollege.edu.in

Web-link of the AQAR:

<https://shasuncollege.edu.in/IQAC/AQAR2016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.03	2013	5 years till 4.1.2018
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

17/11/2006

1.8 AQAR for the year

2016-2017

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

- i. **AQAR 2013-14 submitted to NAAC on 18.08.2014** (DD/MM/YYYY)
- ii. **AQAR 2014-15 submitted to NAAC on 05.08.2015** (DD/MM/YYYY)
- iii. **AQAR 2015-16 submitted to NAAC on 22.07.2016** (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others **PG Diploma In Jainology**
(Specify)

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

University of Madras

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

6

2.4 No. of Management representatives

6

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

4

2.9 Total No. of members

35

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Total No. Faculty

Students Alumni Others Non-Teaching Staff

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Quality in Higher Education through Teacher Empowerment

2.14 Significant Activities and contributions made by IQAC

- Prepared and implemented the yearly action plan.
- Review of academic performance to improve teaching-learning.
- Conducted Bridge course for first year students and Remedial coaching for slow learners.
- Feedback system strengthened.
- Recommended purchase of new books and journals.
- Curriculum enrichment through Certificate courses, Value added courses and Skill based courses.
- Established linkages with more institutions.
- Organised International seminar to enhance knowledge sharing.
- Orientation and Faculty development programmes organised for staff members.
- Support to non-teaching staff through organising training programmes and workshop.
- Placement cell strengthened and 90% placement achieved.
- Equipped students with knowledge of current trends through guest lectures and gave them practical exposure of their subjects through Industrial Visits.
- Fortified the efforts of SEED and SWEEP in order to support the students.
- Organised an External audit for quality assessment and enhancement.
- Instrumental for applying the National Institutional Ranking Framework 2017, a survey conducted by MHRD-Govt of India initiative and secured 59th Rank in the National Level.
- Initiated the practice of ARCHERY, the sports of our Indian tradition and focusing on achieving GOLD MEDAL in the 2020 Olympic.
- Rowing and Sailing also initiated and students are actively participating in the practice.
- Conceived the idea of launching a cell, **Shasun Sumvrddhi**, to strengthen the relationship between institution, industry and society in the form of providing consultancy, establishing linkage with the industry for the benefit of faculty and student.
- Initiated the participation of the Institution in the Digital India Movement 'VIKASA'.
- Organized quality oriented seminar with NAAC funding on the theme "Quality in Higher Education through Teacher Empowerment".
- Enhance Teaching Learning experience through COLL POLL, a mobile app for easy communication and collaboration between students and staff using Mobile APP.
- Ensuring student and staff accession to National Digital Library.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To prepare an Academic Calendar of the Institution for quality sustenance.	Prepared Academic Calendar and monitored conduct of programmes as per schedule.
To prepare subject wise teaching plan for each semester	Teaching plan prepared and monitored for actual Implementation.
To carry out assessment of students	Internal assessment by way of tests, assignments, Seminars and projects carried out.
All departments to give practical exposure to students through guest lectures and industrial visits.	Guest lecturers were organised for most of the subjects and students visited several companies to gain practical knowledge.
To organise seminars and workshops	Departments of Commerce, Computer Science, Hindi, English, Tamil, organised National seminars on emerging themes.
Ensure faculty and student participation in conferences, seminars, workshops etc	Students and faculty members participated and presented papers in national and international level Seminars and conferences.
To conduct orientation programmes for new staff members	Induction programme was conducted at the beginning of the year to orient new staff members about the College and teaching techniques.
To organise FDP for staff members	FDP was organised for staff members to upgrade their knowledge.
To encourage departments to organise Competitions for students.	Inter-collegiate level competitions were organised for students by departments of Commerce, Computer Science, Maths, Economics and Languages.
To encourage aspiring students to take up civil services as a career.	SWEEP organised motivational sessions and coaching for civil service aspirants of the college.
To encourage entrepreneurship among students.	Shasun Bazaar' showcased the entrepreneurial skills to create entrepreneurial awareness.
To enhance placement opportunities	90% placement achieved. Pre-placement training was given to II and III year students.

Plan of Action	Achievements
To encourage students to take part in sports Activities	Students participated at the national, state and University level sports events and won prizes.
To offer support to non-teaching staff members.	Training was given and workshop organised for non- teaching staff members.
To propose making the PG department into a research department.	Proposal submitted to management and approved.
To encourage the students to participate in the sports to achieve more goals.	Sponsored Various sports .Training for the sports have been started and many students are participating in the games enthusiastically aiming for GOLD medal in the 2020 Olympics.
To encourage the students to take the Internship.	90% of the students have attended the internship and received the certificate.

**Academic Calendar of the year is attached as Annexure.1*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. International and National Seminar conducted.
2. Learning Management System through mobile app is initiated.
3. Permission granted to start MA Journalism & Mass Communication

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2	1	2	
UG	13		13	
PG Diploma	1		1	
Advanced Diploma				
Diploma	1			1
Certificate	21			21
Others	9			9
Total	47	1		47

Interdisciplinary	2 (B.Com.ISM, B.Com. CA)	-	2	2 (B.Com.ISM, B.Com. CA) -
Innovative	6 (Paper products, Interior design, Textile printing, Cosmetology ICACT and NASSCOM courses)	-	6	6

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure: 2

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

- Yes. There were slight changes in Foundation Tamil for first year.
- New amendments were included in Corporate Accounting, Company Law and Secretarial Practice- I and II for Department of Corporate Secretaryship.
- The Subject Human resource Management was transferred from sixth semester to Fourth semester for BBA.
- Subject title was modified for Business Statistics for BBA.
- Slight revision in Statics and Laplace transform, Fourier Series, Fourier transform for Maths department
- B.Com in Marketing, Business Environment, Statistics and Operations research for Accounting and Finance department students were updated.
- For all commerce students there slight changes in first year Financial Accounting.

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

Yes. With the focus of striding to next level, the institution conceived the idea of launching a cell, **Shasun Sumvrddhi**, to strengthen the relationship between institution and society in the form of providing consultancy, establishing linkage with the industry for the benefit of faculty and student through the following units:

Shasun Alliance with Industry (SAI) endeavours to bridge the gap between institution and industry by promoting placement, internship, industrial visit and organising workshop, conferences and guest lectures.

Shasun Knowledge Advocacy Lead Program (SANKALP) aims to provide value added courses and enrichment programs to cater to diverse educational need to promote experimental and experiential learning for students.

Shasun Data Analytics (SDA) was initiated to promote consultancy through Data Analytics.

Shasun Education Enhancement Program (SEEP) aims at quality enhancement in the field education through various development programs to the teaching faculty. It provides opportunity to explore in to new avenues and resources untapped.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
153	152	-	1	-

2.2 No. of permanent faculty with Ph.D.

37

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	20	10
Presented papers	18	30	10
Resource Persons	0	0	8

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

- Adoption of Complete ICT Enabled Teaching-Learning Process
- Audio-Visual Aids prepared for all subjects
- Flipped Classroom
- Blended Classroom
- Using Open Educational Resources and MOOC's
- Usage of Google Classroom for assignments and announcements
- NPTEL Online Courses taken by students and Faculty members
- Online MCQ test /grade parameters
- Project based learning
- Demonstration using Models and Simulations
- Practical Exposure through Internships
- Industrial Visits
- Guest Lectures
- Supplementing Classroom Lectures with Experts and Professionals through Knowledge sharing sessions
- Teachers are encouraged to participate in Refresher Courses, seminar etc for faculty self-improvement.
- Staff and students are register for National Digital Library for their academic reference.

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

186

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

- | |
|---|
| <ul style="list-style-type: none"> • Internal Assessment reforms • On line Multiple Choice Questions • Multiple Question Paper sets. • Open book examination. |
|---|

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

5	-	-
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2.10 Average percentage of attendance of students

90 %

2.11 Course/Programme wise distribution of pass percentage:

<i>Title of the Programme</i>	<i>Total No. of students Appeared</i>	<i>Distinction % 75 above</i>	<i>I Class %</i>	<i>II Class %</i>	<i>III Class %</i>	<i>Pass%</i>
Shift I						
B.Com (G)	130	19	85	26	-	95
B.Com (AF)	127	7	83	28	-	93
B.Com (CS)	68	2	50	16	-	99
Bcom (Hons)	11	6	5	-	-	100
BBA	59	-	21	28	-	83
Bsc (CS)	98	43	53	-	-	98
BCA	49	24	25	-	-	94
Bsc (Maths)	41	21	18	-	-	81
Bsc (Viscom)	41	17	24	-	-	100
M.Com (AF)	32	5	26			97
Shift II						
B.Com (G)	67	7	39	10	-	84
B.Com (AF)	59	10	63	27	-	88
B.Com (CS)	60	4	19	29	-	88
B.Com (BM)	56	1	26	27	-	88
B.Com (ISM)	61	6	47	3	-	92
B.Com (CA)	52	5	34	7	-	88
BCA	93	13	86	37	-	98
Msc (CS)	10	9	1	-	-	100
PG Dip. In Jainology	3	-	-	-	-	100

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

- IQAC Monitors and Evaluates teaching and learning process with the help of Departments, Various committees and coordinators and Exam Cell.
- Continuous update of Information to IQAC at the Central level through departments.
- Student centric learning through Learning Management System.
- Scheduled Lectures, Lectures by Subject experts, Industry- Academia tie – UPS facilitates enhanced learning to the student.
- Institute has Dean & Academic Co-ordinator for the Shift I and Shift II who looks after smooth conduction or classes.
- Regular feedback from students ensures effective learning.
- Psychology Counselling centre- Shasun Sukhadha provides Counselling hours to resolve student’s problem relating to subject and other difficulties faced by students.
- The Institute is fully equipped with latest information and technology tools like, Wifi campus, Internet facility, ERP, A Video Visual Aids for class room Teaching etc.
- Customised software for integrated learning for faculty and students is viable through dedicated log in for self monitoring of students.
- A learning management system as mobile app encouraged to submit and present their assignment in latest formats to facilitate learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of Faculty benefited</i>
	<i>2016 – 17</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	25 (smart teachers)
Orientation programmes	25 (Orientation programme)
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	<ul style="list-style-type: none"> • National Conference on “Recent Advances in Computing and Communications” – 15 • International conference on “Innovative Business Practices in Digital Era for Sustainable • Workshop on “Score of Statistics in Social Sciences”-10 • Workshop on IPR-25

Others	<ul style="list-style-type: none"> • <i>NAAC sponsored National Seminar on Quality in Higher Education through teacher Empowerment-Development”</i> • <i>Organised NET/ SET Coaching for the Staffs.</i>
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2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	-	-	-
Technical Staff	8	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Arranging research forum meetings at regular intervals.
- Promoting research ambience by giving permission to research scholars to meet their research supervisors.
- Organising National level conferences in various disciplines.
 - Staffs are encouraged to participate in FDP, Workshops and conferences.
 - Socially relevant projects done in house Swetch app, video for Swetch bharath.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1		
Non-Peer Review Journals	12	2	1
e-Journals			
Conference proceedings	16	10	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

1,00,000 for
NAAC
sponsored
seminar

3.10 Revenue generated through consultancy

36,000-Arunya
2,48,800-ADOBE
83,250-IGNOU
48,850 - Pixel Makers

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	1	2	-	-	-
Sponsoring agencies	HCC	ICT ACADEMY NAAC	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	2
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	9	-	-

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

23 through College clubs

University forum College forum
 NCC NSS Any other

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

- Swatch Bharat awareness DVD released
- Traffic awareness campaign
- Dengu awareness campaign
- Eye donation awareness campaign
- Cashless transaction awareness for rural people.
- Series of campaign for Demonetization awareness
- Shasun Swatch, a mobile app developed for e-Waste disposal
- **Wealth Out of Waste (WOW) campaign** in association with ITC

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.1 acres	NIL	Revenue generated through fees collection	2.1 ACRES
Class rooms	47	13		60
Laboratories	4	3		7
Seminar Halls	2	2		4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	4269	874		5143
Value of the equipment purchased during the year (Rs. in Lakhs)	RS.899,75,207	RS.21,940,984		RS.111,916,191
Others (NEW BUILDING CONSTRUCTION, SEMINAR HALL ,FURNITURES, RENOVATION,ELECTRICALS FITTINGS,LIBRARY BOOKS)	RS.109,452,305	RS.45,392,385		RS.154,844,690

4.2 Computerization of administration and library

1. The College has computerized with “Evarsity” software.
2. The Library fully digitized with RFID system.
3. The College has launched the mobile App ‘COLL POLL’
4. Feed Back
5. Asset Coding through ERP

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12012	1810983	1053	259890	12529	2080002
Reference Books	868	616271	114	162194	868	616271
e-Books	-	-	-	-	-	-
Journals	21	412414	18	48350	39	463764
e-Journals (INFLIBNET)	10000	5000	10000	34500	10000	34500
Digital Database	-	-	5	-	-	-
CD & Video	182	28,101	-	-	182	28,101
Others (specify) Magazines	18	10878	-	-	18	13365
News papers	9	70628	-	-	9	33277

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	377	3	4MBPS	1	NIL	1	NIL	NIL
Added	125	2	200MBPS	NIL	1	NIL	NIL	NIL
Total	502	5	204 MBPS	1	1	1	NIL	NIL

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

- Evarsity Software training was given to all staff.
- Mobile app training was given to all staff.
- Flipped Class Room

4.6 Amount spent on maintenance in lakhs :

i) ICT	RS.2,20308
ii) Campus Infrastructure and facilities	RS.16,03,995
iii) Equipments	RS.8,85,540
iv) Others	RS.5,86,069
Total :	RS.32,95,912

Criterion – V

5. Student Support and Progression for 2016-2017

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Mentor-Mentee system is being followed by the institution, the ratio being 1:20.
- Remedial coaching, Bridge Course and Slow Learners' coaching is given to students to improve their academic performance.
- Grievance Cell and Anti-Ragging cell is functional within the college and any grievances are settled immediately.
- Guidance and counselling is offered to the students on career issues, relationship management, difficulty in academics, confidence building, anger management, anxiety/ depression, feeling isolated etc.
- An active placement cell ensures 100% placement to students in reputed organisations.
- In order to create an entrepreneurial ecosystem in the campus, the Entrepreneurship cell SEED organises workshops and entrepreneurship awareness sessions for the students. It also showcases the students' entrepreneurial talents through the annual Shasun Bazaar. It also organises skill based courses.
- SWEEP works for empowerment of women by offering preliminary training to students to appear for UPSC exams.
- Alumnae and student council are part of the IQAC meeting. IQAC is open for students' suggestions and views in all areas including admission, infrastructure, administration, teaching methods. The issues raised are addressed immediately.
- Shasun Sukhada , the Counselling unit provides psychological counselling to the students.

5.2 Efforts made by the institution for tracking the progression

- Academic progression is monitored through Continuous Internal Assessment.
- Remedial classes encourage slow learners to identify their weakness and work on it.
- Academic performance is discussed with the parents in the PTA meeting conducted every semester.
- Mentor is also involved in counseling relating to academic performance and personal issues.
- The alumni database and placement database gives complete information about the students after they complete their course in the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3701	83	0	0

(b) No. of students outside the state

0

(c) No. of international students

3

Men

No	%
0	0

Women

No	%
3784	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	S T	OBC	Physically Challenged	Total
933	417	1	2376	-	3727	926	404	0	2454	0	3784

Demand ratio 1:3

Dropout % 0.1

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

- UPSC Preliminary Coaching is given. Best students were selected and given Phase II training in the FOCUS Academy Campus till they take up their exams. **2015-16 UPSC batch students, two, are attending this year prelim exams.**
- TNPSC Coaching is also initiated in this academic year with a plan of 200 hours training and 86 students are attending the sessions.

No. of students beneficiaries

UPSC - 37	TNPSC - 86
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5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

- **Shasun Sukhada, the Counseling Unit**

Shasun Sukhada, a counselling unit to provide psychological assistance, was inaugurated by the Department of Psychology in September 2016 with all the facilities and infrastructure of a proper counselling cell. It promotes mental health, psychological well-being and work-life balance in students, faculty and individuals who aspire to maximize their potential. From the day of inception of the department, the counseling unit caters to the following issues faced by the students: difficulty in academics, learning disability, anxiety, depression, adjustment problems, change and management and other teenage related problems. Students approach the counselling unit with issues such as relationship problems, test anxiety, poor academic performance, anger related issues, stress, negative thinking, adjustment problems and emotional outbursts. Whenever required, an assessment is carried out to determine the presence of a problem and the extent of severity. Cognitive Behavior Therapy and Rational Emotive Behaviour Therapy (REBT) are widely used for cognitive and emotional problems. Negative thinking is dealt with positive affirmation techniques and anger issues were dealt with identifying problem areas for anger and developing an action plan for changing them. Meditative and relaxation techniques were taught to students who were under stress. The Counselling classes were conducted for the 1344 First year students during the bridge course.

Career guidance

- our college has signed an MOU with “Talent Sprint”, a training partner of NSDC.
- The placement training was given to the final year students (1164) in the areas of Soft skills and Interview skills and Domain based skills .
- The placement Training sessions for final year students begins with pre-assessment. Training sessions are spread over 10 days of 6 hours session each totalling 60 hours concluding with a post assessment session.

No. of students benefitted

Counselling

45

Career Guidance

1344

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
28	629	539	21

5.8 Details of gender sensitization programmes

S.No	Date	Program	Resource Persons / Organisation	No of beneficiaries
1.	27.07.16	Inauguration of Resource centre for Differently Abled	Department of Psychology	25
2.	29.07.16	Swaraksha, Women Safety	Ms. Shalini Janardhanan, Psychiatrist Ms. Shanthi Priya, Advocate Ms. Girija Ragavan, Social Activist Ms. Vini Vikram, Social Worker.	1000
3.	01.08.16	Inspiration from Films – Powerful women character in films	Ms. Shylaja Chetlur, Cinema Rendezvous	150
4.	24.08.16	Motivational Session for Differently Abled Students	Ms. Divya, Psychologist	25
5	23.09.16	Self Defence Training	Mr. Ramesh, Ying Yang Martial Arts	50
6.	28.09.16	Pre-exam Counselling – students	Ms. Meenakshi, Psychologist	18
7	21, 22,23 December 2016	NGO visit	Sagotharan, Maatram, Mithra, Anew Foundation	5
8	01.02.17	Awareness on sustainable menstrual health	Mrs. Bharathi kannan, Boondh organization	100

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	267	5087095
Financial support from government	207	1381240
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	4	50000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Grievance redressal form is available which covers grievances related to infrastructures, academics, shakthi cell and administration.
- Details of solved complaint is available with grievance redressal cell

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION:

- To create a centre of excellence on par with world class institutions
- To empower students through education and help them realise their potential.

OUR MISSION:

- To prepare students for the challenges of life and career.
- To impart value-based holistic education along with co-curricular, extra-curricular and life-skill programmes.
- To facilitate job placements through campus interviews.

6.2 Does the Institution has a management Information System

- The institution has automated its entire operations by effectively implementing the module wise ERP Software. Centralisation of the required data through ERP results in transparency, flexibility in operations and better decision making.
- There are 13 modules in operation. The modules are
 - i. Admission
 - ii. Academics
 - iii. Administration
 - iv. Accounts Management
 - v. Asset Management
 - vi. Data Conversion
 - vii. Fee Management
 - viii. HR and Payroll Management
 - ix. Parent and Student Interface
 - x. Inventory and procurement
 - xi. User Interface
 - xii. Workforce Management
 - xiii. Library Management
- To enhance security the institution is planning to deploy cloud system.
 - ix. In case of emergencies the institution has two backup server.

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

6.3.1 Curriculum Development

- Bridge Course for all the first years was executed as part of the orientation programme.. The Bridge Course included modules in Psychology, Maths, English and induction to college protocols by the Heads of the Departments.
- The Academic Council members of University of Madras take part in the discussion process relating to the curriculum.
- Various certificate courses were conducted as per the requirements of the Departments. The contents for the courses were designed by the faculty members in consultation with the experts from the industry.
- To facilitate the students to plan their career, job oriented interdisciplinary courses, Value Added Courses were organised by the institution. Seven Value Added Courses were successfully conducted by the institution. The certification bodies being ICA Academy, CII Institute of Logistics, CSI and IGNOU. Skill based courses are also offered.

6.3.2 Teaching and Learning

- Learning Management Systems adopted by the institution includes MOOC, MOODLE and GOOGLE Classroom. The faculty members use the above LMS to teach the students. The methodology used is also documented in the log books, which was monitored by the HODS of various departments at regular intervals. Assignments were given using Google Classroom.
- Classroom observation was made by the Advisory members of the Management, Principal and Senior faculty members. Their observations were shared with the respective faculty members during their appraisal.
- 360 degree feedback was obtained by the institution.
- Individual Logins were generated and used by both staff and students.
- E-Content in various subjects were uploaded enabling students to view it even from their residence.
- Students were exposed to innovative methods of learning through webinar sessions.
- All the second and third year students underwent the internship training in different industries for a period of one month resulting in hands on experience at the work place.
- Guest lectures by the experts from the industry were organised for information sharing on the latest developments taking place.
- The institution launched Shasun Alliance with Industry, (SAI) a cell to bridge the gap between the industry and the institution.
- FDPs were organised by Shasun Knowledge Centre, (SKC) for updating the faculty on the latest developments.
- Shasun knowledge Advocacy Lead Programme (SANKALP) was initiated for the holistic development of the students. This initiative included conduct of various Certificates and Value Added Courses, Competitions, discussion forums, debates and workshops.

6.3.3 Examination and Evaluation

- Two sets of question papers are generated for each subject. The Cell maintains confidentiality in administering the question paper.
- Evaluation blueprint is also generated by the Cell.
- The key to the question papers are also collected from the question paper setters.
- Centralised model examination is conducted for shift I and Shift II students.
- Academic audit is conducted twice a semester and ISO audit is conducted once in six months.
- The action taken for absentees and failures by Measuring and Monitoring mechanism was recorded in the log book.
- To test the students' conceptual knowledge, MCQs were prepared for M.Sc and M.Com students.
- To prepare the students for taking up end semester University Examinations, question banks and FAQs were prepared and shared with the students using

6.3.4 Research and Development

- NET Coaching is offered to the staff members to facilitate them to qualify as per University norms.
- FDP programmes are organised for staff members on a regular basis by subject experts in the respective fields.
- Orientation of newly recruited staff is organised as regards the methodology to be adopted during the lecture sessions.
- To promote research, workshops, seminars are organised in association with Institutional bodies like Computer Society of India, Madras Management Association and Hindustan Chamber of Commerce, CII and ICTAC and Andhra Chamber of Commerce
- Signing of MOUs with organisations of repute and undertaking Collaborative projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The transactions of new book entry, book issue and return are fully automated in the library.
- The students and faculty can access information using internet facilities from 8 a.m to 6 p.m.
- Increase in the purchase of international journals in various subjects/areas.
- Books worth Rs. 2,59,890 and subscription for journals worth Rs.34,500 were spent in the year 2016-17.
- A new library is planned in the new block in the forthcoming year. Scanning and Photostat facilities are available in the institution.
- Staff Appraisal was carried out for every staff member by the concerned HOD along with two other observers.
- Staff Appraisal was carried out for the administrative staff by the HODs.
- 360 degrees feedback was also executed by all the staff members online.

6.3.6 Human Resource Management

- Arrange for Panel Interview for the approval of the staff members which is a mandatory requirement as per University of Madras.
- Staff Appraisal was carried out for every staff member by the concerned HOD along with two other observers.
- Staff Appraisal was carried out for the administrative staff by the Senior Faculty.
- 360 degrees feedback was also executed by all the staff members.
- Providing of service certificates to the staff members.
- Training given to teaching and Non Teaching staff.

6.3.7 Faculty and Staff recruitment

- Candidates with NET/ SET qualification or Ph.D were given preference for recruitment.
- Recruitment process includes Psychometric testing of candidates.

6.3.8 Industry Interaction / Collaboration

- The institution has launched a team named Shasun Sumvrddhi comprising of different cells to promote collaboration and interaction with the Industry.
 - i) Shasun Alliance with Industry (SAI) a cell to bridge the gap between the industry and the institution through various activities like signing of MOUs with various industries, organising workshops, conferences and guest lecturers for the students, networking with companies and enabling students in taking up internships and undertaking professional consultancy.
 - ii) Shasun Knowledge Advocacy Lead Programme (SANKALP) was initiated which aims at holistic development of the students by providing Value Added and Skill based courses, offering knowledge enrichment programs and promoting experimental and experiential learning through online courses and workshops.
 - iii) Shasun Data Analytics (SDA) was initiated with the aim to promote consultancy through Data Analytics. Data is extracted and categorised to identify and analyse behavioural data and patterns and techniques vary according to organisational requirements.
 - iv) Shasun Education Enhancement Programme (SEEP) was initiated to constantly enhance the quality of the faculty in the field of education through Faculty Development Programmes, Management Development Programmes and Executive Education Programmes by collaborating with Business Schools and other Universities and with industries.
- The college is an Institutional member of MMA (Student Chapter), CSI, CII, ICTACT, HCC, NPTL and ACC.
- The college has so far signed 22 MOU with various reputed industries and has several collaborations for student internships and projects.
- The institution has signed a MOU with IGNOU and the institution is a IGNOU study centre.
- Institutions has also signed a MOU with NPTEL – Local Chapter

6.3.9 Admission of Students

- Entire Admission Process is automated and the required details are generated through ERP software.
- Applications for various courses are received online.
(www.shasun.edu.in/admissions/apply.online.php)
- Online payment of fees is encouraged.
- Details pertaining to scholarship given to meritorious students, Sports, economically backward and Jain students are registered in the ERP.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • The staff are covered under the Mediclaim Insurance Policy to the extent of Rs. 2,00,000 in case of hospitalisation and Maternity. • The staff members of the college get Diwali Bonus every year. • An MOU is signed with Apollo Shine. A registered Medical Practitioner is available in the campus. • The staff are given salary advance if required.
Non teaching	Same as above
Students	<ul style="list-style-type: none"> • Insurance policy for accidents is taken for the students to the extent of Rs. 50,000 to meet the hospitalisation expenses. • Medical facilities available inside the campus. • Management scholarship is given to the deserving students. • Refreshments for sports students during their practice sessions. • Providing the students of Archery with a diet meal from morning to evening, uniform, shoes, equipment and transportation by air for participation in the tournaments is funded by the management of the college.

6.5 Total corpus fund generated

1,65,00,000

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Yes, ISO 9001: 2008 Certified

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Bureau Veritas & Experts	Yes	In House
Administrative	Yes	Bureau Veritas	Yes	In House

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Exam registration of students made online.
- Hall tickets are sent online.
- Entire University Communication (circulars, Exam timetable) is available online.
- Internal Assessment marks entry system through University online portal.
- Results are declared online.
- Revaluation applications and results are declared online.

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

The University encourages its eligible affiliated colleges to apply for autonomy and provides support until the colleges are stabilised.

6.11 Activities and support from the Alumni Association

- The Alumni of the college facilitated the placement of the students by giving leads of the companies.
- They officiate as guest lecturers and share their industry experiences on specific topics with the students.
- They officiate as judges for various competitions held in the college.

6.12 Activities and support from the Parent – Teacher Association

- A seminar titled “Help yourself to help your child” was organized by the Student’s Counselor Ms. Jeevitha for the parents on 25th of March 2017. The seminar included issues related to students’ anxiety and its effective management.
- Digital Transformation Orientation given to parents to support Digital India Movement. .

6.13 Development programmes for support staff

A one-day workshop for the Administrative staff was organized by the Department of Psychology on 28th December 2016 on “**Effectiveness at Work**”. Mrs. Mary Nivya, Student Counsellor, NSN Group of schools, who was the resource person, conducted an interactive session on topics like Time Management, Stress Management, Anger Management, Accountability etc.

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

- The student members of the Environment Club participated in poster making event on the topic “International Tiger Day” on 29th July 2016.
- To emphasize the need for protecting the ozone layer, all the air conditioners in the college were switched off on “International Ozone Day” 16th September 2016.
- To encourage the habit of using eco-friendly products and healthy food habits among the people, the students put up stalls of handmade jewellery, accessories, gift articles and organic food on “Green Consumer Day”, 8th September 2016.
- E-waste disposed off safely through Shasun Swetch, a mobile app developed by students of the institution.

Criterion – VII

7. Innovations and Best Practices

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

- ERP for the college has been streamlined.
- Archery training has been introduced for the students with an aim to win gold medal in Olympics
- With the focus of striding to next level, the institution conceived the idea of launching a cell, **Shasun Sumvrddhi**, to strengthen the relationship between institution and society in the form of providing consultancy, establishing linkage with the industry for the benefit of faculty and students .A single platform for all college needs
-

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

Plan of Action	Action Taken
To prepare an Academic Calendar of the Institution for quality sustenance.	Prepared Academic Calendar and monitored conduct of programmes as per schedule.
To prepare subject wise teaching plan for each semester	Teaching plan prepared and monitored for actual Implementation.
To carry out assessment of students	Internal assessment by way of tests, assignments, Seminars and projects carried out.
All departments to give practical exposure to students through guest lectures and industrial visits .	Guest lectures were organised for most of the subjects and students visited several companies to gain practical knowledge.
To organise seminars and workshopss	Departments of Commerce, Computer Science , Hindi, English, Tamil, organised National seminars on emerging themes .
Ensure faculty and student participation in coferences, seminars, workshops etc	Students and faculty members participated and presented papers in national and international level Seminars and conferences.
	Induction programme was conducted at the beginning

To conduct orientation programmes for new staff members	of the year to orient new staff members about the College and teaching techniques.
To organise FDP for staff members	FDP was organised for staff members to upgrade their knowledge.
To encourage departments to organise Competitions for students.	Inter-collegiate level competitions were organised for students by departments of Commerce, Computer Science, Maths, Economics and Languages.
To encourage aspiring students to take up civil services as a career.	SWEEP organised motivational sessions and coaching for civil service aspirants of the college.
To encourage entrepreneurship among students	Shasun Bazaar' showcased the entrepreneurial skills to create entrepreneurial awareness.
To enhance placement opportunities	90% placement achieved. Pre-placement training was given to II and III year students.
To encourage students to take part in sports Activities	Students participated at the national, state and University level sports events and won prizes.
To offer support to non-teaching staff members.	Training was given and workshop organised for non-teaching staff members.
To propose making the PG department into a research department.	Proposal submitted to management and approved .
To encourage the students to participate in the sports to achieve more goals.	Training for the sports have been started and many students are participating in the games enthusiastically aiming for GOLD medal in the 2020 Olympics.
To encourage the students to take the Internship.	90% of the students have attended the internship and received the certificate.

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Sumvriddhi for holistic education 2. Mobile app for anytime any where learning |
|--|

****Provide the details in annexure- 3***

7.4 Contribution to environmental awareness / protection

- | |
|--|
| <ul style="list-style-type: none"> ● Mobile App Shasun Swatch for collecting e-waste has been introduced ● Electronic Displays are used instead of paper display ● Sanitary Dispenser. ● DVD on Swatch Bharath |
|--|

7.5 Whether environmental audit was conducted? Yes No

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

- NAAC sponsored National Seminar on “Quality in Higher Education through Teacher Empowerment” organised .
- International Conference on "INNOVATIVE BUSINESS PRACTICES IN DIGITAL ERA FOR SUSTAINABLE DEVELOPMENT” organised by the Internal Quality Assurance Cell & School of Commerce in association with Hindustan Chamber of Commerce
- Completing online courses is encouraged by the college.
- Shasun Sumvridhi, a cell for enhancing holistic education was introduced.

8. Plans of institution for next year

- Vision 2025 follow Up
- National Level International Level – Sports Participation
- Aiming for centre of excellence in commerce and retail management
- Effective learning management system
- Enhancing holistic education through Sumvridhi initiative.
- State of the art infrastructure fully technology driven campus.

Name Ms S Rukmani

Name Dr. B Poorna

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure 1 (2.15)

Academic Calendar

Date	Activity
1.6.16-11.6.16	Placement Training for III year students
3.6.16-4.6.16	Staff Orientation Programme
8.6.16-9.6.16	FDP on Counselling Skills
8.6.16-10.6.16	NET/SET Coaching
3.6.16-9.6.16	Bridge Course for I year students
10.6.16	Induction Day and Fresher's Welcome
13.6.16	College re-opens
21.6.16	Yoga Day Celebrations
20.7.16-24.7.16	Internal Assessment Test
24.6.16	Talent Hunt for I year students
21.7.16	Research Forum-Commerce; Entrepreneurship Awareness Programme
25.7.16	Intercollegiate competition
25.7.16	Institutional Seminar on —NAAC Reaccreditation-The Way Forward
27.07.16	Inauguration of Resource centre
29.7.16	Rotaract Club Activity
	Swaraksha, Women Safety
1.8.16	Inter Collegiate Competitions – Language departments
	Inspiration from Films – Powerful
3.8.16	women character in films
5.8.16	Inter Collegiate Competition- Departments of Math, Statistics and Economics, Faculty Orientation Programme

6.8.16-8.8.16	Workshop on Business Plan
9.8.16	NSS Activity
10.8.16	Yuvashakthi Club Activity
11.8.16	Medical Screening for Staff-Apollo Shine
12.8.16	SAIL Inauguration
13.8.16-14.8.16	NSS Inauguration and Orientation Programme
16.8.16	Independence Day celebrations
19.8.16	Shasun Sanskriti, Entrepreneurship Development Programme
22.8.16	Inter Collegiate Competition – Department of English
24.8.16-26.8.16	Student Feedback
	Motivational Session for Differently Abled Students
28.8.16	Onam Celebrations
3.9.16	National Seminar- Department of Hindi
4.9.16	Teachers' Day Celebrations
8.9.16	19 th IQAC Meeting
21.9.16	Campus Placement Drive begins
23.09.16	Self Defence Training
25.9.16-26.9.16	Inter Collegiate Fest-Shreyas
28.9.16	Pre-exam Counselling for students and parents
28.9.16-30.9.16	Student Feedback
1.10.16	Tamil Mandram Programme
7.10.16-12.10.16	Model Examinations
12.10.16	Navarathiri Celebrations
14.10.16	National Conference-Department of Computer Science and Applications
31.10.16	Open Day/PTA Meeting
21.12.16 - 23.12.16	NGO visit

3.1.17-7.1.17	Internal Assessment Test
9.1.17-11.01.17	Odd Semester Feedback
10.1.17	Brain Bee Quiz Competitions
14.1.17	Pongal Celebrations
18.1.17	Traditional Day Celebrations
26.1.16	Republic Day Celebrations; Alumni Meet
29.1.16	Rotaract Club Activity
31.01.17	Martyr's Day
4.2.17	Photography Competition; World Cancer Awareness Day- Competitions
8.2.16	Club Activity-Environment Club, ENACTUS, YRC
10.2.16-12.2.17	Student Feedback
04.2.17	Sports Day
6.2.17-10.2.17	Internal Assessment Test
11.2.17	Shasun Bazaar
6.2.16-3.3.16	NSS Camp
21.2.17	Science Week
1.3.17-5.3.17	Student Feedback
4.3.17	College Day
6.3.17-10.3.17	Model Examinations
14.3.16	My Story Session
11.3.17	Certification Day
16.3.17	Farewell Day
18.3.17	Placement Day; HR Conclave
25.3.17	Open Day/ PTA Meeting
8.4.17	22 nd IQAC Meeting
13.4.17	Last Working Day of Academic Year

Annexure 2 (1.3)

Feedback Analysis

The institute monitors and evaluates the quality of teaching learning through IQAC which collects feedback from all stakeholders and on the basis of such feedback, monitors and evaluates the quality of teaching-learning. These analyzed and evaluated, reports are pursued by the Principal. In turn, the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers to understand their strength and weaknesses, leading to overall improvement of the teaching-learning process.

The Principal also regularly meets the Heads of Departments and takes feedback on the teaching-learning process of each department. Besides, the College Grievance Redressal Mechanism also takes care of the quality of teaching-learning.

The quality of teaching/learning is reflected in the results of the internal evaluation process. A student feedback system by which it is expected to improve the quality of teaching/learning.

Our the institution introduced evaluation of teachers by the following three

categories, I. Evaluation of teachers by the students,

II. Evaluation of teachers by the peer,

III. Self Evaluation

IV. Evaluation of teachers by their superior.

I. Evaluation of teachers by the students

The College has introduced evaluation of the teachers by the students. The feedback from the students is obtained teacher-wise and course-wise. The model questionnaire issued by the NAAC is used as a model to prepare the feedback form for this purpose. IQAC analyses these feedback forms and gives the analyzed evaluative report teacher-wise to the Principal.

These analyzed evaluated, reports are pursued by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The

outcome of the evaluation and its analysis are intimated to the individual teachers for their understanding of their strength and weaknesses.

Evaluation is used for improving the quality of the teaching-learning process. Such evaluation goes a long way in improving the quality of the teaching-learning process in a sense that a teacher comes to know about his/her strengths and shortcomings and improves his/her shortcomings & even better his/her strengths.

The feedback is taken from students and concerned persons like parents of the students, alumni and others. Based on this feedback, valuable suggestions are made to the teaching faculty from various departments. Academic-result-graph over the years (academic sessions) also depicts the picture.

The Students Feedback is based on the following parameters.

Evaluation of teachers by the students is based on many factors out of which the following criteria has been chosen:

- Knowledge Base of the teacher (as perceived by you)
- Communication Skills (in terms of articulation and comprehensibility)

Sincerity / Commitment of the teacher

- Interest generated by the teacher
- Ability to integrate content with other courses
- Ability to integrate course material with environment/other issues, to provide a broader perspective
- Accessibility of the teacher in and out of the class (include availability of the teacher to motivate further study and discussion outside class)
- Ability to design quizzes/ Tests Assignments/ Examinations and project to evaluate students understanding of the courses.
- Provision of sufficient time for feedback

The feedback is consolidated based on grades A,B and C as their marks secured are analyzed below.

The percentage number of staff belong under Grade A, B and C for Shift I & II is presented in a chart as below:

Evaluation of teachers by the students

SHIFT I & II

Grade	No.of Staff Shift I	No.of Staff Shift II
A	90	54
B	1	0
C	0	0
Total	92	54

The consolidated analysis of Student feedback for shift I & II staff members is analyzed below



II. Evaluation of teachers by the peer

The College has introduced evaluation of the teachers by peer group staff members. The feedback from the peer is obtained department-wise.

The Staff Peer Feedback is based on the following parameters.

Peer team are asked to evaluate the staff members based on the following criteria

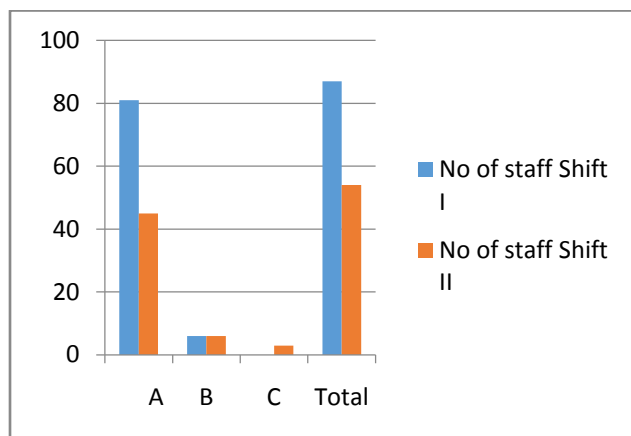
- Dependable in attending department meetings.
- Willingly accepts assigned tasks.
- Contributes positively to group discussions.
- Completes work on time or makes alternative arrangements for non-compliance
- Helps others with their work when needed.
- Does work accurately and completely.
- Works well with other department members.
- Overall, a valuable member in the Department, would you like to work with them again?
- Has a positive approach towards students
- Volunteer's additional responsibilities

The staff peer group feedback is consolidated based on grades A,B and C as their marks secured are analyzed below.

Evaluation of teachers by the Peer

Grades	No of staff Shift I	No of staff Shift II
A	81	45
B	6	6
C	0	3
Total	87	54

The consolidate analysis of shift I & II staff members is analyzed below

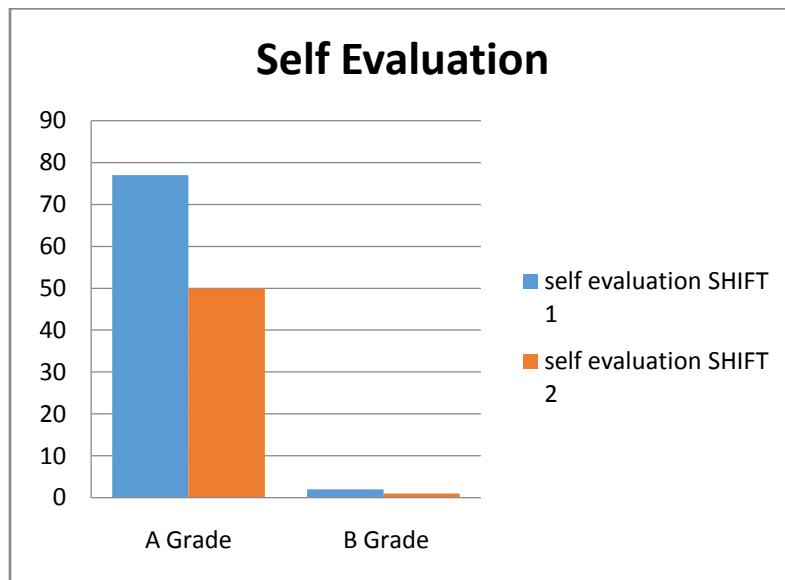


From the above chart Shift II staff members got higher % in grade A & C in peer evaluation than shift I whereas shift I staff got higher percentage feedback in grade B .

III SELF EVALUATION:

Assessment of staff performance at college in relation to an objective standard.

SELF EVALUATION			
S.No	Configuration Desc	No. Of A Grade	No. Of B Grade
1	SELF EVALUATION 2016-2017 SHIFT 1	77	2
2	SELF EVALUATION 2016-2017 SHIFT 2	50	1



IV. Evaluation of teachers by their superior.

The College has introduced evaluation of the teachers by their superior. The feedback from superior is obtained from the dean, academic incharge and head of the department.

The superior will evaluate the staff members by the following criteria.

- Teaching Effectiveness
- Professional Achievements
- Number of hours of Library usage
- Using ICT for teaching
- Professional Body / External resource support
- Team Work
- Counseling Effectiveness
- Best practices suggested and in use
- Organizing function
- Ability to work Hard
- Concern for people
- Concern for Excellence
- Risk taking
- Managerial Skill
- Interest in learning new skill
- Initiative
- Social skills

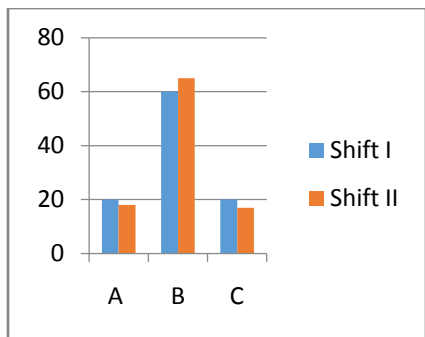
- Integrity , objectivity, Leadership, Cooperation
- Positive attitude towards others
- Assertiveness
- Flexibility

The staff appraisal by superior is also done in a similar fashion using the previously mentioned scaling.

Evaluation of teachers by their superior

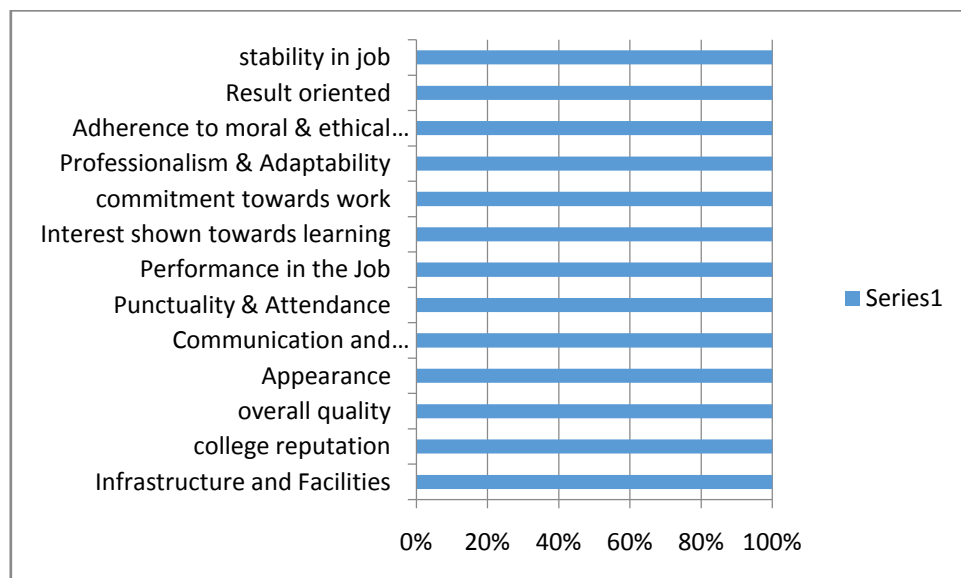
Grade	Shift I	Shift II
A	20%	18
B	60	65
C	20	17

Consolidated analysis of Staff Appraisal by Superior for shift I & II



IV Feedback from Employers

S.NO	Factors for providing feedback	2016 - 17
1	Infrastructure and Facilities	98%
	college reputation	94%
	overall quality	97%
2	Appearance	95%
	Communication and Interpersonal Skills	92%
	Punctuality & Attendance	95%
	Performance in the Job	94%
	Interest shown towards learning	93%
	commitment towards work	95%
	Professionalism & Adaptability	94%
	Adherence to moral & ethical values	97%
	Result oriented	95%
	stability in job	94%
	Overall Feedback	95%



Annexure 3 (7.3)

Best Practices of the Institution

Title of the Practice	COLLPOLL
Goal	To connect all faculty and students in campus
Context	This system is created to make collaboration ease and convenient
Practice	Sharing of notes, videos by the faculty and submission of assignments by the students through COLL POLL mobile app.
Evidence of Success	Faculty and students of the college has been linked and are already started using it.
Problems encountered	Some of the students have no internet connection. Every time being in online is a also a big problem.

Title of the Practice	SHASUN SUMVRDDHI
Goal	To create a Center of Excellence in Commerce, in particular in Retailing.
Context	The College has initiated 'Shasun Sumvrddhi' which aims at enhancing the teaching, learning, and the research skills of the staff and students through diversification and create an atmosphere, approach and attitude towards Holistic Development.
Practice	<ul style="list-style-type: none"> • The 'Shasun Sumvrddhi' has developed the following Cell to activate the programmes • SAI: Shasun Alliance with Industry- to facilitate the college to understand the requirements and the opportunities available with the Industry. • SDA: Shasun Data Analytics- to facilitate Big Data Analytics of Internal and External Sources. • SKC: Shasun Knowledge Centre- to facilitate the Faculty Development and Research. • SSC: Shasun Shakthi Cell- to facilitate students development programmes and Research through SANKALP-Shasun Knowledge and Advocacy Lead Programme. • SEEP: Shasun Education Enhancement Programme facilitates certificate and training programmes for the retailers and research projects of the retailers.
Evidence of Success	<ul style="list-style-type: none"> • Training Programme is offered to a few Retailers of Chennai City. • Initiated with two minor projects one on the Micro entrepreneurs of Pondy Bazaar, and for the Differently abled. • Initiated the Train the Trainer Programme. • Initiated a Mobile Application for Functional English and Grammar.
Problems encountered	<ul style="list-style-type: none"> • Identify the Industrial requirement • Visioning and creating the right kind of resources.