



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

2015-16

INTERNAL QUALITY ASSURANCE CELL

CONTENTS

SL NO.	TOPICS	PAGE NO.
1	Details of the Institution	1
2	Criteria I: Curricular Aspects	8
3	Criteria II: Teaching, Learning and Evaluation	10
4	Criteria III: Research, Consultancy and Extension	15
5	Criteria IV: Infrastructure and Learning Resources	19
6	Criteria V: Student Support and Progression	22
7	Criteria VI: Governance, Leadership and Management	28
8	Criteria VII: Innovation and Best Practices	35
9	Annexure	37

The Annual Quality Assurance Report (AQAR) of the IQAC of

SHRI SHANKARLAL SUNDARBAI SHASUN JAIN COLLEGE FOR WOMEN

Part – A

AQAR for the year

2015-16

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 2432 8506

Name of the Head of the Institution:

Dr. B Poorna

Tel. No. with STD Code:

044 2432 8507

Mobile:

91 87544 40181

Name of the IQAC Coordinator:

Ms S Rukmani

Mobile:

91 98415 86236

IQAC e-mail address:

iqac@shasuncollege.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

12909

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right
corner- bottom of your institution's
Accreditation Certificate)

EC/62/A&A/070
dated 5.1.2013

1.5 Website address:

www.shasun.edu.in

Web-link of the AQAR:

www.shasun.edu.in/IQAC/AQAR2015-16.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:

17.11.2006

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

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

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

University of Madras

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="6"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="26"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Total No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 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 National seminars 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 100% placement achieved.
- Equipped students with knowledge of current trends through guest lectures and gave them practical exposure of their subjects through Industrial Visits.
- Fortify the efforts of SEED and SWEEP in order to support the students.
- Organised an External audit for quality assessment and enhancement.

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 lectures 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 and Hindi 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 of the students. Orientation programme was organised to create entrepreneurial awareness.

To enhance placement opportunities	100% 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 install CCTVs in the campus	CCTV cameras installed in all classrooms and strategic locations to ensure safety.
Feedback mechanism to be strengthened.	Student feedback to monitor teacher quality, peer evaluation and self appraisal done online. Manual feedback collected from parents and employers.
To propose making the PG department into a research department.	Proposal submitted to management and approved.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- AQAR 2015-16 approved for submission.
- Approval given for organising national seminar by the departments of Commerce and Computer Science.
- Approval given for procurement of ERP.
- Proposal for M.Phil course approved.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2		2	
UG	13		13	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate	13			13
Others	14			14
Total	43		16	27
Interdisciplinary	2 (B.Com.ISM, B.Com. CA)		2 (B.Com.ISM, B.Com. CA)	
Innovative	4			4

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"/>	–

*Feedback is provided in Annexure 2

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

Revision in Sanskrit syllabus of first year and English Syllabus of Second year was effected in 2015-16 by the University of Madras.

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

Yes. **SAIL Club- Shasun Aplombs Integrated Learning-** This centre was established on 12-8-2015. This centre aims to conduct workshop/ programs to improve the communication skills of Tamil medium students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
153	152	NIL	1	2 (Placement Officer, Counsellor)

2.2 No. of permanent faculty with Ph.D.

24

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
24	24	NIL	NIL	NIL	NIL	NIL	NIL	24	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

73

05

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	10	5
Presented papers	10	20	5
Resource Persons	Nil	Nil	4

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

- Adoption of ICT enabled teaching-learning process
- Adoption of student centric teaching methodology
- Espousal of Experiential learning
- Encouraging students to take up article reviews
- Embracing case study, role play and simulation methods
- Viewing and discussing documentary movies
- Seminars and projects for internal tests
- Peer assessment
- Practical exposure through Internships
- Industrial visits
- Guest lectures
- Supplementing classroom lectures with experts' and professionals' knowledge sharing sessions
- Submission of assignments by students through "Google classroom"

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

180

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

- 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

4

-

-

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Shift I						
B.Com General	134	14	75	39	Nil	96
B.Com AF	132	12	94	21	Nil	96
B.Com CS	66	4	43	18	Nil	98
BBA	67	Nil	28	32	Nil	90
BSc CS	102	25	66	4	Nil	93
BCA	49	15	34	Nil	Nil	94
BSc Viscom	31	9	22	Nil	Nil	100
BSC Maths	40	4	24	2	Nil	75
M.Com AF	28	3	27	Nil	Nil	96
Shift II						
B.Com General	67	4	42	13	Nil	88
B.Com AF	64	4	25	25	Nil	84
B.Com BM	64	Nil	35	13	Nil	75
B.Com CS	65	5	32	21	Nil	89
B.Com CA	60	1	38	13	Nil	87
B.Com ISM	70	2	40	12	Nil	77
BCA	95	1	75	1	Nil	82
MSc CS	1	Nil	1	Nil	Nil	100

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

- Monitors the teaching process through student feedback about faculty and corrective action is taken for improving quality for sustainability.
- Monitors the learning process through internal assessment like seminars, spot test, open book test and quiz for each programme apart from the systematic continuous assessment tests and exams.
- Instrumental in organising Remedial Programmes for slow learners.
- Contributes in the conduct of Bridge Course for first year students.
- Offers Orientation Programmes to faculty members with less than 2 years of teaching experience on teaching, learning and evaluation.
- Ensures that faculty members employ interactive and participatory methods of teaching.
- Meticulously plans and organises the teaching schedule and ensures corrective action where necessary.
- Encourages faculty and students to produce more number of university ranks.
- Enables the Head of the Institution to monitor the quality of classroom teaching through installation of CCTV surveillance.
- Ensures usage of latest technology for effective teaching.
- Observation of classroom teaching of new staff members by Heads of the

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	27
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.(FDP)	150
Others NET/SET coaching	40

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	32	5	5	–
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.
- Staff are encouraged to participate in FDP, Workshops and conferences.

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	3	2	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	20	5

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)

3.10 Revenue generated through consultancy

Rs. 3, 54,925 (IGNOU classes)
Rs. 20,000 (ADOBE Course)
Rs. 5,100 (Spoken English Course)

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	3	-	-	-
Sponsoring agencies	-	HCC, CSI,IEEE	-	-	-

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: Internships Industrial Visits

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	-	-	-	4	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="-"/>

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

- Parent Clinic Programme was conducted for the parents of school students on Adolescent challenges and Personality Development at Arsha Vidya Mandir, Velachery.
- “Shasun Bazaar”, an entrepreneurial extravaganza offers opportunities to students to hone their entrepreneurial skills.
- E-week is organised to create entrepreneurial awareness among students.
- ENACTUS (SIFE) organises activities to support the under-privileged members of the community.
- Several activities under Environment club, YRC, Leo Club, Rotaract Club, Yuvashakthi, Red Ribbon Club and SHE Cell.
- Summer camp organised for the community.
- Various inter-school competitions were organised as club carnival.
- NSS units organized Blood donation camp, visiting old age home and orphanage, organising rallies, Eye check up and dental check up, Fire safety awareness programme, Traffic awareness programme and celebrated International Yoga Day.

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	NIL		47
Laboratories	6	1		7
Seminar Halls	2	NIL		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	4,035	234		4,269
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.7,57,33,081	RS.1,42, 42, 126		RS. 899,75,207
Others	Rs.10,10,00,328	RS. 84,51,977		RS. 109,452,305

4.2 Computerization of administration and library

- ERP facility is being proposed to include academic and administrative modules to manage the functioning of the college effectively.
- Administration of the college with respect to admissions, attendance and internal communication is computerised.
- Absenteeism of students is closely monitored and sms sent to parents if their wards are absent.
- Library module for ERP is proposed.
- CCTV cameras were installed in the academic block for better surveillance and safety.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10, 959	15, 51, 093	1, 053	2, 59, 890	12, 012	18, 10, 983
Reference Books	754	4, 54, 077	114	1, 62, 194	868	6, 16, 271
e-Books						
Journals	18	4, 10, 114	2(+ 18 Renewal)	5, 300	20	415414
e-Journals	Inflibnet	5000	Inflibnet Renewal	5000	Inflibnet	5000
Digital Database	—	—	—	—	—	—
CD & Video	182	28, 101	—	—	182	28, 101
Others (specify)	—	—	—	—	—	—

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	350	3	4MBPS	2	—	10	19	—
Added	27	—	4MBPS	—	—	—	—	—
Total	377	3	4MBPS	2	—	10	19	—

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

- Hands on training on using Statistical Package for Social Sciences (SPSS) was given to students of B.Com (Honours) and M.Com (Accounting & Finance).
- Networking switches were upgraded.
- Cloud Computing programme organised for 66 students in association with ICTACT.
- TALLY programme was organised for non-teaching staff in association with Computer Society of India (CSI).
- ADOBE course offered to students.
- Mobile Development Workshop organised for students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.25, 94,457
ii) Campus Infrastructure and facilities	Rs.61, 93,622
iii) Equipments	Rs.5, 39,232
iv) Others	Rs.21, 40,712
Total:	Rs.1, 14, 68,023

Criterion – V

5. Student Support and Progression

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.
- The Shakthi Cell of the College organises value added courses to enrich the student life and make her ready for employment.
- SHE Cell activities are aimed to create awareness among students relating to women issues including personality development, women empowerment, women health and safety.
- SAIL club programs conducted to improve communication skills of Tamil medium students.
- Pixel Makers, the brainchild of the department of Visual Communication provided a platform for students to demonstrate their expertise in photography and videography.
- Industry-academia interface was facilitated by INFOCUS wherein MAAC Academy and Bot VFX provided hands on training for the students on latest applications.
- Shasun Sanskriti, a drawing and photography show by the students of Visual Communication was organised to encourage the students in expanding their talents. The proceeds of the show was shared among 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
3658	77	0	0

(b) No. of students outside the state

0

(c) No. of international students

1

Men	No	%	Women
	-	-	

No	%
3735	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1021	329	0	2222	0	3572	931	413		2391	3	3735

Demand ratio 1:3

Dropout %: 0.82%

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

- To train the IAS aspirants in the (2015-16) academic year, the screening test was conducted, as a first step, in two phases for 460 students. Out of that 53 students were selected.
- Classes started from October 18th and continued till March 27th on every Sunday with 4 hrs per day. Motivation session was conducted by the academy on 25.10.15.
- A proposal from King Makers IAS Academy, Focus IAS Academy and Shankar IAS Academy for Campus training for General Foundation for All Government Competitive exams as well as Civil Services Coaching had been given.
- Besides IAS preliminary training, the wing also had a plan to train the aspirants for the TNPSC

No. of students beneficiaries

53

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counseling and career guidance

The counselling unit caters to the following issues faced by the students:

- Difficulty in academics
- Feeling lost or isolated
- Becoming anxious or Depressed
- Having difficulty adjusting to life changes
- Struggling to control your anger or tears
- Struggling with a dilemma you need to discuss in confidence
- Difficulty in dealing with any relationship
- Career issues.

Around 75 Students had approached the counselling unit in person for various issues like relationship problems, test anxiety, poor academic performance, anger related issues, stress, negative thinking, adjustment problems and emotional outburst. Test anxiety issue was administered through West side test anxiety scale and it was diagnosed based on the range the person falls. Cognitive behaviour therapies were also used to administer various issues. Negative thinking was dealt with positive affirmation techniques and Anger issues were dealt with identifying problem areas for anger and developed an action plan for changing them. Stress was diagnosed with various meditative and relation techniques.

Pre-exam counselling was provided to 250 students from both Shift I & Shift II who were identified as having difficulty in facing the exam and also for students with test anxiety during the academic year 2015 – 2016 prior to the University exam. The session included effective study skills technique and tips to overcome test anxiety.

Career guidance

- Entered an MOU with “Mehta Institute”, affiliated with **MHRD** for the final year placement training.
- 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

1489

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
20	605	605	5

5.8 Details of gender sensitization programmes

SHASUN EMPOWERMENT CELL conducted the following programmes to staff and students.

- The program “**Personality development**” and “**women empowerment**” was conducted in the college premises on 28.9.15
- SHE Cell members of Shasun Jain College, attended the **Symposium on Women’s Oncology on 22nd feb.2016** at ITC organized by Apollo Cancer Hospitals, Grand Chola, emphasising the facts related to Cancer and the necessity of it’s awareness , among women ,in particular.

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 (Rs.)
Financial support from institution	105	28, 37, 270
Financial support from government	103	9, 69, 950
Financial support from other sources	30	6, 06, 880
Number of students who received International/ National recognitions	1	30, 685

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

1-Enactus

15-NSS

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

- Yes. MIS as far as the Students' database is concerned is 100% complete. Portal entries are made by the administrative staff and are updated on a regular basis.
- To have unique data for the entire functioning of the college and to avoid data redundancy, the management of the college is planning for module wise ERP for the institution.
- The institution is planning to have data backup in two different centres in case of emergencies.

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 planned. The module included Psychology, Maths, English and induction to college protocols by the HODs.
- Various Certificate Courses were conducted as per the requirements of the Departments. The content for the courses were designed by the faculty members. The experts from the industry were roped in for information sharing.
- To facilitate the students to plan their career, job oriented interdisciplinary courses Value Added Courses were organized by the institution. Eleven Central Govt certified Value Added courses were successfully organized by the institution. The certification agency being MHRD and TATTI. Skill based courses are also offered.

6.3.2 Teaching and Learning

- To ensure the faculty members are using different teaching Methodology, it was documented in the log book, which was monitored by the HODS of various departments.
- Classroom observation was made by the members of the Management, Principal and senior faculty members. The observations made were shared with respective faculty members during their appraisal.
- Google Class room was introduced in the academic year 2015-16. An FDP on Google Class Room was organized to create an awareness of its usage.
- Individual logins were generated for both staff and students.
- Assignments in all the subjects were given to the students using Google Class room.
- 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 organised by CII.

6.3.3 Examination and Evaluation

- 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 all the subjects.
- To prepare the students for taking up end semester University exams, question banks and FAQs were prepared and shared with the students using Google Classroom.

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 ICTACT.
- MOUs and Collaborations with institutions of repute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The students can access information using internet facilities from 8 a.m to 6 p.m in the library.
- Individual INFLIBNET login Ids for Staff and students were generated.
- Purchase of International Journals.
- Purchase of additional books for new courses-M.Phil and Psychology.
- A new library is planned in the additional block in the forthcoming years.
- New networking switches were purchased.

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 administrative staff by two HODs.
- Online peer evaluation was also carried out.

6.3.7 Faculty and Staff recruitment

- Candidates with NET/ SLET qualification or Ph.D were given preference.
- The candidates were asked to give a demonstration class to show case their ability in teaching.
- Issue of offer letters and appointment orders to the selected candidates.
- Providing service certificates to the staff members

6.3.8 Industry Interaction / Collaboration

- The college is an institutional member of MMA(Student Chapter) , CSI,CII, ICTACT and HCC.
- 12 MOUs entered with reputed organisations and several collaborations for student internships and projects.
- MOU with IGNOU- Institution is a IGNOU Study centre.

6.3.9 Admission of Students

- The applicants are encouraged to use our paperless application system (www.shasun.edu.in/admissions/apply.online.php)
- On admission, scholarship was given to meritorious students and economically backward students.

6.4 Welfare schemes for

Teaching	An MOU was signed with Apollo Shine. A registered medical practitioner is available in the campus.
Non teaching	Same as above
Students	Insurance, refreshment for sports students, medical facilities available in the campus, management scholarship

6.5 Total corpus fund generated

Rs. 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?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Bureau Veritas	Yes	Bureau Veritas
Administrative	Yes	Bureau Veritas	Yes	Bureau Veritas

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

- Exam registration of students made online.
- Hall tickets are sent online.
- Entire University communication (Circulars, Timetable) is available online.
- 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 stabilized

6.11 Activities and support from the Alumni Association

The Alumni of the college facilitated the placement of students by giving leads of companies.

6.12 Activities and support from the Parent – Teacher Association

With a view of shaping the child in an excellent manner, the following programmes were organized:

- The counselor of the college addressed the parents on “Parenting” on PTA day in the Odd semester.
- Dr. Vithya –Head of the Dept of Psychology, addressed the parents on “How to connect with your daughter” on PTA day in the Even semester.

6.13 Development programmes for support staff

- A Two day Workshop on “Work Motivation and Communication” was organized for the Administrative staff of the college by experts in Psychology.
- TALLY course was offered in association with CSI.

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

- Planting of trees in the college campus.
- The Tamilnadu Energy Development Agency (TEDA) conducted slogan writing contest on Chief minister's "Solar Rooftop Capital Incentive Scheme" for the students of Visual Communication.
- "HARITH YAHVI" - Organic gardening was introduced in our college campus by ENACTUS team.
- Organic manure was also prepared from the vegetable waste collected from nearby vegetable market and our college canteen.

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.

- Entire admission process made online for the year 2015-16.
- Newsletter for each department for each semester was introduced.
- Website made dynamic.
- Intimation to be sent to students is done through bulk SMS and parents are informed of their ward's absence through SMS.

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

- Academic calendar and teaching plan prepared and monitored.
- Guest lectures and Industrial Visits organised. Inter collegiate competitions also were conducted by the departments of Commerce, Computer Science, Maths, Economics and Languages.
- Department of Commerce organised a National Seminar on “Emerging Trends in Business for Sustainable Competitive Advantage: Challenges, Innovations and Strategies”, Department of Computer Science organised a National Conference on “Recent Advances in Computing and Communication” and Department of Hindi organised a national seminar.
- Efforts were taken by faculty members and students to participate and present papers in international and national seminars and conferences.
- Continuation of bridge course, orientation programme and faculty development programme.
- SWEEP organised motivational sessions and preliminary exam coaching classes for students aspiring for a career in civil services.
- Annual ‘Shasun Bazaar’ provided a platform for students to exhibit their entrepreneurial talents. Orientation programme was also conducted.
- Efforts were made to make placement training effective.
- Non-teaching staff were trained in TALLY and a workshop was organised for them.
- CCTV cameras were installed in the campus for safety.
- Efforts were taken by the PG department of Commerce (Accounting & Finance) for seeking permission from University of Madras to upgrade as research department.

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

1. Recycling of used papers
2. Internal Audit

**Details provided in Annexure 3*

7.4 Contribution to environmental awareness / protection

- Green audit has been initiated.
- Waste Management system is also being planned to be executed.

7.5 Whether environmental audit was conducted? Yes No

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

- The institution has prepared a SWOC analysis.
- The department of Tamil has come out with a one of a kind E-magazine, with varying themes every month.
- Identifying Alumni Ambassadors and honouring their achievements.

8. Plans of institution for next year

- Enhanced usage of technology in teaching-learning process
- Complete automation of both academic and administrative processes.
- To upgrade the post graduate department as a research department by offering M.Phil course.
- To organise a national seminar on a quality parameter set by NAAC.
- Department to organise seminar on emerging themes.

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
1.6.15-10.6.15	Placement Training for III year students
3.6.15-5.6.15	Staff Orientation Programme
8.6.15-9.6.15	FDP on Counselling Skills
8.6.15-10.6.15	NET/SET Coaching
11.6.15-16.6.15	Bridge Course for I year students
17.6.15	Induction Day and Fresher's Welcome
18.6.15	College re-opens
26.6.15	Yoga Day Celebrations
30.6.15	Talent Hunt for I year students
11.7.15	Research Forum-Commerce; Entrepreneurship Awareness Programme
15.7.15	Launch of E-magazine by Department of Tamil
20.7.15-24.7.15	Internal Assessment Test
25.7.15	Institutional Seminar on "NAAC Reaccreditation-The Way Forward"
29.7.15	Rotaract Club Activity
1.8.15	Inter Collegiate Competitions – Language departments
3.8.15	Entrepreneurship Development Programme
5.8.15	Inter Collegiate Competition- Departments of Math, Statistics and Economics, Faculty Orientation Programme
6.8.15-8.8.15	Workshop on Business Plan
9.8.15	NSS Activity
10.8.15	Yuvashakthi Club Activity
11.8.15	Medical Screening for Staff-Apollo Shine
12.8.15	SAIL Inauguration
13.8.15-14.8.15	NSS Inauguration and Orientation Programme
15.8.15	Independence Day celebrations
19.8.15	Shasun Sanskriti, Entrepreneurship Development Programme

22.8.15	Inter Collegiate Competition – Department of English
24.8.15-26.8.15	Student Feedback
27.8.15-29.15	Internal Assessment Test
28.8.15	Onam Celebrations
3.9.15	National Seminar- Department of Hindi
4.9.15	Teachers’ Day Celebrations
8.9.15	19 th IQAC Meeting
21.9.15	Campus Placement Drive begins
25.9.15-26.9.15	Inter Collegiate Fest-Shreyas
28.9.15-30.9.15	Student Feedback
1.10.15	Tamil Mandram Programme
7.10.15-12.10.15	Model Examinations
12.10.15	Navarathiri Celebrations
14.10.15	National Conference-Department of Computer Science and Computer Applications
31.10.15	Open Day/PTA Meeting
5.1.16-9.1.16	Internal Assessment Test
9.1.16	Yuvashakthi Club Activity
10.1.16	Brain Bee Quiz Competitions
14.1.16	Pongal Celebrations
18.1.16	Traditional Day Celebrations
26.1.16	Republic Day Celebrations; Alumni Meet
29.1.16	Rotaract Club Activity
4.2.16	Photography Competition; World Cancer Awareness Day- Competitions
6.2.16	Shasun Bazaar
8.2.16	Club Activity-Environment Club, ENACTUS, YRC
10.2.16-12.2.16	Student Feedback
13.2.16	Sports Day
15.2.16-20.2.16	Internal Assessment Test
20.2.16	Blood Donation Camp- NSS and Leo Club

26.2.16-3.3.16	NSS Camp
27.2.16	National Seminar-Department of Commerce
3.3.16-5.3.16	Student Feedback
7.3.16	College Day
8.3.16-12.3.16	Model Examinations
14.3.16	“My Story” Session
17.3.16	Certification Day
18.3.16	Farewell Day
19.3.16	Placement Day; HR Conclave
24.3.16	Graduation Day
26.3.16	Open Day/ PTA Meeting
2.4.16	20 th IQAC Meeting
13.4.16	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. 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 betters his/her strengths.

The feed-back 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 separately presented in a chart as below:

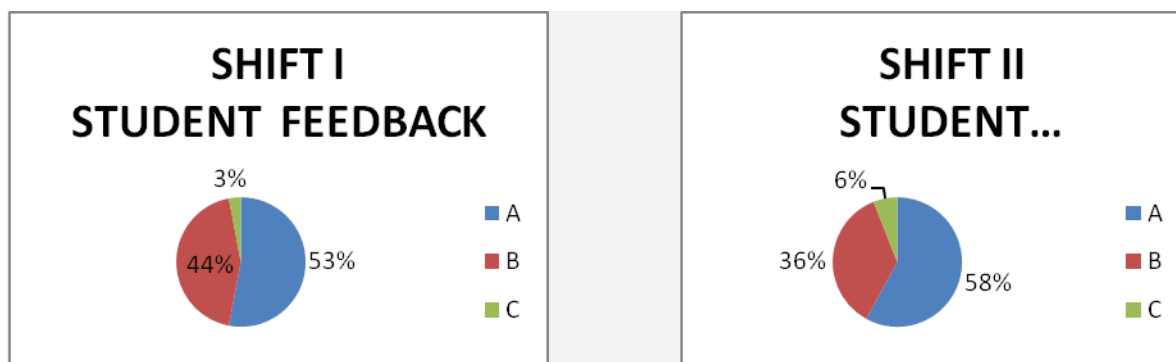
Evaluation of teachers by the students

Shift-1

GRADE	NO.OF STAFF	% OF STAFF
A	54	53%
B	44	44%
C	3	3%
TOTAL	101	100

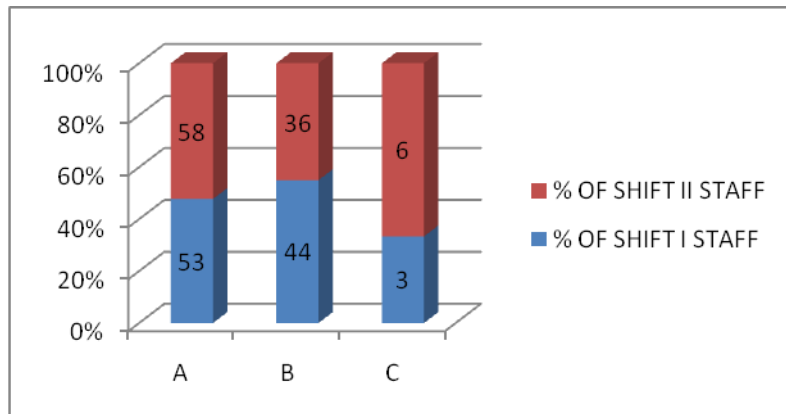
Shift 2

GRADE	NO.OF STAFF	% OF STAFF
A	29	58
B	18	36
C	3	6
TOTAL	50	100



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

GRADE	% OF SHIFT I STAFF	% OF SHIFT II STAFF
A	53	58
B	44	36
C	3	6



The above diagram indicates that across Student evaluation of teaching and learning factors, more than percentage of Shift II staff members got grade A than shift I and more than percentage of shift I staff members got Grade B than Shift II .

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.

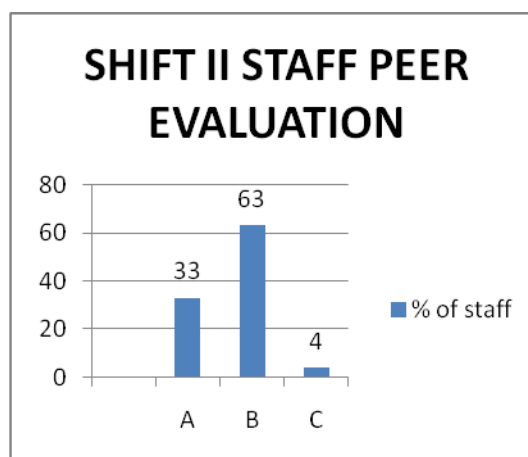
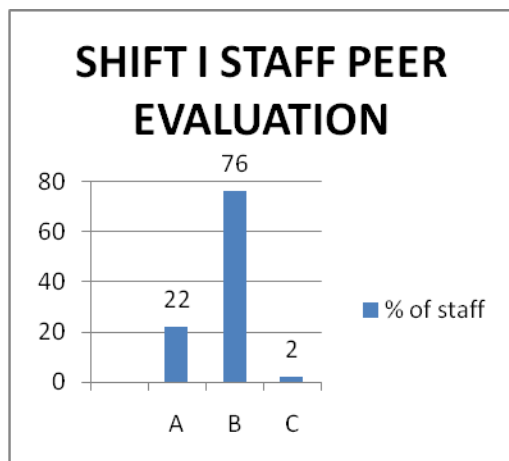
Evaluation of teachers by the peer

SHIFT I

Grades	No.of staff	% of staff
A	19	22
B	67	76
C	2	2
Total	88	100

SHIFT 2

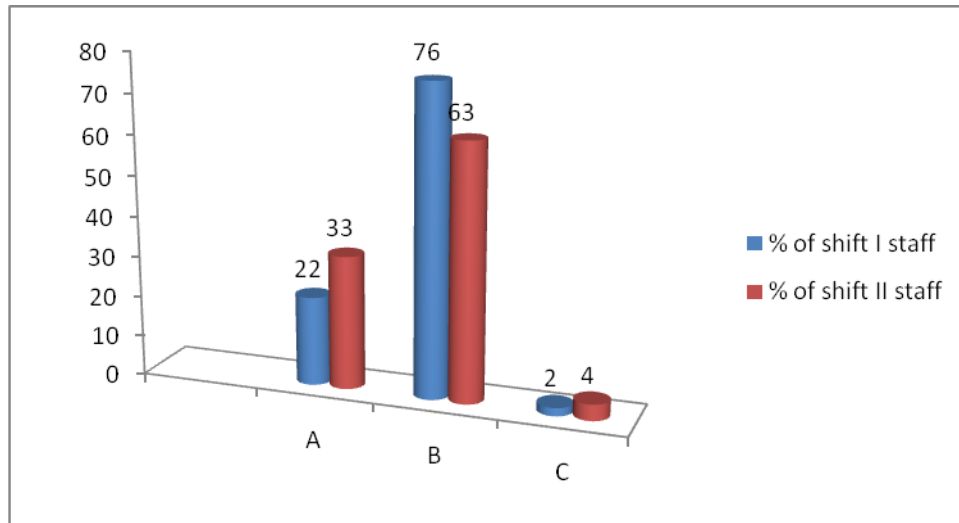
Grades	No.of staff	% of staff
A	19	33
B	36	63
C	2	4
Total	57	100



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

Grades	% of shift I staff	% of shift II staff
A	22	33
B	76	63
C	2	4

STAFF PEER GROUP FEEDBACK



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. 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.

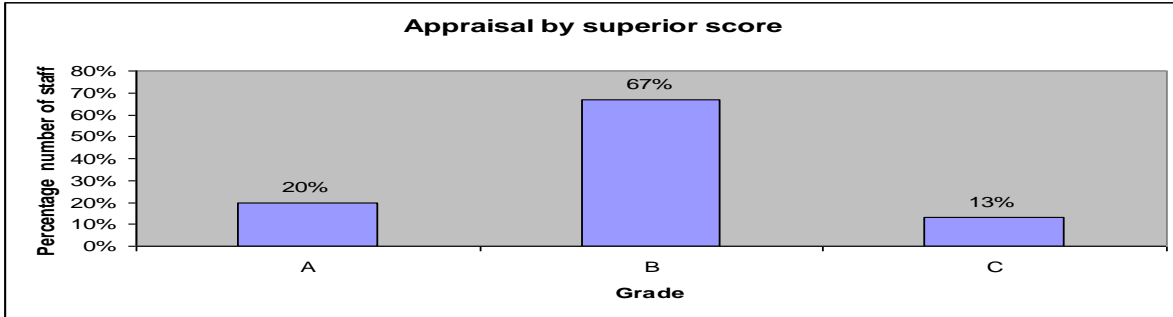
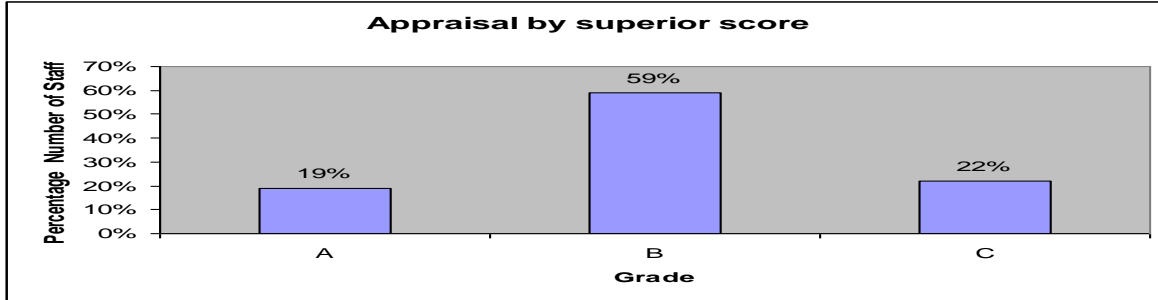
Evaluation of teachers by their superior

Shift-1

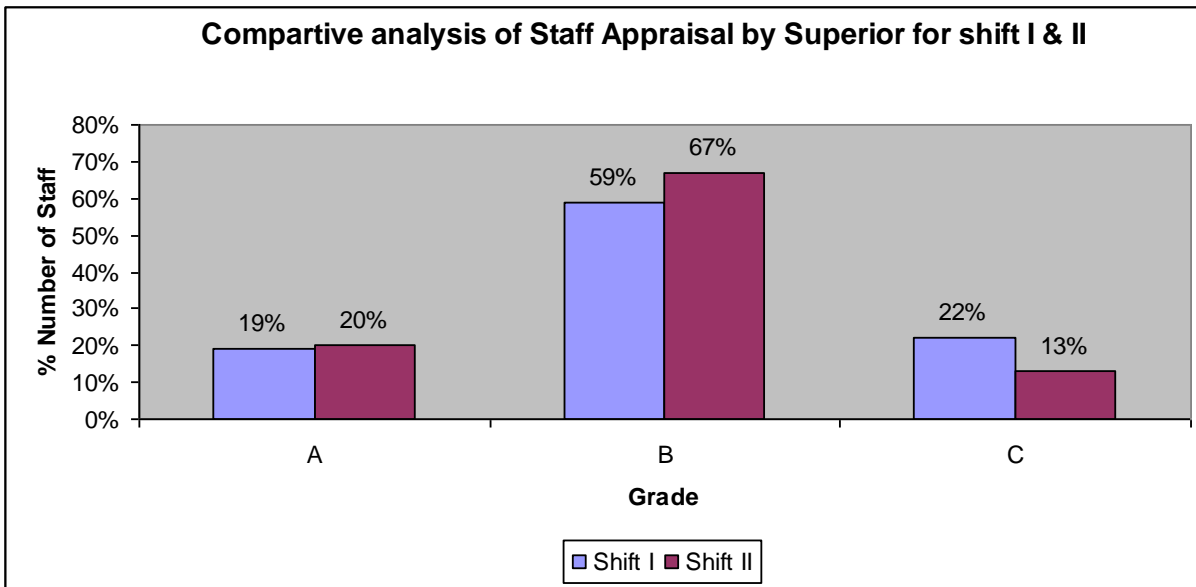
Grade	A	B	C
Percentage Number of Staff	19%	59%	22%

Shift -2

Grade	A	B	C
Percentage Number of Staff	20%	67%	13%



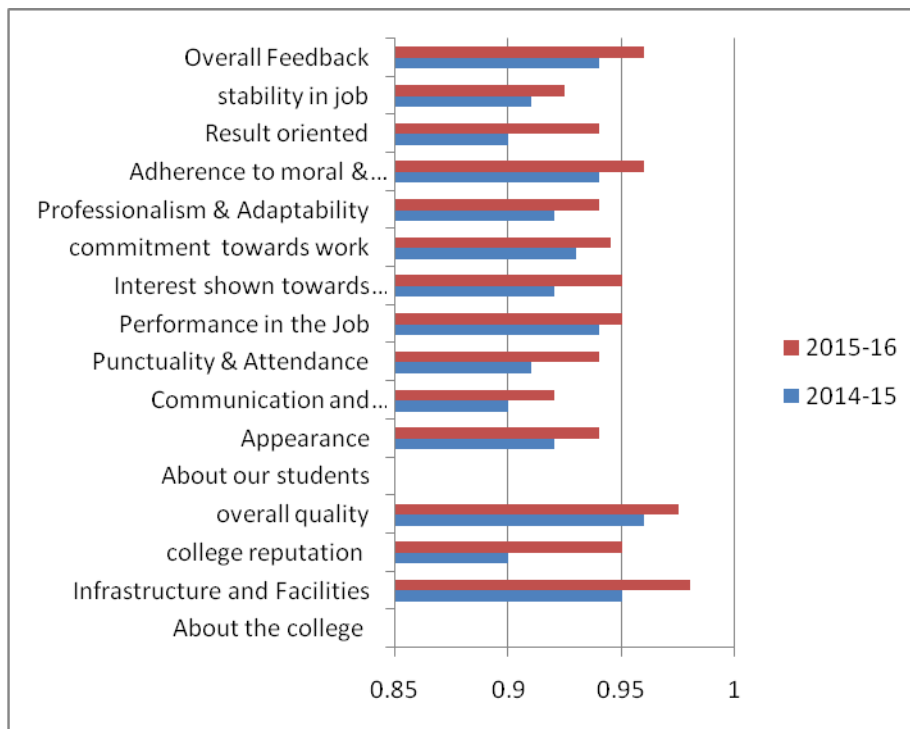
The comparative analysis of shift I & II staff members is analyzed below,



Based on the analysis of comparative study reveals us that shift II staff members shows a slight increase in grade A as compared to grade Band C

Feedback from Employers

S.NO	Factors for providing feedback	2014-15	2015-16
1	About the college		
	Infrastructure and Facilities	95%	98%
	college reputation	90%	95%
	overall quality	96%	97.50%
2	About our students		
	Appearance	92%	94%
	Communication and Interpersonal skills	90%	92%
	Punctuality & Attendance	91%	94%
	Performance in the Job	94%	95%
	Interest shown towards learning	92%	95%
	commitment towards work	93%	94.50%
	Professionalism & Adaptability	92%	94%
	Adherence to moral & ethical values	94%	96%
	Result oriented	90%	94%
	stability in job	91%	92.50%
	Overall Feedback	94%	96%



Suggestions Provided by the HR's

- 1 Communication skills
- 2 Placement Training

Action Taken

- 1 we provide English language training to the students as Bridge Course
- 2 We provide placement training to final year students with Government approved certification

Feedback from Parents

The parents were asked to provide feedback on the following criteria.

1. 35.71% of the parents are highly satisfied with the academic standards; 48.98% are satisfied with the academic standards; 1 % reported neutral opinion on academic standard and 2 % are dissatisfied.
2. On the basis of Infrastructure (which includes facilities like safety, parking, sports facility, canteen, suggestion/ complaint box, placement cell, students support) 28.57% of parents are highly satisfied; 57.14% are satisfied; 4.08% had responded neutral and 1 % dissatisfied.
3. Grievance redressal / Remedial coaching / Counselling activity of the college: 17.35% are highly satisfied; 42.86% are satisfied; 9.18% are neutral in their opinion; 1% dissatisfied.
4. 19.39% of parents reported infrastructure as the greatest strength of the college; 32.65% of parents reported teaching pedagogy and 36.73% have reported academic standards as the greatest strength of the college.

Feedback on “Parenting session”

The feedback from parents shows that they have been highly satisfied and pleased by the conduct of the session on ‘Parenting’. They had found the session very useful and informative, educating them on aspects that they were not aware of. The program had been well-organized and was interactive, thereby fostering two-way communication. The role play was found very entertaining and educative, making it easier for the parents to understand the issues addressed.

Parents had suggested that such sessions be conducted not only for them, but for the students and as combined parent-student sessions as well. They had also suggested that such sessions be conducted in a regular basis, so as to enhance the student-parent relationship. Suggestions also included offering counseling for students, providing them with regular personality development classes, helping them to improve both academically and skill-based.

Annexure 3 (7.3)

Best Practices of the Institution

Title of the Practice	Wealth out of Waste(WOW), a National Recycling Initiative
Goal	To contribute to the environment by recycling waste paper generated by the institution.
Context	Wealth out of Waste (WOW) programme, an initiative of the Environment club of the institution in association with ITC Co. Ltd. Creates awareness about “Reduce-Reuse-Recycle” to protect the environment. This programme positively impacts the environment, health and hygiene and provides clean and green surroundings.
Practice	Waste paper such as used newspapers, old notebooks, old office papers etc is accumulated in bags provided by ITC ltd and a Recycling/Green Certificate is provided to the institution for the quantum of waste paper that is contributed for recycling.
Evidence of success	In the year 2015-16, the institution contributed 1,659 kilograms of waste paper for the recycling project WOW and saved 36 trees.
Problems encountered	Additional space required for storing the accumulated bags of waste paper till collection.

Title of the Practice	Shasun Women Empowerment through Excellent Performance (SWEEP)
Goal	To encourage students of the institution to join civil services in order to achieve economic, social and political empowerment of self and the nation.
Context	There is a need for the nation's youth to contribute to proper governance. Students need to be motivated to join civil services and the institution envisions creating at least 20 shasuneons as administrative officers by 2020, thereby making the country corruption free.
Practice	Preliminary coaching is offered in Phase I. Civil services aspirants are shortlisted for preliminary coaching for 180 hours. Upon completion of preliminary coaching, Phase II of intense coaching commences. Focus IAS Academy is roped in to offer coaching. Coaching is offered at a nominal fee.
Evidence of success	32 out of 600 students were selected for preliminary coaching. Eminent administrators shared their experiences and expertise with the students. Out of 32 students who were selected, 4 students have prepared themselves to take up the preliminary exams. The management of the institution has accepted to provide these students with a special library, moral and financial support.
Problems encountered	Some students withdraw from the program as it involves rigorous preparation, which is being addressed by the institution.