

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

ANNAI VEILANKANNI'S COLLEGE FOR WOMEN

1.2 Address Line 1

81, VGP SALAI

Address Line 2

WEST SAIDAPET

City/Town

CHENNAI

State

TAMILNADU

Pin Code

600015

Institution e-mail address

mail4avc@gmail.com

Contact Nos.

044-65362757,044-43523712

Name of the Head of the Institution:

Dr. M. Thilagavathy

Tel. No. with STD Code:

044-24851172

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

**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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.38	2014-15	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

- i. AQAR \_\_\_\_\_ 30/11/2015 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- 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 (PhysEdu)   

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

nil

University with Potential for Excellence

nil

UGC-CPE

nil

DST Star Scheme

nil

CE

nil

UGC-Special Assistance Programme DST-FIST

nil

nil

UGC-Innovative PG programmes

nil

(specify)

nil

UGC-COP Programmes

nil

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

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

nil

2.7 No. of Employers/ Industrialists

nil

2.8 No. of other External Experts

nil

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

No 9 Faculty

4

2.11 No. of meetings with various stakeholders: .

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

- ICT enabled Teaching enhanced
- Faculty Development Programmes Conducted 16/6/2015
- Certificate course on Yoga organised for all final year students 15/2/16-19/2/2016
- Academic Audit conducted twice.  
Committees/Clubs/Departments reports audited and submitted to IQAC. IQAC reviewed the academic performance and conducted academic audit for all departments and suggested steps to improve overall teaching and learning.
- Many outreach programmes organised by NSS/YRC/RRC
- Instrumental in implementation of pre-placement training & mock interview 1/8/15 & 5/3/16
- With the guidance of IQAC, placement cell conducted a Job Fair 700 students participated
- Orientation Programme for the first years and Regular Remedial coaching for slow learners.
- Organised gender sensitization programme for staff and students under YRC 12/2/16
- Knowledge Sharing Centre Introduced.
- Work of Student Forum strengthened & streamlined
- Research Committee has proposed to conduct an International Workshop on Research Methodology.
- Encouraged staff and student research contributions, as a result of which 8 international papers, 15 National Level papers were

## 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
Academic Calendar Planned	Executed as per the dates planned (other than the month of December - affected due to Flood)
To conduct remedial classes and special classes for slow learners	Conducted remedial classes and special classes.
Introduction of Knowledge Sharing Centre	Knowledge sharing sessions conducted for the Faculty Members
To develop students with various skills	Other than Value Added courses, students were offered skill training programme. Arranged tour for final years, spoken English classes conducted, Mock Interview conducted by Placement, Entrepreneurial skill by ED cell, organized various outreach programmes for the student under community service activity, Mentor-mentee system to provide them moral support and counseling, Yoga training under Sports to keep them mentally and physically strong. To assist them in getting their scholarship not only government but also arranging for private scholarships. Provides platform to exhibit their cultural talents through various cultural activities.Hence ensuring Holistic development of the students community.
To conduct department club activities at intercollegiate level	4 departments organized their club activities at intercollegiate level

To improve reading habit and current affairs knowledge	<p>Future India Club was inaugurated by The Hindu and students are regular subscribers of English Daily Newspaper and its being issued in the college campus at subsidized rate and ensure that they improve their aptitude of reading newspapers.</p> <p>Students also share general knowledge questions during every Wednesday i.e. during Common Prayer along with News, Thought for the day in English &amp; Tamil.</p>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other

Provide the details of the action taken

- \* To conduct FDP , Workshop and National Level Seminars.
- \* To conduct National Level Conference in the month of February 2015.
- \* To conduct Seminar on Research Methodology and SPSS tools for the students and faculty members.
- \* Teaching pedagogy to be enhanced
- \* Document verification at regular intervals.
- \* To introduce Knowledge Sharing Centre.
- \* MIS documented every semester.

## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	-	2	-
UG	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate				9
Others				
<b>Total</b>	14		14	9
Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
Semester	14
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*



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

BBA, BSc.MathsAllied paper, B.Com CoporateSecretaryShip syllabus revised by the university. Subject Nomenclature, Theory & Problem Percentage, Inclusions, Revision in subjects have been done for the year 2015-16 by the University of Madras

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

Knowledge Sharing Centre Introduced

Skill Development Centre and Literary Club Introduced

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		62			

2.2 No. of permanent faculty with Ph.D.

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
	14	-	-	-	-	-	-	-	-	-

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			
Presented papers	8	15	
Resource Persons			

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

- Learning through videos
- Through Models, Group Projects and Industrial Visits
- Peer Learning

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

Retest  
Remedial Coaching

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

As member of Board of Study/Faculty/Curriculum Development workshop

## 2.10 Average percentage of attendance of students

80

## 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Gen)	181	14	109	18	-	77.9
BCA	130	9	56	-	-	50
B.Sc. Maths	30	7	9		1	57
B.Sc Bio	35	2	7	6	1	40
BBA	41	-	13	12	6	76
B.Com CA	24	-	10	1	-	46
B.Com CS	41	-	22	6	-	68
B.Com A&F	45	-	23	15	-	84
BCOM ISM	15	3	10	-	-	87
B.Sc. CS	43	6	24	-	-	70
M.Sc. CS	7	3	4	-	-	100
M.Com	14	-	11	-	-	79

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

\* Result analysis is discussed in IQAC meetings

\* Continuous Internal Assessment I,II and model Exam marks are compared and comparative analysis is done.

- Corrective actions are taken by conducting Remedial Coaching, Tailor made coaching is provided for the slow learners.

\*Students with Medical ailment or in Maternity are taken extra classes.

- Academic Audit on Syllabus Coverage, Teaching Method is collected from Senior Faculties and necessary corrective actions are taken.

- Feedback from the students about teaching, teaching methods etc., are also collected by The IQAC.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	82
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	

Staff training conducted by the university	2
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

#### 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	6	-	-	1
Technical Staff	3	-	-	1

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Due to the initiatives given by IQAC 6 members completed Ph.D. and 18 members are pursuing their Ph.D.
- Research Committee proposed to conduct an International Workshop on Research Methodology and its Applications
- It has planned to release the college journal
- Due to its effort research aptitude is sowed in the minds of the students and they are encouraged to present papers in other colleges.
- Knowledge Sharing has contributed integrated learning amidst faculty members.
- Ph.D Research Scholars and NET, SET completed faculty members are honoured by our institution. 2 faculties have completed NET

#### 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	2	1	-
Non-Peer Review Journals	3	-	-
e-Journals	2	-	-
Conference proceedings	9	6	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-

Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
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

Level	International	National	State	University	College
Organized by the Institution	1	-	-	-	-
Sponsoring agencies	self	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

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

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

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 16 State level 3  
National level 1 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	<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="2"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text" value="5"/>

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

- Students demonstrated model on Disaster Management at Island Ground for 2 days during 42<sup>nd</sup> India Industrial Trade Fair
- NSS Special Camp focused on Personality Development. Camp was held from 10/4/2016 to 16/4/2016. Students were given inputs on First Aid Awareness, Consumer Rights, Dental Hygiene Awareness, Leadership Skills, Personality Development through Yoga and Environmental Visit organized.
- EVS Field Trips organized. Students were taken to Indian Shell Museum, Anna Centenary Library, Connemara Library, planetarium etc.,
- YRC conducted Legal Awareness Programme for the women students.
- HIV Awareness on 16/8/15 –by RRC
- Constitution Day Celebrated - 26/11/2015
- Tribute to APJ Abdul Kalam – 247 NSS Volunteers –Silent March at Chennai Marina
- Consumer Forum “Food Protection and Awareness” – 14/10/15
- During the December Flood college organized Medical Camp for the victims of flood and distributed medicines and necessities. College was a place of asylum for the nearby victims affected by floods.



- Women Cell conducted International Women's Day 8/3/16 and Workshop from 15/2/16-19/2/16 Yoga for a week.
- One student named Ms. Amaravathi, II BBA of NSS was selected for National Integration Camp held at Raipur in the month on 12th January 2016.
- Tamil Nadu Govt. conducted 42<sup>nd</sup> Industrial Trade Fair -25 students' and 14 faculty members participated – Stall displayed models, charts and banners. – 4/2/16-10/2/16

## 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	5.12 acres	-	-	5.12 acres
Class rooms	42,800 sq.ft	-	-	42,800 sq.ft
Laboratories	6500 sq. ft	-	-	6500 sq. ft
Seminar Halls	3000 sq.ft	-	-	3000 sq.ft
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Xerox machine purchased	self	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		UPS		

#### 4.2 Computerization of administration and library

- Office administration computerised (Fee Collection, Student Details, Admission, Accounts)
- Inflibnet facility and E-journal facility available
- Website updated at regular intervals
- Management Information System maintained
- Staff Meetings and its proceedings computerised
- Magazine committee collects the data and photographs of various clubs, committees, cells and college activities
- Press and Media team takes care of publishing happenings in the press and mass media.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,505	8,79,792	200	58,122	12705	892497
Reference Books	388	25,466	1	475	389	25941
e-Books	INFLIB NET	5750	-	-	-	-
Journals	21	17,300	-	-	-	-
e-Journals	INFLIB NET	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	60	-	150	1500	-	13500
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	120	3	2 mb	-	-	10	9	-
Added	3					-	2	-
Total	123	3	2 mb	-	-	10	11	-

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

Campus is under CCTV surveillance-it is placed in all strategic points.

Digital India AwarenessWeek conducted on 7/7/15

4.6 Amount spent on maintenance in lakhs:

i) ICT

-

ii) Campus Infrastructure and facilities

2.5 LAKHS

iii) Equipments

1 LAKH

iv) Others

-

**Total:**

3.5 L

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students were encouraged to participate in various students support services
- With the guidance of IQAC Women Cell organised certificate course for final year students.
- Mentor-Mentee support system helps the students to resolve their issues
- Grievance and Counselling Cell helps in handling issues requiring personal counselling.
- ED cell - 23.9.2015 – “Women Entrepreneurship”
- Student Forum is one of the powerful cell which develops organising, planning, leading, influencing, socialising and various skill for the members. They directly and indirectly co-ordinate the entire activities of the college.
- Both cultural and sports activities are encouraged and they are regularly trained by the committees.
- Continuous Internal Assessment I, II and Model Exams conducted and class test conducted

NSS, YRC, RRC, Women Cell, ENT. Clubs plays an important role in creating awareness amidst students. They organise outreach programmes for student’s awareness.

#### 5.2 Efforts made by the institution for tracking the progression

CIA marks assessed and compared

Remedial classes for slow learners conducted regularly

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2137	38	-	2175

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
40	665	5	1407	2	2119	16	680	7	1469	3	2175

Demand ratio 1:1.3 Dropout % < 1%

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

College runs AVACS (Annai Veilankanni's Academy for Competitive Studies)  
College encourages students to takeup competitive studies by providing them with required information  
Quantitative Aptitude paper is being handled by Dept. of Mathematics every year.

No. of students beneficiaries

#### 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 counselling and career guidance

Mentor-mentee system helps in providing counseling for the students at regular intervals. Each faculty is allotted with 15 to 20 students for mentoring purpose.

Grievance Cell actively monitors the student's requirement in order to ensure that their grievances are resolved immediately.

Placement Cell provides career guidance training for final year students to make them industrial ready. Job Fair organised on 13/3/2016 annually to ensure employment opportunity.

No. of students benefitted

2224

## 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
15	700	60%	40

## 5.8 Details of gender sensitization programmes

YRC – 12/2/16- “Crime against Women” – Ms. S.Suseela Devi Advocate, High Court

Mr. S.Balu Additional SP, TN – “Social Media and Women” -

## 5.9 Students Activities

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

State/ University level

60

National level

1

International level

-

No. of students participated in cultural events

State/ University level

40

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	45	60000
Financial support from government	680	1963100
Financial support from other sources	6	28000
Number of students who received International/ National recognitions	-	-

5.11 Student organized / 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:

No major grievances this year

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### ❖ VISION

To make quality higher education affordable and accessible to all especially to the First Generation and less privileged learners

##### ❖ MISSION

To empower women with quality education towards employability.

To improve the socio-economic status of learners through higher education

To make students self-reliant and economically independent.

To inculcate democratic, moral and spiritual values in learners.

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

Yes, the college has a well organized MIS team which takes care of documenting and computerizing.

It is being regularly updated in the Website.

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

##### 6.3.1 Curriculum Development

- Curriculum is framed by the University of Madras.
- Hence, little scope for curriculum development.
- Suggestions are communicated through Academic Council Members.
- Our college Principal Dr.M. Thilagavathy got selected as Senate Member of University of Madras
- College provides Certificate courses to ensure employment.



### 6.3.2 Teaching and Learning

We adopted ICT technologies for teaching like

- Technology enabled Teaching Learning process practiced in college
- Training sessions for the faculty are conducted to enhance their teaching skills.
- Departments also organizes various events under their club activities

### 6.3.3 Examination and Evaluation

- Regular class tests for some departments.
- Innovative evaluation methodology is followed. Which may include open book tests, seminars/assignments/projects/group projects/group seminars.
- Continuous Internal Assessment
  - university examinations
  - Retest ( for cultural and sports students)

### 6.3.4 Research and Development

- 2 members successfully completed their Ph.D. It is also recognised by the management during the college day.
- Due to the effort of Research cell and IQAC, 2 faculties registered for Ph.D. 18 members are pursuing their Ph.D.2 members awaiting for their viva-voce.
- Continuous support of Research cell has resulted in 8 International papers and 15 national Papers. Management extend their support by providing the seed money.

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

- Each department maintains and runs a library of its own.
- Library has inflibnet facility accessed by faculty members
- The college is an institutional member in the British Council& University of Madras
- Library maintains the database of all Books, Reference Books, Journals etc.,
- Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year

#### 6.3.6 Human Resource Management

- Yearly vacancies are reported to the Principal by the heads of the department.
- Recruitment is done through Newspaper Advertisement and vacancies are filled in by the college.
- Teachers and students are covered under insurance.
- Appraisal is done based on the Feed backs
- Exit Interviews conducted and this helps in executing corrective measures.
- Faculties are encouraged to attend workshops, seminars and

#### 6.3.7 Faculty and Staff recruitment

- Yearly Vacancies are reported to the Principal
- Advertisement given in leading Newspaper and vacancies are filled up immediately.
- Faculties leaving for maternity and they are also permitted to rejoin after maternity leave.

#### 6.3.8 Industry Interaction / Collaboration

6 Institutions for Value Added courses

#### 6.3.9 Admission of Students

- Application can be downloaded in the website
- Admission as per University norms.
- Admission Committee takes care of Admission.
- Student Database maintained
- Internship training is given to the students to gain hands-on experience on the current happenings in the industry.

6.4 Welfare schemes for

Teaching	Insurance, Sabbatical leave, Refreshment, Seed Money, Free transport facility
Non teaching	Insurance, Refreshment
Students	Insurance, Management Concession & Scholarship

6.5 Total corpus fund generated 97134191.90

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes		Yes	Administrative Officer

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?

- Internal and External Marks made Online
- Revaluation made online
- No external Chief Superintendent for University Exams
- Staff database registration made online
- Hall tickets are sent online

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

University encourages the affiliated colleges to apply for autonomy.

6.11 Activities and support from the Alumni Association

- Alumni Meet is organised on January 26<sup>th</sup> every year
- Alumni Association of the College gives moral support to the authority in all its endeavours
- Feedback collected from alumni students.
- They are the pillars & ambassadors of our college
- Placement Training given by the Alumni students

6.12 Activities and support from the Parent – Teacher Association

- We have regular meetings with Parents, to provide them feedback about the progress and Drawback of their wards.
- Parent Teachers meet is being conducted twice a year, 19/9/215 & 3/3/16 respectively
- They give us feedback and suggestions during the meeting

6.13 Development programmes for support staff

Meeting conducted for supporting staff and work streamlined.

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

- Use of plastic is minimised
- Regular testing of drinking water and quality of canteen food by the College Authority
- During the assembly students were given with environment friendly messages.
- Hostel Warden takes care of its Hygiene.
- Sapling planted every year by NSS team and conducts its special camp on them Health and Hygiene.
- Under Swatch bharaat – NSS team cleaned the Government School where the camp was organised. –August 2<sup>nd</sup> Week.
- Honoring the guest with a Sapling
- Discipline & Cleanliness Committee aids in keeping campus litter free zone.

## 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.

- Decentralisation and Autonomy has resulted in freedom of work and self development.
- Committees and Clubs are given autonomy in functioning plays an important role in regular operation of the college.
- College has approximately 27 clubs/cell/committee which co-ordinates, meets at regular intervals and report to the Principal and who in turn discuss with the management for its approval.
- Well streamlined systematic work mechanism followed.

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

- Future India Club introduced and inculcated the habit of reading newspaper amidst our students as proposed.
- Knowledge sharing sessions conducted for upgrading the knowledge of faculty members as planned

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

- Weekly prayer on Wednesday and prize winners are recognized. General Knowledge questions, General topics are shared by the students
- Newspaper Reading among students

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

7.4 Contribution to environmental awareness / protection

Eco-club, NSS, YRC, RRC and Discipline & Cleanliness committees ensures protecting environmental awareness through seminars, competitions, activities etc.,

7.5 Whether environmental audit was conducted?

Yes

No

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

Nil

**8. Plans of institution for next year**

- To conduct more National level /State level seminars/workshops
- To organise FDP – quality oriented

Name *K. SHIVA SHANKARI*

Name *DR. S. DEVARAJ*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_  
\*\*\*  
\_\_\_\_\_

## **BEST PRACTICES – ANNEXURE- I**

<b>Title of the practice</b>	: Common Prayers on Wednesday
<b>Goa</b>	: To encourage unity, recognize talents, to disseminate information, to create oneness.
<b>Context</b>	: General Knowledge Questions are being discussed to improve their current affairs, a talk on General Topic by students are organized to upgrade and to create confidence amidst students. To encourage and to provide a common platform to record their evidence of success. Each week one Dept. is incharge of the prayer, hence equal opportunity is given for all.
<b>Evidence of Success</b>	: Every Week students enrich their GK, Many students volunteers themselves for Newspaper reading, Today's Thought etc., Students spoken English has improved drastically
<b>Problems Encountered</b>	: Not encountered any problem



BEST PRACTICE -2

<b>Title of the practice</b>	: AVC Cultural and Sports
<b>Goal</b>	: To bring out their hidden talents
<b>Context</b>	: AVC celebrates Various functions like Pongal, Christmas, AVC Fest, Independence Day, ASTRAL (An intercollegiate Event) etc., Sports Day this acts as a platform to showcase the talents of young.
<b>Evidence of Success</b>	: Students participated at State Level and University Level competitions, MIME, Dance, off stage events and bagged prizes. <b>Best Institutional Award by Patanjali College of for Yoga &amp; Research Centre</b>
<b>Problems Encountered</b>	: None encountered so far



# **ANNA VEILANKANNI'S COLLEGE FOR WOMEN**

81, V.G. PANNEERDAS SALAI, WEST SAIDAPET, CHENNAI-600 015.

PHONE: 24851172, 43523712, FAX: 24851222

E-mail: [mail4avc@gmail.com](mailto:mail4avc@gmail.com)

[www.annaiveilankannis.com](http://www.annaiveilankannis.com)

(Approved by the Government of Tamil Nadu)

1) G.O.No.296/dated 10.07.2000

2) G.O.No.26/dated 09.02.2004

Affiliated to the University of Madras

**Dr. S. DEVARAJ**  
**Founder - Chairman**



## PERSONAL INFORMATION

NAME :

FATHER'S NAME :

ADDRESS :

YEAR :

DEPARTMENT :

CONTACT NO. : Father :  
Student :

VEHICLE NO. :

DRIVING LICENCE NO. :

BLOOD GROUP :

## **VISION**

To make quality higher education affordable and accessible to all especially to the First Generation and less privileged learners.

## **MISSION**

- ❖ To empower women with quality education towards employability .
- ❖ To improve the socio-economic status of learners through higher education.
- ❖ To make students self-reliant and economically independent.
- ❖ To inculcate democratic, moral and spiritual values in learners

## PROFILE OF THE COLLEGE

The Annai Veilankanni's Educational and Cultural Society, Saidapet, Chennai-15, was founded by Dr.S.Devaraj, in the year 1988, to cater to the educational needs of the student community in and around South Madras. The Society has established schools in Saidapet and Vandalur. The school in Saidapet is one of the best schools in Chennai. The Management was nursing the idea for a long time, to start a college for students in Saidapet and suburban areas to continue their higher education in a conducive atmosphere.

The Arts and Science College was started on 18-09-2000 at Saidapet. The college was approved by the Government of Tamil Nadu by G.O.No.296, dated 10-07-2000. Affiliation was granted by the University of Madras. The college offers under graduate courses in Bachelor of Computer Applications, B.Sc. Computer Science, Bio-Chemistry and Mathematics, B..Com. - General, B.Com. Accounting & Finance, B.Com. Corporate Secretaryship, B.B.A., B.Com. Information Systems Management, B.Com. Computer Applications, B.Com. Tamil medium B.A English and post-graduate courses in M.Com., and M.Sc. Computer Science.

The college is located in the heart of the Chennai city on the northern bank of the river Adyar. It is a great boon to students in the southern parts of Chennai and several new suburbs which have only a few Arts & Science colleges exclusive for girls.

The college has a four storey building with spacious and well-ventilated class rooms. It radiates contentment and happiness in an environmentally pure and calm atmosphere, away from the hustle and bustle of the busy city. Highly qualified and well-trained teachers with a great vision, prepare students to reach heights beyond their dreams. They are moulded into responsible, noble and global citizens of tomorrow.

The laboratories for the science streams are spacious and well-equipped. They provide the best hands on learning to students to complement their learning in classrooms. There is a well-stocked library with books on various subjects.

Indian and foreign journals are also available.

The students must compulsorily enroll themselves in any one of the socially productive activities such as N.S.S. / Youth Red Cross / Physical Education / RRC & Rotract for which credits are given every year.

The college motto is to endeavour and to enlighten, empowered by faith and power. The palmyrah tree when empowered and inspired by the cross, the Bible and the church stands tall and erect amidst the clashing forces of life and radiates hope and light to all around. The students of AVC will stand firm and strong like the palmyrah tree, amidst life's storms and go ahead with confidence.

The aim of the college is to prepare young women students to continuously search for truth, knowledge and light and to grow into mature and responsible citizens, ready to face the challenges of life at home, in society and in the nation at large. The students, when they leave the portals of the college, would be empowered to face life and overcome all obstacles having faith in God. The college, at a time when basic values are fast disappearing, strives to inculcate in the students a sound philosophy of life based on deep faith in God, respect for oneself and others, concern for the less-privileged, and on the ideals of the great angelic chorus "Peace on earth and goodwill towards men". St.Luke.2:14.

Dr. S. DEVARAJ

Founder - Chairman

## **THE ACADEMIC YEAR**

As the University follows the semester pattern for all courses, each academic year is divided into two semesters.

- (a) The first academic year consists of first and second semesters, the second academic year, the third and fourth semesters and the third academic year, the fifth and sixth semesters respectively.
- (b) The odd semesters run from JUNE to NOVEMBER, and the even semesters from DECEMBER TO APRIL of each year.

**COLLEGE TIMING** : 8.40 a.m. to 2.10 p.m.

**LUNCH BREAK** : 11.50 a.m. to 12.20 p.m.

**WORKING DAYS** : Monday to Friday

Compensatory working days will be announced as and when necessary.



## **COLLEGE HYMN**

1. There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the saviour above

                    Showers of blessing,  
                    Showers of blessing we need;  
                    Mercy drops round us are falling.  
                    But for the showers we plead

2. There shall be showers of blessing  
Precious reviving again:  
Over the hills and the valleys,  
Sound of abundance of rain

3. There shall be showers of blessing  
Send them upon us, O Lord!  
Grant to us now a refreshing.  
Come and now honour thy word,

4. There shall be showers of blessing  
Oh, that today they might fall,  
Now as to God we're confessing,  
Now as on Jesus we call!

## **MANAGEMENT COMMITTEE MEMBERS**

1. Dr. S. Devaraj - President
2. Mrs. Delphin Devaraj - Vice-President
3. Dr. D. Dev Anand - Secretary
4. Dr. D. Johny Christopher - Director
5. Mrs. Sridevi Dev Anand - Executive  
Committee Member
6. Dr. Deva Bala Nirmala - Executive  
Committee Member
7. Mrs. J. Josphine - Treasurer
8. Mr.S.Arul Doss - Member
9. Mrs.A.Glory - Member

## **GOVERNING BODY MEMBERS**

1. Dr. S. Devaraj, M.A., Ph.D - Chairman
2. Dr. D. Dev Anand, - Secretary  
M.B.A., MHRM, M.Com., M.L., Ph.D
3. Dr. D. Johnny Christopher, - Director  
MBBS, MS
4. Dr. M. Thilakavathy, - Principal  
M.A., M.Phil., Ph.D
5. A. John Moris, - Chatered Accountant  
M.Com., FCA, DISA, (ICH), CGT
6. University Nominee

## **COLLEGE COUNCIL**

1. Dr. M. Thilakavathy - Principal, Chair-person
2. Mrs.K. Adlin Deva Sugin - Vice-Principal
3. Mrs.J. Gayathri - Staff Council Secretary
4. Mrs.B.Arasi - Staff Secretary
5. Mr.V.S.Saravanan - Co-ordinator
6. Mrs.P.T.Rani
7. Mrs. K. Vijayalakshmi
8. Mrs. B. Sabana
9. Mrs.M.Priya
10. Mrs.V.Brindha
11. Mrs. J. Shanthi Arul
12. Mr. K. Ganesan

## **COURSES OF STUDY OFFERED**

### **Foundation Course:**

**I. Language: Tamil, Hindi**

**II. Language: English**

**III. Major Courses: UG**

- B.Sc. Bio-Chemistry
- B.Sc. Computer Science
- B.Sc. Mathematics
- BCA Bachelor of Computer Applications
- B.Com. General
- B.Com. Accounting & Finance
- B.Com. Corporate Secretaryship
- B.Com. Computer Applications
- B.Com. General (Tamil Medium)
- B.Com. Information Systems Management
- BBA Bachelor of Business Administration
- B.A English

### **PG Courses:**

- M.Com.
- M.Sc. Computer Science

## **RULES RELATING TO ADMISSION AND WITHDRAWAL**

1. Candidates seeking admission to the first year of the three year degree course should have passed the Higher Secondary Examination of the Tamil Nadu State Board or any other examination accepted as equivalent by the Syndicate of the Madras University.
2. Candidates who have qualified from other Universities or Boards should fulfil all the conditions of admission and such admissions are subject to the recognition and confirmation by the Madras University. Provisional admission is made at the risk of the candidate.
3. All admissions into this college are only provisional and subject to the approval of the Madras University. If at any time, after the admission, the admission of the candidate is not approved by the University, her name will be removed from the rolls. In such a case the Management cannot be held responsible for any inconvenience caused to the candidate.
4. A student will be dismissed from the college if she is found to have produced false representation and the fee paid will be fully forfeited.
5. No student will be allowed to attend classes until all her fee due has been paid. This is in accordance with the provisions of 92 M.E.R.(Madras Educational Rules)
6. A student who wishes to leave the college, should apply for the transfer certificate before the college reopens for the next academic year. If application for discontinuing or transfer is received after the re-opening of the college for the next academic year, the student must pay the term fee for the year.
7. Mobile Phones are not allowed. Violation of this rule is subject to any action by the Management.

## **ATTENDANCE**

1. No student should absent herself from the college, without applying for leave. This must be made before hand in the prescribed form to the Principal countersigned by her Parent/ Guardian and the Class Teacher.
2. If a student absents herself for one week without permission her name will be struck off from the rolls, unless she proves that her absence was unavoidable.
3. If a group of students does not attend classes, it will be viewed very seriously and will be dealt severely.
4. The annual certificate of attendance required for the University Examination will not be granted if (i) the Principal is not satisfied with the student's progress and conduct, (ii) the student has attended less than three fourths of the number of working days in the academic year, iii) the student has not paid all the dues to the college.
5. Students who absent themselves from periodic tests and terminal examinations will be severely punished.
6. Attendance will be marked during every period. Students coming late to the class will be marked absent for that session.
7. 85% attendance separately for theory and practical is compulsory. Every month cumulative percentage of attendance will be displayed on the notice board. Students are asked to check the attendance.
8. Attendance is included in the Continuous Internal Assessment (CIA). Hence students are advised to attend classes regularly. 5 marks are allotted for attendance.

### **Break-up**

Below 60%	-	No marks
60 - 75 %	-	3 marks
76 - 90%	-	4 marks
Above 90%	-	5 marks

## **LIBRARY**

1. All the students of the college are members of the college library.
2. Strict silence must be observed in the library.
3. Students should not scribble on the books.
4. Students should not sub-lend the books of the library.
5. No students should keep a book for more than 2 weeks.
6. Members should pay 3 times the cost of the book lost by them.

## **TESTS & EXAMINATIONS**

The college conducts periodic, CIA and terminal examinations for all classes. Absence from CIA and terminal examinations will be viewed very seriously.

Progress report will be sent to the Parent / Guardian after each terminal examination.

<b>Scheme of Examination</b>		<b>Distribution of marks for Continuous Internal Assessment (CIA)</b>		<b>Practicals</b>	
	<b>Marks</b>		<b>Marks</b>		<b>Marks</b>
External	75	Test Average	10	Attendance	5
Internal	25	Attendance	5	Record	5
		Seminar	5	Test	30
		Assignment	5		
<b>Total</b>	<b>100</b>		<b>25</b>		<b>40</b>

Compulsory passing minimum for external is 40%  
Aggregate internal & external passing minimum is 40%



## APPLICATION FOR LEAVE

1. Name :
2. Class, Roll No. :
3. Date :
4. No. of days already  
availed :
5. No. of days leave  
applied for :
6. Reason :
7. Sign. of the student :
8. Sign. of the  
Parent / Guardian :
9. Sign. of the Class Teacher:  
(with attendance %)
10. Sign. of the Principal :

## GENERAL DISCIPLINE

1. Every student must behave well in and outside the college to bring credit to herself and to the institution.
2. Every student should dress up in a decent and dignified manner keeping in view the traditions and culture of our country.
3. Students should maintain strict silence in the classroom irrespective of the presence or absence of the teacher.
4. No student should enter or leave the classroom without the permission of the teacher in the class.
5. Students should not leave the class to go to the office or canteen during class hours.
6. Students should not enter the office room, staff room or laboratories during unspecified hours.
7. When they move from one classroom to another, they should go in an orderly manner without disturbing other classes.
8. Students should handle the college property carefully and shall not cause any damage to it. Any indiscipline in this regard will be seriously viewed.
9. Students should be respectful and courteous to the members of the staff, members of the governing body, distinguished visitors and invitees of the college.
10. Students are not allowed to address any authority as a group. Individual representation will be allowed only if they are made through the proper channel.
11. No outsider should be invited to any function or meeting to the college by any student or group of students without the prior permission of the Principal/Management.

**I have read the rules and regulations of the college in the diary and I agree to abide by them.**

**Signature of the Parent**

**Signature of the Student**

# TIME - TABLE

DAY ORDER	I HOUR 8.40-9.40 am	II HOUR 9.40-10.40 am	10.40-10.50 am	III HOUR 10.50-11.50 am	11.50a.m-12.20 pm	IV HOUR 12.20-1.15 pm	V HOUR 01.15-2.10 pm	
1			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			
2			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			
3			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			
4			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			
5			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			
6			<b>TEA BREAK</b>		<b>LUNCH BREAK</b>			

## **ACADEMIC CALENDAR**

Date	Day	JUNE 2015	Working Day
01	Mon		
02	Tue		
03	Wed		
04	Thu		
05	Fri		
06	Sat		
07	Sun		
08	Mon		
09	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun		
15	Mon		
16	Tue		
17	Wed		
18	Thu	<b>College Reopens (II&amp;III Year)</b>	1
19	Fri		2
20	Sat		3
21	Sun		
22	Mon		
23	Tue		4
24	Wed		5
25	Thu		6
26	Fri		7
27	Sat		8
28	Sun		
29	Mon		
30	Tue	Publication of Results-UG/PG Degree	9

## ACADEMIC CALENDAR

Date	Day	<b>JULY 2015</b>	Working Day
01	Wed	College Reopens for 2015-16 (I Year)	10
02	Thu		11
03	Fri		12
04	Sat		
05	Sun		
06	Mon		13
07	Tue		14
08	Wed		15
09	Thu		16
10	Fri		17
11	Sat		18
12	Sun		
13	Mon		
14	Tue		19
15	Wed	<b>Kamarajar Birthday</b>	20
16	Thu		21
17	Fri		22
18	Sat	<b>Ramzan</b>	
19	Sun		
20	Mon		23
21	Tue		24
22	Wed		25
23	Thu		26
24	Fri		27
25	Sat		
26	Sun		
27	Mon		28
28	Tue		29
29	Wed		30
30	Thu		31
31	Fri	Last date for submission of UG/PG Examination applications without penalty	32

**Events** : Department of Tamil- Kamarajar Vizha

## ACADEMIC CALENDAR

Date	Day	<b>AUGUST 2015</b>	Working Day
01	Sat		
02	Sun		
03	Mon		33
04	Tue		34
05	Wed		35
06	Thu		36
07	Fri	Library Fest/Last date for UG/PG Examination Appl. with Penalty	37
08	Sat		
09	Sun		
10	Mon	Continuous Internal Assessment - I	38
11	Tue	Continuous Internal Assessment - I	39
12	Wed	Continuous Internal Assessment - I	40
13	Thu	Continuous Internal Assessment - I	41
14	Fri	Continuous Internal Assessment - I	42
15	Sat	<b>Independence Day</b>	
16	Sun		
17	Mon		43
18	Tue		44
19	Wed		45
20	Thu		46
21	Fri		47
22	Sat		
23	Sun		
24	Mon		48
25	Tue		49
26	Wed		50
27	Thu		51
28	Fri		52
29	Sat		
30	Sun		
31	Mon		53

**Events:** Library Day, Department of English, Department of Business Administration & ISM, Dept of Computer Applications

## ACADEMIC CALENDAR

Date	Day	<b>SEPTEMBER 2015</b>	Working Day
01	Tue		54
02	Wed		55
03	Thu		56
04	Fri		57
05	Sat	<b>Teacher's Day, Krishna Jayanthi</b>	
06	Sun	<b>Founder's Day</b>	
07	Mon	Continuous Internal Assessment - II	58
08	Tue	Continuous Internal Assessment - II	59
09	Wed	Continuous Internal Assessment - II	60
10	Thu	Continuous Internal Assessment - II	61
11	Fri	Continuous Internal Assessment - II	62
12	Sat		
13	Sun		
14	Mon		
15	Tue		63
16	Wed		64
17	Thu	<b>Vinayakar Chaturthi</b>	
18	Fri		65
19	Sat	Working Day	66
20	Sun		
21	Mon		67
22	Tue		68
23	Wed		69
24	Thu	<b>Bakrid</b>	
25	Fri		70
26	Sat		
27	Sun		
28	Mon		71
29	Tue		72
30	Wed		73

**Events:** Department of Commerce, Department of Mathematics, Department of Bio chemistry,

## ACADEMIC CALENDAR

Date	Day	OCTOBER 2015	Working Day
01	Thu		74
02	Fri	<b>Gandhi Jayanthi</b>	
03	Sat		
04	Sun		
05	Mon	Model Exam	75
06	Tue	Model Exam	76
07	Wed	Model Exam	77
08	Thu	Model Exam	78
09	Fri	Model Exam	79
10	Sat		
11	Sun		
12	Mon		80
13	Tue		81
14	Wed		82
15	Thu	Commencement of UG/PG Practical Exam	83
16	Fri		84
17	Sat		
18	Sun		
19	Mon		85
20	Tue		86
21	Wed	<b>Ayutha Pooja</b>	
22	Thu	<b>Vijayadasami</b>	
23	Fri	<b>Moharram</b>	
24	Sat		
25	Sun		
26	Mon		87
27	Tue		88
28	Wed		89
29	Thu	Last Working Day	90
30	Fri		
31	Sat		



## ACADEMIC CALENDAR

Date	Day	NOVEMBER 2015	Working Day
01	Sun		
02	Mon	UG/PG University Exam Begins	
03	Tue		
04	Wed		
05	Thu		
06	Fri		
07	Sat		
08	Sun		
09	Mon		
10	Tue	<b>Deepavali</b>	
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon	College Re-opens -Even Semester	1
24	Tue		2
25	Wed		3
26	Thu		4
27	Fri		5
28	Sat		
29	Sun		
30	Mon		6

**Events** : Library Week (November 14-20)

## ACADEMIC CALENDAR

Date	Day	DECEMBER 2015	Working Day
01	Tue		7
02	Wed		8
03	Thu		9
04	Fri		10
05	Sat		
06	Sun		
07	Mon		11
08	Tue		12
09	Wed		13
10	Thu		14
11	Fri		15
12	Sat		
13	Sun		
14	Mon		16
15	Tue		17
16	Wed		18
17	Thu		19
18	Fri		20
19	Sat		
20	Sun		
21	Mon	Valuation Begins	
22	Tue		
23	Wed	<b>Milladi Nabhi</b>	
24	Thu		
25	Fri	<b>Christmas</b>	
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed		
31	Thu		

**Events** : Department of Commerce(Corporate Secretaryship & Computer Applications)

## ACADEMIC CALENDAR

Date	Day	<b>JANUARY 2016</b>	Working Day
01	Fri	<b>New Year</b>	
02	Sat		
03	Sun		
04	Mon	Reopening after Christmas Holidays	21
05	Tue		22
06	Wed		23
07	Thu		24
08	Fri		25
09	Sat	Working Day	26
10	Sun		
11	Mon		27
12	Tue		28
13	Wed		29
14	Thu	<b>Bhogi</b>	
15	Fri	<b>Pongal</b>	
16	Sat	<b>Thiruvalluvar Day</b>	
17	Sun	Uzhavar Thirunaal	
18	Mon	Continuous Internal Assessment -I	30
19	Tue	Continuous Internal Assessment -I	31
20	Wed	Continuous Internal Assessment -I	32
21	Thu	Continuous Internal Assessment -I	33
22	Fri	Continuous Internal Assessment -I	34
23	Sat	Working Day	35
24	Sun		
25	Mon		36
26	Tue	<b>Republic Day / Alumni Meet</b>	
27	Wed	Publications of Results UG/PG	37
28	Thu		38
29	Fri		39
30	Sat	Working Day	40
31	Sun		

**Events** : Department of Computer Science

## ACADEMIC CALENDAR

Date	Day	<b>FEBRUARY 2016</b>	Working Day
01	Mon		41
02	Tue		42
03	Wed		43
04	Thu		44
05	Fri		45
06	Sat	Working Day	46
07	Sun		
08	Mon	Last date for submission of UG/PG Examination applications without penalty	47
09	Tue		48
10	Wed		49
11	Thu		50
12	Fri		51
13	Sat	Working Day	52
14	Sun		
15	Mon	Continuous Internal Assessment -II & Last date for submission of UG/PG Examination applications with penalty	53
16	Tue	Continuous Internal Assessment -II	54
17	Wed	Continuous Internal Assessment -II	55
18	Thu	Continuous Internal Assessment -II	56
19	Fri	Continuous Internal Assessment -II	57
20	Sat	Working Day	58
21	Sun		
22	Mon		59
23	Tue		60
24	Wed		61
25	Thu		62
26	Fri		63
27	Sat	Working Day	64
28	Sun		
29	Mon		65

**Events :** Department of Tamil - Seminar

## ACADEMIC CALENDAR

Date	Day	<b>MARCH 2016</b>	Working Day
01	Tue		66
02	Wed		67
03	Thu		68
04	Fri		69
05	Sat	Working Day	70
06	Sun		
07	Mon	Model Exam	71
08	Tue	<b>Telugu New year</b>	
09	Wed	Model Exam	72
10	Thu	Model Exam	73
11	Fri	Model Exam	74
12	Sat	Working Day / Model Exam	75
13	Sun		
14	Mon		76
15	Tue	Practical Examination Begins for UG/PG	77
16	Wed		78
17	Thu		79
18	Fri		80
19	Sat	Working Day	81
20	Sun		
21	Mon		82
22	Tue		83
23	Wed		84
24	Thu		85
25	Fri	<b>Good Friday</b>	
26	Sat	Working Day	86
27	Sun		
28	Mon		87
29	Tue		88
30	Wed		89
31	Thu	Last Working Day	90

## ACADEMIC CALENDAR

Date	Day	APRIL 2016	Working Day
01	Fri	Examination begins for UG/PG Courses	
02	Sat		
03	Sun		
04	Mon		
05	Tue		
06	Wed		
07	Thu		
08	Fri		
09	Sat		
10	Sun		
11	Mon		
12	Tue		
13	Wed		
14	Thu	Tamil New Year/Dr. B.R. Ambedkar Birthday	
15	Fri		
16	Sat		
17	Sun		
18	Mon		
19	Tue	Mahavir Jayanthi	
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

**ANNAI VEILANKANNI'S COLLEGE FOR WOMEN**  
**81/33, V.G.P. SALAI, SAIDAPET WEST, CHENNAI - 15.**

**TEACHING STAFF**

NAME		DESIGNATION
1.	Dr. M. Thilakavathy, M.A., M.Phil., Ph.D.	Principal
<b>Department of English</b>		
2.	Ms. K. Adlin Deva Sugin, M.A., M.Phil.	Vice-Principal, Head
3.	Ms. M.Z. Annes Fathima Banu, M.A.,B.Ed., SLET.	Asst. Professor
4.	Ms. C.S.Remya Mol, M.A.,B.Ed.,M.Phil.,Ph.D	Asst. Professor
5.	Ms.J.Maria Nancy, M.A.,M.Phil	Asst. Professor
6.	Ms.K.Staircy Jasmine, M.A.,M.Phil	Asst. Professor
7.	Ms.S.Shanthakumari, M.A.,M.Phil	Asst. Professor
8.	Ms.T.Sivapriya, M.A.,M.Ed.,	Asst. Professor
9.	Ms.V.Vinu, M.A.,M.Phil	Asst. Professor
10.	Ms.S.Sathiyapriya, M.A.,M.Phil,B.Ed.,MBA	Asst. Professor
<b>Department of Language</b>		
11.	Ms. K. Vijayalakshmi, M.A.(Hindi Lit), M.A. (Hindi Trans), B.Ed., M.Phil.	Head, Asst.Prof. (Hindi)
12.	Ms. P.T. Rani, M.A., M.Phil., B.Ed., PGDCA., NET, Ph.D.	Head, Asst.Prof. (Tamil)
13.	Mr. V.S. Saravanan, M.A., M.Phil., B.Ed., Ph.D.	Asst. Professor
14.	Ms. E. Menaka, M.A., M.Phil., Ph.D.	Asst. Professor
15.	Ms.A.Kavitha Rani, M.A.,M.Phil	Asst. Professor
16.	Dr. A. Arivumozhi, M.A.,B.Ed, M.Phil., Ph.D.	Asst. Professor
17.	Ms.B.Revathi, M.A.,M.Phil.,B.Ed.,PGDCAR, Ph.D	Asst. Professor
<b>Department of Biochemistry</b>		
18.	Ms. B.Sabana, M.Sc., M.Phil., Ph.D.	Head, Asst.Prof.
19.	Ms. J. Nomila Merlin, M.Sc., M.Phil., PGDBI, Ph.D.	Asst. Professor
20.	Ms. A. Ruth Angeline, M.Sc., M.Phil.	Asst. Professor
21.	Dr. S. Beulaja, M.Sc., M.Phil., Ph.D.	Asst. Professor
22.	Ms.K. Punitha, M.Sc.	Asst. Professor
<b>Department of Mathematics</b>		
23.	Ms. J. Gayathri, M.Sc., M.Phil.	Head, Asst.Prof.
24.	Ms. V. Meena, M.Sc., M.Phil.	Asst. Professor
25.	Ms. S. Hemalatha, M.Sc., M.Phil., B.Ed., Ph.D.	Asst. Professor
26.	Ms. S. Sangeetha, M.Sc., M.Phil.	Asst. Professor
27.	Ms. M. Kalaichelvi, M.Sc., M.Phil.	Asst. Professor
28.	Ms. D.Rebekha Elizabeth, M.Sc.,M.Phil.	Asst. Professor

29.	Ms.G.Jayakodi, M.Sc.,M.Phil.	Asst. Professor
30.	Ms.G.Jayasree, M.Sc., M.Phil	Asst. Professor
31.	Ms.D.Jerlin Sheeba, M.Sc., M.Phil	Asst. Professor
32.	Ms.J.Shobana Rajam, M.Sc., M.Phil	Asst. Professor
<b>Department of Computer Science</b>		
33.	Ms. M. Priya, MCA, M.Phil., Ph.D.	Head, Asst.Prof.
34.	Ms. W. Mary Magdalene Viola, M.Sc., M.Phil., Ph.D.	Asst. Professor
35.	Ms.T.S. Lakshmi, MCA, M.Phil.	Asst. Professor
36.	Ms.V.Mahalakshmi, MCA	Asst. Professor
37.	Ms.K.Saranya, M.Sc., M.Phil.	Asst. Professor
38.	Ms. D. Lenujoy, M.Sc., M.Phil., M.Ed	Asst. Professor
<b>Department of Computer Applications</b>		
39.	Ms. V. Brindha, MCA, M.Phil.	Head, Asst.Prof.
40.	Ms. S. Kala, M.Sc., M.Phil.	Asst. Professor
41.	Ms. W. Malini Prema Kumari, MCA, B.Ed., Ph.D.	Asst. Professor
42.	Ms. P. Radhika, MCA, M.Phil.	Asst. Professor
43.	Ms. T.R. Nisha Dayana, M.Sc., B.Ed., M.Phil., Ph.D.	Asst. Professor
44.	Ms. N.Angel, MCA., M.Phil.,	Asst. Professor
45.	Ms.Sruthi Padmaraj, MCA	Asst. Professor
46.	Ms. J. Anjana Jaishankar, MCA, PGDYN	Asst. Professor
47.	Ms.G.Lakshmi, M.Sc. M.Phil	Asst. Professor
48.	Ms.J.Helen Arockia Selvi, MCA, M.Phil	Asst. Professor
<b>Department of Commerce (General) &amp; (Accounting &amp; Finance)</b>		
49.	Ms. B. Arasi, M.Com., M.Phil., MBA	Head, Asst.Prof.
50.	Ms. B. Mallika, M.A., M.Phil., B.Ed., MBA	Asst. Professor
51.	Dr. M. Saraswathi, M.A., Ph.D.	Asst. Professor
52.	Ms. Premala David, M.Com., M.Phil., B.Ed.	Asst. Professor
53.	Ms.R.Aishwarya, M.Com., M.Phil., MBA	Asst. Professor
54.	Ms. A. Abiya, M.Com., M.Phil., MBA, PGDCA	Asst. Professor
55.	Ms. T.A. Nirmala, M.Com., M.Phil., MBA, MLIS.	Asst. Professor
56.	Ms. R. Santhi, M.Com., M.Phil., MCA., PGDCA.	Asst. Professor
57.	Ms. B.X. Jonitha Stany Mary, M.A., M.Phil.	Asst. Professor
58.	Ms. N.S. Dhanalakshmi, M.Com, M.Phil, B.Ed, PGDCSA	Asst. Professor
59.	Ms. D. Sujatha, MFS., M.Phil., MBA, PGDCA	Asst. Professor
60.	Ms. D. Diksha, MBA	Asst. Professor
61.	Ms. T. Bharathy, M.Com., M.Phil.,	Asst. Professor
62.	Ms. R. Sreethi Rebeka, M.Com., M.Phil., PGDCA., DCFA.	Asst. Professor



63.	Ms.R.Gandhi Priya, M.Com.,M.Phil.,MBA	Asst. Professor
64.	Ms.T.Parkavi, M.Com	Asst. Professor
65.	Ms.M.Sankari, M.Com,M.Phil	Asst. Professor
66.	Ms.Gracia Johnson,M.Com, MBA, M.Phil	Asst. Professor
67.	Ms.Silvia,M.com,M.Phil	Asst. Professor
68.	Ms.K.Sasirekha, M.Com,M.Phil.,PGDBA	Asst. Professor
69.	Ms.P.Rajeswari. M.Com,M.Phil	Asst. Professor
<b>Department of Commerce (Corporate Secretaryship) &amp; (Comp. Application)</b>		
70.	Ms. J. Shanthi, M.Com.,M.Phil.,B.Ed.,MBA.,NET.	Head, Asst.Prof.
71.	Ms. S. Blessy Deva Priya, MCA., M.Phil.	Asst. Professor
72.	Ms. A. Brigid Kanmani, M.Com., MPhil	Asst. Professor
73.	Dr. J. Mala Jayasree, M.Com., B.Ed., Ph.D	Asst. Professor
74.	Ms.S.R.R.Sivajothi,M.Com,M.Phil.,MBA.,M.Ed	Asst. Professor
75.	Ms.V.Vidhya, M.Com.,M.Phil	Asst. Professor
76.	Ms.K.Meena, MBA	Asst. Professor
<b>Department of Business Administration &amp; Commerce (ISM)</b>		
77.	Mr.K.Ganesan, M.A,M.Sc,M.Com,MBA,M.Phil,B.Ed,DHM,PGDPR.,Ph.D.	Head, Asst.Prof.
78.	Ms. K. Shivashankari, M.A., M.com.,M.Phil.,MBA,PGDHRM,NET,MSc(Yoga),Ph.D	Asst. Professor
79.	Ms. M.L.Mayalekshmi,MBA.,M.Phil.,M.A.,SET.,PGDHRM,Ph.D	Asst. Professor
80.	Ms.R.Sangeetha Lakshmi,MBA,M.Phil.,NET.,Ph.D	Asst. Professor
81.	Ms.S.Vijaya kumari, MBA.,M.Phil.,M.L.M.,GNIIT.,Ph.D	Asst. Professor
82.	Ms.S.Ambiga,M.A,M.Phil.,MBA.,Ph.D	Asst. Professor
<b>Department of Physical Education</b>		
83.	Ms.V.Komathi,M.PEd.,M.Phil.,Ph.D	Physical Directress
<b>Library</b>		
84.	Dr. A. Mary Isabella, M.A., MLIS, M.Phil, CCA., Ph.D.	Librarian
85.	Ms.J.Vini Freeda, M.A., M.L.Sc	Librarian
<b>NON TEACHING STAFF</b>		
<b>Administrative Staff</b>		<b>Lab Assistants</b>
86.	Ms. J. Josephine, M.Com., B.Ed., M.Phil.	92. Ms. P. Suriyalatha, D.E.C.E., MCA.
87.	Ms. Glory, M.A.	93. Ms.R. Akila, M.Sc.,B.Ed.,PGDCA,M.Phil
88.	Mr. J. Murali, B.A.	94. Ms.A.Arul Mary.
89.	Ms. M. Padma Priya, M.Sc	95. Ms.V.Suganya,M.Com.
90.	Mr.T.S. Sathish Kumar, B.Sc., MBA, B.L.	
91.	Ms. R. Beulah, B.Com.	

**ANNAI VEILANKANNIS COLLEGE FOR WOMEN  
INTERNAL QUALITY ASSURANCE CELL**

Name of the Department & Year

S.NO	SUBJECT	Name of the staff members																								
		5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
1	Punctuality in the Class																									
2	Regularity in taking class																									
3	Completes the syllabus of the course on time																									
4	Focus on syllabi																									
5	Makes alternate class arrangement in her absence																									
6	Self-confidence																									
7	Communication skills																									
8	Discussion in class room																									
9	Use of teaching aids (OHP/ Black Board/ PPT's)																									
10	Innovative teaching																									
11	Instilling various academic interest in students																									
12	Helps students in realizing career goals																									
13	Class Control																									
14	Inspiration for ethical conduct																									
15	Acting as a role model																									
Additional Remarks:																										

Name of the Student(Optional):

**Note : 5-Excellent; 4- Very good; 3- Good; 2- Average; 1- Below Average (Put tick mark in the relevant column)**

