



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **PATRICIAN COLLEGE OF ARTS AND SCIENCE**

**PATRICIAN COLLEGE OF ARTS AND SCIENCE CANAL BANK ROAD GANDHI  
NAGAR ADYAR CHENNAI 600020  
600020**

**[www.patriciancollege.ac.in](http://www.patriciancollege.ac.in)**

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**‘Ora et Labora’** which means to Pray and Work is the motto of the Brothers of St. Patrick, a congregation established by Bishop Daniel Delany in 1808 in Ireland which drew inspiration from their patron saint – St. Patrick. With a noble spirit to serve humanity the Patrician Brothers stepped into the vocation of educating the youth to free them from bonds of ignorance and illiteracy. In 1875, the first foundation of the Patrician Brothers was laid in Chennai, India. Today, the Patrician Brothers run schools across the globe and in India. With the rich experience gained in the educational field, the Patrician Brothers ventured into higher education arena and established Patrician College of Arts and Science as their first college in India in 2001.

Patrician College of Arts and Science is a Christian, co-educational, self financing institution affiliated to the University of Madras. The College aims to impart a holistic education with perspectives and skills that are required to understand and respond appropriately to life situations. The emblem of the College is the popular Shamrock which is a threefold leaf in Ireland that envisages the College motto – **‘To seek, To strive, To find.’** The College Anthem composed by our alumnus reiterates the Patrician ethos to seek knowledge and truth.

In 2001, the College had a humble beginning with 155 students, 5 faculty and 5 UG programmes. From its start in a temporary building, the College is now housed in a 3-acre land with 3330 students, 126 faculty members, 18 UG, 3 PG and 2 research academic programmes. The College has successfully completed 18 years of its presence in the field of higher education.

In its unwavering commitment towards the goal of excellence, the institution has set standards to adopt Innovative methods and best practices to deliver holistic education and be adaptive to change. In recognition for its contribution towards quality education, the college was **awarded ‘A’ Grade** by NAAC in 2015. The college commits to continue to strive for quality education and progress towards achieving excellence.

### Vision

The College is guided by its well defined Vision – **‘To continue to emerge as the Centre for Excellence in Higher Education and to build Human Resources with values to make a significant contribution to society.’**

The guiding principle to develop the vision statement was the philosophy and pedagogy of the Patrician Brothers as enshrined in the Constitution of the Brothers of St Patrick. The conviction of the Brothers to reach out to the poor and needy, to free them from the bonds of ignorance and illiteracy was the foundation on which the vision was built. A participatory approach was adopted in the making of the vision to involve all stakeholders. The vision of the institution is revisited periodically to keep it relevant and contextual.

The present vision statement pronounces three critical areas on which the institution stands.

1. **To develop Patrician College as a Centre for Excellence in higher education** - Excellence in the institution encompasses holistic and integrated approaches toward delivering quality education. 2. **To build Human Resources with values** – Patrician College assures to prepare and mould Human resources with

physical, intellectual, social, spiritual and psychological capabilities. Core values like institutional wellness, value and outcome based education, social responsibility, equitable access and environment sustainability are inculcated and reiterated to become a habit for students. 3. **To make Human Resources to contribute to society** – The core values imbibed facilitates the human resources to make significant contribution to their community and society as responsible citizens.

The vision statement is effectively communicated to all stakeholders. The College Website, Prospectus, Magazine and Academic Calendar carry the Vision statement to give wide publicity and visibility. The members of the management are constantly oriented to frame policies and programmes within the framework of the vision of the College. The vision statement is displayed at prominent locations on campus. Parents and Alumni are oriented during parent teacher and alumni meetings on the vision of the institution.

### **Mission**

The Vision is concretized through its Mission – **‘To provide a holistic education for Intellectual and Physical Development, Social and Cultural Sensitivity and Economic Opportunities that will empower every student to live in harmony.’**

The college constantly strives to translate the vision into concrete activities towards ensuring excellence, building human resources with values, and enabling the human resource to contribute to society. Series of deliberations are held to work on specific strategies to materialize the provisions made in the vision statement. Various committees, cells and associations constituted are assigned with the execution of the activities towards achieving the goals stated in the vision statement.

The Mission statement focuses on a holistic development of the human resource through:

1. **Intellectual development** – This is fostered through effective curriculum implementation and enrichment towards building critical thinking, problem solving, lateral thinking, conflict resolution, decision making. Experiential learning through field and industrial visits, internships, seminars, conferences, brainstorming, group discussions, case studies and management learning activities provide sphere for intellectual development.
2. **Physical development** – The College initiates activities toward ensuring physical development of the students. This is brought through compulsory Physical Education hour in the regular time table, sports and games, and opportunities to represent college at University, State and National levels.
3. **Social and cultural sensitivity** – The College gives exposure to different cultures through celebration of diverse festivals thus embracing cross cultural understanding. Through extension activities, social sensitivity and concern for fellow humans is brought about which impact student’s attitude for social change.
4. **Economic Opportunities** – The management empowers students from marginalized sections to ensure that they are given an equitable chance at higher education. Students are financially assisted through Fee waivers and scholarships to continue their education without any hassle. Further, they are given opportunity to earn while they learn.
5. **Student empowerment** – Many social and cultural opportunities, provided at the campus, expose students to ground realities, enabling them to understand life challenges and equipping them with skills required. Students go through a gradual progression during their stay period in the college and are empowered to become caretakers of themselves and society.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- **Visionary Management**
  - The College is managed by the Brothers of St. Patrick who are visionaries with spirit to serve the cause of education, particularly the marginalized.
  - They have more than 140 years of experience in the field of Education in India.
- **Holistic Education**
  - Focus on holistic development
  - Inculcation of values through value oriented classes.
- **Conducive Academic Ambience**
  - Technology driven teaching and learning.
  - Patrician College Empowerment Cell and local NPTEL chapter for certificate courses.
  - Remedial, enabling and bridge courses to cater to student diversity.
  - State of art infrastructural facilities in the School of Media Studies.
- **Innovation and Entrepreneurship**
  - Institution Innovation cell registered with MHRD.
  - Patrician Alumni Entrepreneur network with registration of alumni entrepreneurs.
  - Students' startup proposals facilitated by teachers.
- **Building Students' Social Responsibility**
  - Social Sensitization through Outreach and Social responsibility programmes.
  - Patrician SEEDS (Students Empower and Educate the Disadvantaged in Society), an Institutional Extension Initiative.
- **Vibrant Support Services**
  - Effective placement training and network services through Source Hub placement cell.
  - Leadership development through Student Council, Club and Association activities.
  - Financial assistance to economically deserving and marginalized through scholarships and fee waivers.
  - Effective Mentoring and counseling services.
  - Promotion of sports culture.
  - Vibrant fine arts and student talent enhancement.
  - Free education to the wards of support staff.
- **Equitable Access**
  - Ensuring Inclusion through admission of students from economically marginalized groups.
  - Girl child empowerment through priority for admission of girls and ensuring support services to remove impediments.
- **Faculty Empowerment**
  - Recruitment of qualified, experienced and young faculty.
  - Leadership positions on rotation basis.
  - Frequent conduct of FDPs.
  - Promotion of research culture through financial incentives for academic achievements.
  - Good service conditions for faculty reflected in the compensation package.
- **Stakeholder Involvement**
  - Participative management by including all stakeholders in decision making.
  - PTA, Alumni Association, Corporate and student representatives in the decision making Bodies.
- **Others**
  - Preservation and promotion of native folk arts and cultural heritage.

- Locational advantages - easy access by rail and road.
- Naturally endowed campus with lush green atmosphere.

### **Institutional Weakness**

- As an affiliated college, there is limited scope for academic flexibility in curriculum planning and designing.
- Majority of the Students come from economically disadvantaged background and are unable to pay fees and require financial assistance. Being a self finance institution, the Management faces the challenge to meet the requirements of students who need financial help.
- Due to lack of hostel facilities, the College was not able to admit students from other states.
- By and large, the College offers academic programmes at the UG level which does not promote the research endeavour and faculty is more oriented towards classroom engagement than research involvement.

### **Institutional Opportunity**

- The management proposes to close their sister concern school available in the vicinity of the college and attach it to the college for future expansion. With additional space available the college will have the opportunity to expand the academic programmes particularly the starting of pure science courses with lab facilities.
- The college attracts large number of students from other states, particularly from the north east region who presently stay outside for want of hostel facilities. The management proposes to start a hostel to accommodate students from abroad and from other states.
- The college has a scope to expand its network and collaborations with premier institutions. Proposal has been made to begin twinning programmes with Pondicherry Central University and other premier institutions.
- As the college has expanded to two shifts, placement opportunities provided to students have more scope for expansion.
- With the introduction of Institution Innovation cell, there will be more opportunities for startups by faculty and students.
- Entering into MoUs with foreign universities to promote student and faculty exchange and enhancement of academic programmes.

### **Institutional Challenge**

- Being a self financing institution, Resource mobilization from external sources for undertaking research and organizing seminars and workshops is limited.
- To cater to needs of students who are first generation learners and from marginalized sections.
- To ready the students with employability skills.
- Parents of our students have low educational background which is sometimes a hindrance for students in courses of their choice.
- As students are used to teacher centric learning from their school, participative learning is a challenge.
- Lack of self motivation among students as they are very distracted by various electronic gadgets and social networking.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The Curricular aspects of the College are governed by the guidelines of the University of Madras to which it is affiliated and adheres to the **CBCS** as prescribed. Before the commencement of the academic year, the **Academic Calendar** is prepared, which outlines the activities and timeline particularly on information regarding the examination schedule. **Implementation of the curriculum** is ensured through lesson planning, ICT enabled teaching, documentation and effective monitoring.

The college, being non-autonomous, has limited academic freedom as it follows the University-prescribed syllabus. However, the College attempts **flexibility** to the extent possible through **certificate and value added courses**, MOOC courses through NPTEL, library and online information resources like INFLIBNET. Horizontal flexibility is initiated through Non-major electives in UG programmes. The institutional initiative of The **Patrician Knowledge Resource Center** serves as a platform for sharing academic information like e-content lectures, question bank with answer keys and course related materials.

The curriculum is further **enhanced and enriched** through opportunities of **experiential learning** in the form of field and industrial visits, project-based learning, internships, and practicum courses. Value Education and Environmental Studies orient the students to social issues and environmental concerns that require awareness and intervention. Courses on Language and Communication Skills, Life and Managerial skills, Spoken and Presentation skills, Personality Development enhance student's skills in communication, leadership, goal setting, time management and other professional abilities. Internships and project work gives hands on experience to students to correlate theory and practice.

Certificate and short term courses are offered through **Patrician College Empowerment Cell** to facilitate students to acquire employability and entrepreneurship skills. These add on courses are offered in collaboration with governmental organizations like NSIC, NSDC, and premier private institutions like Madras Chamber of Commerce and TCS on courses that are subject relevant and career oriented.

The College is **open and transparent** about obtaining **direct feedback** from all stakeholders. Various feedback mechanisms are in place and administered effectively at different levels through the year. The inputs obtained through feedback systems are shared in different forums such as Academic Council of the University of Madras and this facilitates reforms in the various curricular aspects.

### Teaching-learning and Evaluation

The student admission procedure is in accordance with the norms of the state government and University of Madras and the reservation policy is strictly adhered to. The demand ratio is encouraging at the UG level and the scope is open at the PG level. The admission policy of the College is **inclusive** and caters to **student diversity**, including students from minority community, marginalized and economically weak sections. Preference is given to women candidates, first generation learners and Divyangjan students. Keeping in mind the student diversity and understanding the gap between slow and advanced learners, the college organizes special activities like bridge courses in English and Mathematics and Remedial Classes for academically backward students.

**Participative learning** is encouraged through diverse methodologies like role play, case studies, and group discussions. Teachers expose students to real-time situations through simulation exercise and they are subjected to problem solving methodologies to fix the problem, critically analyze and formulate solutions for experiential learning. The effective use of technology through ICT enabled classrooms enhances the teaching-learning process. The college is sensitive to the personal and academic needs of students and ensures their physical and mental well being through **mentoring and counseling** services.

The student's performance is evaluated through formative and summative assessments in accordance with University norms. Continuous Internal Evaluation facilitates a student to understand his/her status and the improvement to be made with the support of the course teacher. At the beginning of the semester, the teacher orients the student on the course outline as well as the programme outcomes and the programme specific outcomes so as to give the student the right understanding of the nature and outcome of the course. Details of PO and PSO are posted on the website. The college has always maintained a high level of pass percentage and is one of the top ranking institutions among the colleges within the University area in terms of academic performance.

The College follows a stringent recruitment policy to fill all sanctioned posts with full time qualified faculty. The IQAC organizes FDP to enhance their capabilities at regular intervals.

### **Research, Innovations and Extension**

The institution consciously creates ambience that encourages and promotes **research culture** among the faculty and students. The research policy of the institution gives direction to the code of ethics and conduct of research projects in the institution. The Management encourages and provides OD facility to faculty to participate in conferences, workshops and seminars and publish research articles. National/International conferences and seminars are organized to update on the recent developments in the respective discipline domains and provide platform for industry academia interaction. The institution has a well equipped library with ICT facilities and membership with premier libraries in Chennai city. The library has subscribed for INFLIBNET enabling access to e-journals and books. Faculty are encouraged to register for Ph.D and those eligible to apply for guideship.

**Innovative ideas** are encouraged among students by organizing technical exhibitions and entrepreneurial workshops wherein the students display the models and are oriented to establish startups. **Institution Innovation Cell** affiliated to MHRD is registered. Four senior faculty who are **Innovation ambassadors** and members of **Alumni Entrepreneurs network** handhold the startups in the institution.

The College continuously strives to sensitize students and faculty on **institutional social responsibility**. Cleanliness drives, health camps, visit to old age homes and orphanages, literacy camp and beach cleanup activities are among the many initiatives which make the students aware of the issues prevailing in the surrounding and the need to address them collectively. Care and Share is a special initiative to make the students feel the joy of giving. Every department identifies a NGO and contributes to their needs through funds collected at the department level. Being a Christian institution, the spirit of Christmas is made more meaningful by reaching out to the less privileged. To emphasize on physical well being, every year the college organizes Marathon with the theme 'Run to Save a Life' which is to create awareness on cancer. The institution partners with Adyar Cancer Institute and this event has witnessed overwhelming response from public and students. Job fair, organized as an annual event, attracts large number of job providers and job seekers.

## Infrastructure and Learning Resources

The institution has **state-of-the-art infrastructural facilities** spread over a lush green area on the banks of Adyar River. The campus houses four academic blocks with spacious classrooms, laboratories, conference halls, open air theatre, preview theatre and auditorium. The campus is Wi- Fi enabled and classrooms are provided with smart board and projector which facilitate technology enabled teaching and learning with software and computer configuration updated regularly. The facilities in the **School of Media studies** are one of the best and well known in the city. It has an upgraded recording and edit studio, green matt room, preview theatre and video recording facilities which attracts media and theatre professionals. Fully automated air conditioned library with computers and internet facility, separate reading and reference section and subscription to e- resources makes reading a joyful experience. The institution consciously admits students with cultural and sports talents and hence gives priority to creation and maintenance of Sports and cultural facilities. The college has a well maintained and spacious play ground for practice and conduct of sports and tournaments.

Faculty cafeteria and students common area is equipped with a LED TV and facility for indoor games to spend quality time with peers. Safety of the human resource and infrastructure is ensured through **24/7 CCTV surveillance** and security guards available in the campus round the clock. Fire extinguishers are placed in all prominent areas and refilled on regular basis to meet any unforeseen contingencies. The institution is proud of recording no occurrences of ragging and sexual harassment in the campus. The college has facilitated the installation of the new App, **Kavalan (Protector)**, initiated by the Police department, TN Government in every woman's mobile phone on campus to ensure their safety.

**Maintenance policy** is in place to regulate the maintenance of infrastructure. The policy outlines the procedure and the role of the members to address complaints of any nature. The policy ensures the effective maintenance of infrastructure and the timeline to address complaints. There is a centralized booking system which is integrated with the ERP for use of facilities in the campus.

## Student Support and Progression

The institution is committed to the core value of **equitable access** and all initiatives center around providing **support services** to students from diverse background. The college has many students from the economically and socially disadvantaged groups and the Management accompanies them during the course of study through concession and fee waiver and other types of **scholarships** and **financial assistance through private donors**. The College collaborates with University of Madras and admits students under the Madras University Free Education Scheme. All the schemes of Central and State Government Scholarship is facilitated to all eligible students through the college administration. All students are covered under accidental insurance policy and administration assists in the process of policy claims. A **grievance redressal mechanism** is in place wherein the grievances are addressed by the concerned authorities within a timeframe and the action taken is reported to the aggrieved party.

By and large, the students of the college are from Tamil medium and first generation learners. The college is sensitive to the gap in curriculum and towards bridging the gap in employability skills, has initiated the Training and Development Cell and Source Hub Placement Cell which offer **capability enhancement programmes and career counseling** respectively. Patrician students are known to excel in sports and cultural activities both within and outside the campus. Evoluzione, the annual interdepartmental cultural event and Phantasia, the intercollegiate cultural event are the two popular events organized in a large scale by the student council. **Leadership** is promoted through various clubs, associations, cells and the students council through



which potential leaders are identified and vested with responsibility and accountability to represent students' larger body and liaison with Management, faculty and students. The opportunities given for **academic and personal enhancement** help the students in bonding with the institution even after they leave the portals of the college and connect with their alma-mater. The alumni association provides a **reconnect** to the institution and they play the role of goodwill ambassadors in the progress of the institution.

### **Governance, Leadership and Management**

Patrician College enjoys the privilege of having a **participative, decentralized and transparent** management whose ethos and belief is in **teamwork and team spirit**. Every initiative is the culmination of collective efforts put in by teams at various levels within a well structured framework. Under the guidance of the Governing council, various administrative and academic committees function with representation from all quarters to ensure participatory management. The policy of the Management is to rotate the leadership position to give opportunities to other senior faculty to take turn in assuming HOD position once in 3 years. Management is conscious of preparing **second line leaders** so as to avoid leadership crisis at any given time.

The College is environmentally conscious and ensures **e-governance** through ERP software which integrates various modules on student and faculty database. Financial Management is carried out through Tally Software. Training on e-governance and technology adoption is imparted to academic and administrative staff on regular basis.

The College is proactive in **empowering** its faculty through Faculty Development programmes. On Duty facility for academic assignments is provided to them. The administrative and support staff are trained on vocational skills to empower them with income generation programmes. The College monitors the performances of the faculty through an **appraisal system** and follows up the evaluation with mentoring and counseling programme for the faculty.

The College ensures the **welfare** of its teaching faculty and non-teaching staff by providing excellent infrastructure for effective execution of duties and financial support through loans, insurance and investment opportunities from time to time. As part of social responsibility, the Management gives free education to the wards of support staff who study in the College.

The major financial resource is by way of student fees which are utilized for meeting recurring and non recurring expenses through an **approved budget** which is placed before the Governing Body for approval. The IQAC undertakes **quality initiatives** for quality sustenance and enhancement among all stakeholders. It anchors vital exercises such as FDP, feedback, academic and administrative audit, and data submission to statutory bodies at the State and Center.

### **Institutional Values and Best Practices**

The college is set in a **naturally endowed environment** and boasts of excellent green cover. In order to maintain this environment, the College adopts various conservation techniques such as solar energy generation, water recycling, rainwater harvesting and usage of energy conservation lighting. **Green audit** is carried out to assess indicators of conservation. **Green Policy** is drawn to ensure conservation behavior among all stakeholders.

The College **encourages Divyanjan students** to enroll in programmes of their choice and their quality of campus life is enhanced by the provision of ramps, wheelchair, elevators, railings and special washrooms to suit their needs. Braille books are available in the library for usage by visually challenged students. **Inclusivity** is promoted in the college by encouraging cross cultural interaction through celebration of religious and cultural festivals. The college has set in place policies ensuring professional and **ethical codes of conduct** for all stakeholders involved. These are effectively communicated through the Academic Calendar and reinforced during admission and orientation programmes.

Days of national and international importance are observed with due solemnity. The College strives to emerge as a center of Excellence and therefore emulates best practices in all its functioning areas. These practices ensure that the stakeholders are benefitted alongside the maintenance of overall quality in the college. The student is **sensitized socially** to respond to crisis and disaster situations. Relief programmes during natural calamities involve student and faculty to ensure **social quotient** and **culture of humanity** in the campus.

The College assumes the ethical responsibility to deliver a **holistic education** to ensure that its graduates are strengthened in intellectual, spiritual, emotional, physical and social quotient. Each facet of a student's personality is guided and shaped by various methodologies and programmes that refines and moulds the student to become an effective human resource committed to **personal and professional excellence**.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	PATRICIAN COLLEGE OF ARTS AND SCIENCE
Address	Patrician College of Arts and Science Canal Bank Road Gandhi Nagar Adyar Chennai 600020
City	Chennai
State	Tamil Nadu
Pin	600020
Website	<a href="http://www.patriciancollege.ac.in">www.patriciancollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Usha George	044-24401362	9380080023	-	principal@patriciancollege.ac.in
IQAC / CIQA coordinator	S. Nagajothi	044-24426913	9444430220	-	iqac@patriciancollege.ac.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">minority.pdf</a>
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	01-08-2001			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Tamil Nadu	University of Madras	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1579595701.pdf</a>
If yes, has the College applied for availing the autonomous status?	Yes

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Patrician College of Arts and Science Canal Bank Road Gandhi Nagar Adyar Chennai 600020	Urban	3.02	9343.4

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCA,Computer Applications Shift Ii	36	Higher Secondary	English	50	49
UG	BCA,Computer Applications Shift I	36	Higher Secondary	English	100	100
UG	BBA,Business Administration Shift I	36	Higher Secondary	English	70	68
UG	BSW,Social Work Shift I	36	Higher Secondary	English	50	46
UG	BCom,Commerce Shift I	36	Higher Secondary	English	212	212
UG	BSc,Computer Science Shift I	36	Higher Secondary	English	50	45
UG	BA,English Shift I	36	Higher Secondary	English	60	58
UG	BCom,Commerce Shift Ii	36	Higher Secondary	English	70	70
UG	BSc,Electronic Media Shift Ii	36	Higher Secondary	English	50	33
UG	BA,Journalism Shift Ii	36	Higher Secondary	English	50	9
UG	BSc,Computer Science Shift Ii	36	Higher Secondary	English	50	48
UG	BCom,Accounting And Finance Shift Ii	36	Higher Secondary	English	70	68

UG	BCom,Corporate Secretaryship Shift Ii	36	Higher Secondary	English	70	68
UG	BCom,Corporate Secretaryship Shift I	36	Higher Secondary	English	70	66
UG	BCom,Accounting And Finance Shift I	36	Hgiher Secondary	English	70	70
UG	BSc,Visual Communication Shift I	36	Higher Secondary	English	50	47
UG	BSc,Mathematics Shift I	36	Higher Secondary	English	55	38
UG	BSc,Psychology Shift I	36	Higher Secondary	English	40	39
PG	MCom,Mcom General Shift I	24	Under Graduation	English	40	31
PG	MA,Ma English Shift I	24	Under Graduation	English	40	33
PG	MSW,Msw Shift I	24	Under Graduation	English	30	29
Pre Doctoral (M.Phil)	MPhil,Mphil Social Work Shift I	12	Post Graduation	English	8	2
Pre Doctoral (M.Phil)	MPhil,Mphil Commerce Shift I	12	Post Graduation	English	8	3

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				107			
Recruited	0	0	0	0	1	0	0	1	41	66	0	107
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				33
Recruited	16	17	0	33
Yet to Recruit				0



<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	9	16	0	26
M.Phil.	0	0	0	0	0	0	22	38	0	60
PG	0	0	0	0	0	0	11	11	0	22

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Pre Doctoral (M.Phil)	Male	3	0	0	0	3
	Female	1	1	0	0	2
	Others	0	0	0	0	0
UG	Male	1992	26	0	1	2019
	Female	809	17	0	2	828
	Others	0	0	0	0	0
PG	Male	64	3	0	0	67
	Female	85	2	0	0	87
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	134	119	86	90
	Female	68	69	49	52
	Others	0	0	0	0
ST	Male	8	22	8	6
	Female	5	6	3	6
	Others	0	0	0	0
OBC	Male	534	489	389	374
	Female	214	185	165	186
	Others	0	0	0	0
General	Male	189	163	53	78
	Female	80	61	23	30
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1232</b>	<b>1114</b>	<b>776</b>	<b>822</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
478	404	325	291	255
File Description			Document	
Institutional data prescribed format			<a href="#">View Document</a>	

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
23	19	13	13	9

#### 3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3006	2570	2174	1958	1650
File Description			Document	
Institutional data in prescribed format			<a href="#">View Document</a>	

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1232	1114	776	822	631
File Description			Document	
Institutional data in prescribed format			<a href="#">View Document</a>	

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
744	759	661	535	507
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
108	98	82	75	67
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
108	98	82	75	67
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 62**

#### Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1251.29	840.66	253.01	269.55	260.21

#### Number of Computers

**Response: 175**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

The Curricular aspects of the College are governed by the guidelines laid by the University of Madras and the College adheres to the Choice Based Credit System. However, the College supplements the prescribed curriculum through value added courses.

Every academic year, various Committees are formed for effective Curriculum planning and delivery. Before the commencement of the academic year, the Core Committee prepares the **Academic Calendar**, which outlines the activities and timeline. Based on the Calendar, the Departments prepare the blueprint for execution of activities and specific tasks are assigned to the faculty. The Academic Affairs Coordinator designs the **Master timetable** and the **Workload, Subject allotment** and **Department timetable** are finalized by The Heads of the Departments. The lesson plan for the allotted subjects is prepared by the faculty members against the number of hours assigned for the subject. To ensure the completion of syllabus, **Work Completed Register** is maintained by each faculty and monitored by the HoDs on weekly basis. The HoD holds reviews with students to ascertain the coverage of syllabus. **ICT tools** such as Google Classroom, Edmodo, e-content lectures are used to make teaching learning interactive and record of ICT usage is maintained in the Department.

Apart from the regular classes, various seminars, workshops, industrial visits, study tours, certificate courses and conferences are conducted by each Department to enrich and expand horizons of learning experience. Students are encouraged to take up Online Courses such as SWAYAM -NPTEL or MOOC Courses with teachers as Mentors. The college is a Local Chapter for NPTEL. The **library** provides adequate books and journals relevant to different programmes. **Online resources** like INFLIBNET, E-Journal and NLIST are available for faculty and students. Library visits and use of library resources are recorded and maintained at the library. The students access their Department library for reference. The **Patrician College Knowledge Resource Centre (PKRC)** posts the e-content prepared by the faculty for use by students. The campus is Wi-Fi enabled and the resources are centralized through the website for immediate access. Every year the college infrastructure is upgraded to facilitate the curricular requisites.

**Academic Performance Assessment** is facilitated through Continuous Internal Evaluation comprising of tests, seminars, assignments and model examinations. For students who require further academic support, enabling classes are conducted. For the conduct of University practical examinations and project viva-voce, external examiners are invited to evaluate the performance of the students. The students' marks are documented in the **Internal Mark Register** of each department.

In order to assess and monitor the effectiveness of the curriculum, the Institution has a **robust feedback system**. Inputs are gathered from various stakeholders by the IQAC, which are reviewed carefully and acted upon. The IQAC facilitates the conduct of **Internal and External Audit** of all departments and administrative office on an annual basis. Experts are drawn from academia for the audit and the outcome of

the audit and Action taken report is shared with the Management and Departments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The Academic Calendar is the **first document** of the college which is followed meticulously. The Academic Calendar is prepared after a series of deliberations by the departments and various units before the commencement of the academic year. The University calendar serves as reference to plan the college academic, co- curricular, extracurricular and examination schedule. The college ensures a minimum of 90 working days in a semester excluding government declared holidays. The final approval of the Academic Calendar is given by the Management committee. Adequate number of Academic Calendars are printed and distributed to all faculty and students and the college insists that the calendar be brought daily to college. It is also uploaded in the college website.

The calendar has **detailed information** regarding the Foundation of the College with its Vision and Mission for all faculty and students to be acquainted with the beginnings of the College. It contains the Rules and Regulations of the college, and Code of Conduct that governs the students. The Calendar specifies details about departments, the faculty and the administrative staff. It includes information regarding various statutory and non statutory committees. Details about student support services such as scholarship, safety insurance scheme, placement, mentoring and counseling and grievance redressal are made known to the students through the Academic Calendar.

The Calendar includes a detailed description of the **Academic requirements** such as the **CBCS Pattern** system, Course name and codes of all programmes, the opening and closing date of the college, and the Day order system. The Timetable adopts the Six Day order System. The Academic Affairs Coordinator prepares the Master Time Table and the HoDs prepare the Time Table for their respective departments as per the days scheduled in the calendar.

The **CIE schedule** is prepared by the Academic affairs coordinator and incorporated in the Academic Calendar. The first CIE is conducted after 30 working days covering 2 units of the respective curriculum and the second CIE after a subsequent 30 working days and completion of 2 more units. The Department level CIE schedule is aligned with the general schedule with subject distribution by the HoD. The **Model exam** is conducted after 80 working days and includes the entire portions of the curriculum.

The date of commencement of the CIE and Model Exam is mentioned in the calendar and the college **strictly adheres to the calendar** for the conduct of these exams. In case of unforeseen circumstances, a new schedule is prepared and informed to the students promptly.



File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

**Response:** 23

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 184

#### 1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
114	58	5	4	3

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 23.73

#### 1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
1233	591	213	816	52

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

#### Response:

The curriculum imparted at the college educates the students on crosscutting issues through effective delivery of courses relating to Social Concerns, Media Ethics, Professional Ethics, Gender Equality, Human Values and Environment and Sustainability. The Psychology and Social Work programmes impart courses on understanding **human dynamics** and behavior, women and development. **Professional Ethics Courses** such as Business Ethics, Social responsibilities and Corporate Governance, Consumer Rights and Education offered by Department of Commerce develop an understanding on **ethical issues** in business and good governance practices. Non major elective courses on Consumer Protection and Consumer Rights impart knowledge about Consumer Act and the course on Disaster Management helps to understand the process and mitigation initiatives during Disaster situations.

**Environmental Studies** focuses on the significance of environmental protection, maintenance, management and sustainable development. To enhance the teaching learning process and supplement theoretical knowledge imparted in the course paper, experiential learning is given through field visits to create awareness among students of their roles in the ecological balance. Students are trained and encouraged to take part in street plays, exhibitions and other environment-related activities.

Courses on Language and Communication Skills, **Life and Managerial skills**, Spoken and Presentation skills, Personality Development enhance student's skills in communication, leadership, goal setting, time management and other professional abilities. Related Internships and project work help students to learn and understand professional ethics in practice.

The college focuses on **convergence of various disciplines**. To this end, co-curricular activities are organized at institutional and departmental levels on pertinent issues like gender, sustainable environment, human rights, civic responsibilities and ethics. Significant days dedicated to communal harmony such as World AIDS Day, International Women's Day, International Day of Trafficking of Persons, International Youth Day, World Sight day, Youth Awakening day, International Day of the Differently-abled, International Human Rights Day and World Cancer Day are observed.

A special initiative by the **Prayer club** is the Eucharistic Mass for Catholic students and thematic Value Education session for others on the first Friday of every month to promote spiritual dimensions and holistic approach to personality development.

**Extension and Outreach Activities** are organized on and off the campus for creating a **sense of empathy and social responsibility** and towards this, a unique extension initiative of the College - SEEDS (Students to Educate and Empower the Disadvantaged in Society) is established. First year undergraduate students are enrolled as members of SEEDS and each student is required to serve the community for 40 hours in a year. This community work is facilitated through tie up between departments and NGOs for field projects. Second and Third years are enrolled into 13 different Clubs to engage in various community based activities. The Literacy Club , the Leo and Rotaract Club, Womens cell and Citizen Consumer Club engage in conducting Health and Blood donation camps, Consumer awareness, to promote inclusiveness in the campus and community The NSS Volunteers actively engage in Social Service Activities that contribute to creation of assets and national development by participating in Central and State Government initiatives.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 21.15

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
113	99	57	63	47

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 27.11

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 815

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response: A. All of the above**

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

**1. Feedback collected, analysed and action taken and feedback available on website**

**2. Feedback collected, analysed and action has been taken**

**3. Feedback collected and analysed**

**4. Feedback collected**

**5. Feedback not collected**

**E. Feedback not collected**

**D. Feedback collected**

**C. Feedback collected and analysed**

**B. Feedback collected, analysed and action has been taken**

**Response: A. Feedback collected, analysed and action taken and feedback available on website**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 91.51

##### 2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1232	1114	776	822	631

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1361	1245	865	865	680

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years ( exclusive of supernumerary seats)

**Response:** 98.83

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1230	1093	753	819	628

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

The College attracts students from diverse academic, social and economic background. The competencies of the students are taken into account for devising appropriate methods of instruction. Due attention is paid to cater to the different needs of the advanced and slow learners.

The College offers curriculum with clear understanding of the context and the demand for various programmes. Every department conducts Seminars, Conferences, Workshops, Paper Presentations and offers diverse range of certificate / value added courses to facilitate advanced knowledge regarding the course. MOUs are entered with reputed organisations to provide hands-on experience through project internships, summer internships, field and industrial visits.

#### Slow Learners

- Bridge courses in English and Mathematics are conducted at the beginning of every year for all First Year students to assess and test their current level of competence and to prepare them for the college curriculum. These courses are conducted to make them more attuned to the learning which builds a readiness to face college education learning levels.
- Communicative English courses are conducted for the Tamil medium students to make them use the language with correctness and confidence.
- Remedial Classes are conducted for the arrear students to help them perform better.
- Mind mapping technique is conducted for arrear students for a better understanding of the course concepts.
- Every semester, Enabling classes are conducted to strengthen the confidence level of the academically challenged. Each student's area of weakness is identified and addressed.
- Focused group discussions are held for the slow learners to strategize methods to overcome failures.
- Job readiness trainings are organised in association with corporate organisations to prepare the slow learners for placement opportunities.

#### Advanced Learners

- Advanced Learners are identified on the basis of Continuous Internal Evaluation, involvement in classroom activities and University Examination results.
- Case study methodology is employed to develop analytical ability, decision making skills and approaches to problem solving.



- Certificate courses are conducted for the students on various disciplines such as Tally, 3D Animation, Calligraphy, web designing, Tally with GST.
- The students are encouraged to register for Massive Open Online Courses (MOOC) offered by Swayam and National Program on Technology Enhanced Learning Project, (NPTEL) which offers a variety of courses based on their subjects, and completion of such courses is recognized as extra credits. The Faculty members register themselves as mentors for the course and guide the students with their assignments and exams.
- Bro. Aloysius Centre for Preparatory Excellence for National Civil Services / Civil Services Cell / Vetri Academy organizes seminars, workshops and training programmes for appearing for UPSC, TNPSC, RPF, SSC, RRB and other competitive examinations.
- Coaching and guidance for NET/SET is given for PG and research students.
- Research writing workshops are conducted for PG and research students to make them enhance their skills in research writing.
- Class Toppers, Subject toppers and students with 100% attendance are recognized with certificates to encourage and motivate them.
- University rank holders are honoured with medals and certificates on the Graduation Day.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 27.83

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

The faculty adopt several in-house techniques toward student-centric learning besides conventional lecture methods. The college delivers curriculum in a way that is designed to provide an ideal learning environment for the students.

#### Experiential Learning

- The theories learned in the classroom are augmented through Field Visits to Industries and Organizations and through practicum in their respective labs.

- Experiential service learning is encouraged through Extension club activities and the unique initiative of the college called Students to Educate and Empower the Disadvantaged in Society (SEEDS) programme where the students are exposed to social issues.
- The Final year students of every department undertake a study tour which gives practical understanding about group behaviour in a social setting with an appreciation for cultural diversity.
- The students of Social Work Department are regularly involved in Field / Organizational visits, Rural and Tribal camps to have a broader understanding of the subject and to experience life at the grassroots level. They undertake community organization programs on various social issues in urban slums and rural areas.
- Visual Communication students undertake individual projects under the supervision of a faculty guide from the department.
- Final year BCom Corporate Secretaryship students undertake organization based internships.
- Research is promoted at the undergraduate level in B.B.A., B.Sc. Psychology and all post graduate programmes to sharpen the research acumen of the students through experiential learning.
- ICT facilities aid in content delivery process. These learning methods encourage creativity, innovation and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary educational scenario.

### **Participative Learning**

- The college conducts Interdepartmental academic related programs and Intercollegiate fests to make every student to come out of his/her comfort zone and experience the larger competitive world.
- A unique feature of the college is the creation of multifarious cells - The Patrician Innovation cell (PIC), Patrician College Empowerment Cell – Training and Development (PCEC) and Entrepreneurial Development cell.
- Through participation in the clubs and the departmental association activities, students develop team spirit and leadership qualities. They gain understanding about the various organisational methodologies involved in the successful conduct of the events, thus increasing their self-confidence and zeal to achieve.
- Assignments and Class seminar components of continuous internal evaluation facilitate participative learning by the students. Frequent brainstorming sessions help the students to think analytically and creatively to better their understanding of the subject taught.
- E-learning platforms are provided to facilitate online and independent learning. Faculty and PG students are provided with Membership cards in renowned libraries such as British Library, University of Madras and American Library to motivate them towards more involvement in the learning process.
- Participation in seminars, workshops, projects, competitions and group discussions, both within the campus and outside provides rich participative learning for students.

### **Problem Solving Methodologies**

- Case studies enable critical understanding of a problem situation.
- Group discussions help in understanding different perspectives to the issue at hand and evolving collaborative solutions.
- Role Plays and Simulation exercises enable to enact and understand life situations within a controlled environment

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

The college adopts various effective teaching methodologies to impart knowledge and skills to the students. Use of ICT enabled teaching, e-learning resources and online courses are promoted by the college in order to make teaching-learning process more outcome-oriented and student-centric.

Since use of technology enhances the teaching-learning process, the Management has facilitated the use of technology by providing **Samsung TAB to all the staff** members enabled with Wi-Fi facility. This makes the classroom teaching methods more relevant and contemporary. **Google Classrooms** are being adopted in the teaching process for information exchange and minor evaluation. All study materials and assignments are sent to the students through the Google Classroom. INFLIBNET, Shodhganga, eBooks/journals and smart classrooms are other ICT facilities employed.

The college is a **local chapter in SWAYAM – NPTEL**. The students and faculty members are encouraged to register for the certificate courses offered by NPTEL. The faculty as academic mentors, assist and guide the students in completing their assignments and exams. College facilitates the use of UGC-SWAYAM video lectures to the students in order to upgrade their learning experiences.

Important links for E-Content material on the college website, access to PPTs and video lectures of the teaching faculty are also made available to the students through **Patrician Knowledge Resource Centre (PKRC)**. The Media Studies Centre of the college which has state-of-the-art facilities, helps in creating and recording educational video programs and E-Lecture development.

Regular and optimal usage of Computer laboratories and Multimedia laboratories ensure practical education in the knowledge transfer process. Students are given **hands-on experience in syllabic oriented software**, to put theory to practice and analyse how system inputs are converted into outputs. Animation and modelling software help the students of Visual Communication in designing and modelling.

**Certificate course curriculum** delivery is made more participatory and skill based by using computer and multimedia laboratories.

The Language Lab uses **Career Lab and English Lab software** to train the students on English Phonetics and to access audio materials to hone their communicative skills. The Language faculty employ other media of instruction such as screening of classic films and plays based on the adaptation of novels and other works to capture and sustain the interest of the students, for transferring the content of the subject taught.

**ERP suite** of the college aids the teachers in collating student information from the time of admission till the completion of the program. Modules incorporated in the ERP include Time tables, attendance record, and internal mark allotment to promote e-governance. The ERP portal facilitates transparency in the entry

of student's attendance and internal assessment marks. In addition, particulars related to the college reopening date, Orientation Program for 1st years, Parent-Teachers Meeting, student late attendance and absenteeism are informed to the parents through the ERP.

The commitment of the college towards quality education is reflected in its **investment in infrastructure** to provide a technology-enabled teaching ambience. This commitment enables the teaching faculty to be more innovative in their approach during knowledge transfer.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

**Response:** 27.83

#### 2.3.3.1 Number of mentors

Response: 108

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 20.93**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
26	21	20	16	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 5.69**2.4.3.1 Total experience of full-time teachers**

Response: 615

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The college follows a fair and transparent internal assessment process to enhance the quality of education and to facilitate the students to achieve good results in examinations.

**Mode of assessment**

The internal assessment is designed according to the Choice Based Credit System (CBCS) pattern as stipulated by the University of Madras norms. The Continuous Internal Evaluation components consists of Tests, Assignment, seminar and marks for attendance.

**Tests and Model Exam**

- The Test component of the CIE consists of Two Class Tests and One Model exam. The first CIE test is conducted after 30 working days covering 2 units of the respective curriculum and the second CIE test after a subsequent 30 working days and completion of 2 more units. The Model exam is conducted after 80 working days covering the entire curriculum.
- The average of two best tests out of the three tests is taken for this component. The students who miss any test component of CIE due to genuine reasons are given one more opportunity.

**Assignments**

- In the Assignment component of the CIE, every student is given a topic / area of study on which he/she is expected to prepare comprehensive essay or a critical analysis on the subject. The completed assignments are submitted to the course teacher for evaluation. With technological development, the adoption of Google Classrooms has enabled online submission of assignments within a timeline specified. The teacher makes a critical evaluation of the assignment and subsequently holds one to one discussion with students on their performance in the assignment.

**Seminars**

- The seminar component has a basket of options varying from paper presentation, group presentations to class handling of a course topic. This component is student-centric and keeps the learning assignment interesting and interactive. This methodology is robust and the course teacher anchors the exercise. Direct and immediate feedback on the performance is shared by the course teacher and the peer group.

**Attendance**

- The attendance grading scheme is as prescribed by University of Madras. Students with 91 – 100% attendance earn 5 marks, 76 – 90% attendance earns 4 marks, 60 – 75% attendance earns 3 marks and students with lesser than 60% are not awarded any marks in this component. The class mentors encourage regularity of students in order to avail maximum marks in this component.

**Practical and soft skills examinations**

- The components of practical examinations include Record Maintenance and Viva-voce carrying different weightage for each programme. CIE for Soft Skill courses are handled for 4 semesters for a weightage of 50 marks each semester, covering the skills of Listening, Speaking, Reading and Writing.

**Ensuring Transparency**

- For robust implementation of CIE, Orientation is given to both Parents and Students about the internal assessment components by the authorities.
- To ensure transparency, The Parent Teacher Meeting is conducted every semester in which the performance of the students regarding regularity in the submission of Assignments/ seminars and attendance is shared with parents.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

#### Response:

#### Grievance mechanism for Internal evaluations

- The Examination committee consisting of faculty representatives from various departments and headed by the Principal is the committee to address examination related grievances.
- Consolidated marks of CIE are presented by the course teacher to the students to endorse the correctness of the marks. In case of any discrepancy, the teacher verifies the marks and rectifies if required.
- If the student feels aggrieved in the fairness of evaluation, he/she represents the matter to the course teacher who, on case to case, gives the justification. If in case, the student is not satisfied with the explanation, then he/she approaches the HoD for solving the issue who in turn seeks clarification with the course teacher and resolves the issue. Further, if the issue is not resolved, it is referred to the Principal who is the final authority to decide on the course of action.
- After the final submission of internal marks in the University of Madras website, if any further corrections are required, it is addressed immediately by the course teacher through Principal to the University for immediate rectification.

#### Grievance mechanism for External evaluations

- Any grievances, related to the university question paper, are reported by student/s to the concerned faculty member who, in turn, informs the Principal in writing. The Principal discusses the issues with the faculty member and, based on the genuineness of the grievance, forwards it to the Controller of Examinations, University of Madras.
- The University results are published in their website and the student can view his result with an ID and password. After the publication of the results, if the students are not satisfied with the results published, the students can go for any one of the following processes to address their grievance like Revaluation and Retotaling according to the norms of the University after paying a prescribed fee through online portal.
- Students are eligible to take up instant exam only if he/she has not cleared just one paper in the



final semester. This exam is conducted within a month after the semester results are announced to enable the students to graduate along with their batch.

- If the students have any discrepancy in their hall ticket / semester results with respect to Name, Gender, Date of Birth and any other exam related errors or omissions, it is addressed to the concerned HoD. The HoD submits the details to the exam committee and it is brought to the notice of the parent university through official communication from the Principal.

Any grievance is addressed by the University within a specified timeline.

The University also provides a Grievance Redressal Mechanism through the general procedure of representing their grievances directly to the authorities in person. In such circumstances, the officials of the University give priority to the grievance represented.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

**Programme Outcomes:**

While the Curriculum offered in the college is prescribed by the University, the College incorporates the specific knowledge, skills and attitude a student should develop during tenure of study with respect to a specific Programme. The Programme outcome is graded to the level of education and the specific skill sets that are to be attained.

**Programme Outcome at Undergraduate Level:**

- Undergraduate students shall be exposed to new learning atmosphere through understanding the concepts and developing **knowledge** related to their academic discipline.
- Undergraduate students shall be imparted with analytical, problem solving and critical thinking **skills** to analyze individual's strength and challenges. They shall be equipped to deliver job skills and become skilled professionals.
- Undergraduate students shall be encouraged to **self learning** through MOOC courses, co-curricular activities, industrial exposures and field trainings.
- Undergraduate students shall be educated with moral and ethical **values** to shape them into responsible citizens in the society.

**Programme Outcome at Postgraduate Level:**



- Post graduate students shall be equipped with **intense knowledge** in their discipline.
- Post Graduate students shall develop **specialized skills** to plan, analyze and draw conclusions related to their respective field of study.
- Post graduate students will undergo projects and **research activities** to develop knowledge and gain expertise in their field of study.
- Post graduate students shall be trained to understand and incorporate new technologies in their own discipline and excel in their area of specialization.
- Post graduate students shall develop **social and ethical responsibility** in the transfer of knowledge.

#### Programme Outcome at Research Level:

- Research Scholars shall be provided with **New thrust knowledge** in the field of study to become globally competent.
- Scholars shall be trained to acquire **skills** required for investigations, field study, documentation, networking and resource mobilization skills.
- Scholars shall be trained to develop **scientific temper** and to adopt professional **code of conduct** in pursuit of research activities.

#### Course Outcomes

The courses offered for a programme have specific skills that are to be acquired and the course teacher meticulously identifies them. Through series of activities, the theory is translated into concrete concepts that lead to understanding and acquiring of requisite skills. This leads to the students' appreciation of the relevance of the courses that are taught to them and it is manifested in their enthusiastic involvement.

#### Communication of POs and COs

- All POs and COs are displayed on the website.
- Scope of POs are reflected in the College Prospectus.
- It is communicated to faculty and students during orientation programmes.
- The course teacher deliberates on the POs and COs with the students at the beginning of the semester.
- The hard copy of the curriculum is given to every student to understand the connection between curriculum and Course Outcomes.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

#### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

##### Response:

The Programme Outcome, Course and Program Specific Outcome serve as a measure of the success of the teaching-learning process. The College measures the level of attainment in both Direct and Indirect ways. Since it is an affiliated Institution, the parameters laid down by University are adhered for formal measurement which comprises of the Continuous Internal Evaluation (CIE) and University Examination (UE). This evaluation pattern serves as a measure of attainment of the programme outcomes. The details of the Evaluation Methods are:

### Direct Evaluation

- Marks obtained in formative and summative evaluations are the direct measures of attainment of specific Course Outcomes (COs).
- The elements of formative assessment for theory and internals are: Theory paper for 75 Marks, conducted by the University of Madras which the students take up and are evaluated. The Internal assessment for 25 Marks is assessed at the college level.
- Practical examinations for all UG and PG programs follow a different pattern for assessment which varies from one Programme to other.
- A minimum of 30 marks is required for External Theory Paper and a minimum of 10 marks is required for Internals for a student to clear each semester paper.
- The final year students are given 1 Credit (CES6Q) which is assessed based on their compulsory participation of 40 hours in Sports and Extension Activities.
- The graduate programmes follow credit-based continuous evaluation system. The *Cumulative Grade Point Average* (CGPA) score is one of the important measures of the extent of fulfilment of the PSOs. The CGPA of a candidate is calculated on the average of Grade Points obtained for all semesters and courses completed up to a given academic term. CGPA score is a required indicator for the students to pursue higher education in India and abroad.
- According to their performance the students are declared with Distinction, First Class, Second class and Third Class with indicators separately for Core and Foundation paper.

### Indirect Evaluation

Feedback from different quarters is taken as indicators for the attainment of PSOs.

The tools for indirect evaluation are:

- **Teachers Feedback:** As the college is under the University system, the review of the curriculum is undertaken by the University. However, the faculty's feedback is gathered and presented at the statutory bodies of the University – The Syndicate, Senate and Academic Council for any modification required.
- **Student Feedback System:** Each student provides feedback at the end of the semester. This feedback covers various aspects of the teaching-learning process. The emergent overall picture for the criteria which are specific to the said process, in the Teacher Evaluation Form, is a reflective evaluation of the attainment of desired outcomes from the student's point of view.
- **Alumni Feedback system:** The alumni meet is conducted atleast once in every academic year and alumni feedback is obtained to evaluate the program specific outcomes.
- **Recruiter Feedback:** This is an important indicator of evaluation which is taken during the interview sessions in campus placements, which reveals the preparedness of the students for employability in terms of industry requirements.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 70.39

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
541	516	466	404	338

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
744	759	661	535	507

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process. ( Online survey to be conducted)

**Response:** 3186

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 1.85

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 2

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2018-19	2017-18	2016-17	2015-16	2014-15
13	13	10	10	7

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

The college constantly strives toward facilitating creation and transfer of knowledge. Some of the initiatives in this regard are

**Patrician College Empowerment Cell (PCEC) – Training and Development Cell**

Patrician College Empowerment Cell liaisons with various Government and Private Bodies for conducting career oriented training programmes. PCEC conducts varied courses for UPSC, TNPSC and other competitive exams. From this academic year the institution has introduced certificate courses on mandatory basis such as Tally, Robotics, International Logistics, Advanced accounting and Excel, Training on hardware, Event management for all first and second year students and optional for third years

**Entrepreneurship Development Cell (ED Cell)**

The ED Cell of the College endeavours to fulfil the aspirations of students who desire to become entrepreneurs. This cell focuses on bringing awareness and guiding the students to ideate novel strategies to launch business ventures. ED Cell inspires the job seekers to become Job providers. Interactive sessions with successful entrepreneurs, awareness and skill development programmes are organised. There are success stories of student entrepreneurs in cake making, bakery, fashion jewellery making, jam and pickle enterprise.

**Patrician Innovation Council (PIC)**

Patrician Innovation Council is a registered unit under MHRD with the College Registration No. IC201912272. PIC leverages activities of students and faculty by facilitating entrepreneurship through innovation and incubation. To inculcate entrepreneurship culture among students the college had created a

platform on 1st August 2017, investing a seed capital in a business unit for sale of Aavin products and stationery items with a photocopier facility. Two students were given training for a period of six months to acquire practical exposure in managing a business unit.

The PIC has created a network of start-up alumni Incubation centre which is a platform to provide all the necessary support required for start-up units such as office space with requirements, mentoring and consultation service. Faculty members are identified as innovation ambassadors and they undergo training arranged by MHRD on periodic basis.

### **Patrician Research, Consultancy and Training Division (PRCTD)**

‘Research culture’ in the campus is promoted through consultancy, research and training activities. The Research wing organises research workshops, seminars and engages in international research networks and collaborations. The Consultancy Wing provides professional, technical advice and service to individuals/business undertakings to address their issues with appropriate solutions for overall development. It enables Corporate Social Responsibility (CSR) for a sustainable social development. The training division provides basic and advanced skills to equip people with life and problem solving skills. The training division caters to the training needs of different target groups such as parents, adolescents, research scholars and NGO personnel.

### **Tribal Empowerment Cell**

The Tribal Empowerment Cell was inaugurated in 2016 with the objective to work with natives in the remote tribal belts. The Cell works in collaboration with Nilgiris Wayanad Tribal Welfare Society and organizes exposure visit to Paniya, Betta, Kurumba and Kattu Nayaka tribes. The Cell undertakes minor research and participatory appraisals to highlight the challenges faced by the tribal community and conducts intervention programs to educate and empower them.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

**Response:** 29

#### **3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
14	5	3	5	2

File Description	Document
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
<b>Response: 2.5</b>	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 5	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 2	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
<b>Response: 2.5</b>				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2018-19	2017-18	2016-17	2015-16	2014-15
77	71	40	19	8
File Description	Document			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			



**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 2.15**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
51	24	36	60	14

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Extension is the hallmark of education at Patrician College. The College gives an in-depth emphasis to mould every student into the understanding of the neighbourhood and the social issues concerning them. Students acquire positive attitudinal change and service culture.

Every year the college has a theme and all extension activities centre around it. Over the years the college has followed themes such as Together we grow, Make a Difference, Grow and Glow and currently follows the theme Serve to Lead. The highlights of the Extension Activities are:

- The College subscribes to the **compulsory Extension services** such as the NSS, YRC, RRC of which second and third year students are members. They undertake the annual residential camp where they are sensitized to social development. Students participate in awareness rallies, street plays and cleanliness drives.
- **Swacch Bharath Abhiyan Summer internship** is carried out with much zeal and vigour in keeping with government directives inculcating the dignity of labour.
- **Regular community programs** include visits to old age home and cancer hospital, extension services in villages, creating awareness on ecosystem through tree plantations, promotion of organic products through organic farming, blood donation camps, health camps, Coastal cleaning, Road safety awareness programmes, Child protection (POCSO), dealing with persons having multiple disabilities and awareness on Good Samaritan Law, Consumer awareness, and serving as Scribes for differently abled. The Enviro club implements the Wellbeing out of Waste Program

(WOW) through recycling waste papers to create ecological awareness. The Literacy Club focuses on teaching the marginalized on functional literacy.

- The first year students are members of the Patrician Outreach **SEEDS** (Students Educate and Empower the Disadvantaged in Society), to enable social change. With dedication and commitment, the students work towards bringing awareness on gender equality and equity, social justice, communal harmony, environmental protection, Human rights and Legal rights, education to school dropouts and thus promote an inclusive society. Vidhai Vithaithai is a traditional seed conservation drive placing importance on safeguarding rare and indigenous seeds.
- The College had organised a **Care and Share** communal Christmas programme with NGOs and Gypsies. During times of disaster, relief materials were distributed to people affected by Chennai Floods, Kerala Floods, and Gaja Cyclone. The Women's cell initiated in association with the Police department, an App called Kavalan SOS which is to alert protection services in times of danger.
- The College conducts **Job Fair** on an annual basis to provide employment opportunities by gathering large number of job providers under one roof. This facilitates the potential employers in direct recruitment.
- Run For a Cause – **Patrician Marathon** event is a flagship programme organized on annual basis with a cause to create awareness on the social issue and mobilize resources for intervention programmes.

Participation in Extension Activities brings a **paradigm shift** in the students. Through extension services, the college attempts to imbibe humane values such as respect for others, dignity of life, fight against injustice and discrimination, and groom them to be **responsible and responsive citizens**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 6

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	3

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. ) and / or those organised in collaboration with industry, community and NGOs during the last five years.**

**Response: 81**

**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
26	22	6	12	15

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response: 95.78**

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3002	2558	2004	1908	1483

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 149

##### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	41	44	18	13

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

**Response:** 16

##### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	2	5	2

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

Spread over an area of 3.02 acres amidst lush greenery, the college provides a conducive teaching-learning environment. The Management is committed to invest sizeable budget on providing state-of-the-art facilities to provide quality and holistic education.

**Academic Infrastructure:**

The campus has 4 academic blocks encompassing:

- Well equipped Staff room for each department with computers and Wi-Fi connectivity
- 56 spacious and well ventilated classrooms adequately furnished and equipped with green board and public addressing system.
- An air conditioned auditorium with a seating capacity of 800 equipped with LED screen, projector, flood lights and sound control room .
- Conference halls with seating capacity of 200 / 150 / 50.
- A board room with seating capacity of 20 for governing body / management / academic advisory committee meetings.
- An Open Air Theatre with a seating capacity of 3500.

**Labs as infrastructure for Experiential learning:**

- Two computer labs with 110 computer systems.
- One multimedia lab with 50 computer systems.
- One psychology lab with psychological testing equipments, projector and attached computer system.
- Commerce Lab with 5 computer systems and LCD TV for direct viewing and discussion on securities trading.
- One Language Lab with a projector and 30 computer systems with hearing aids for language skills and video conferencing.
- One DLF Lab with projector and testing equipments.
- One Drawing Studio, One Recording studio, Three Edit Suites .
- One Green Matte Studio for e-content development and video recording.
- A preview theatre with seating capacity of 80 for screening educational films.

**Additional physical facilities:**

- Two LED screens at the entrance of the campus to digitally display the programs and activities scheduled every day.
- Wi-Fi enabled campus and G-Suite facility is provided as an initiative for paperless communication.
- Faculty are provided with Samsung TAB A7 with 16 GB Internal Memory and 2GB RAM. The main purpose of TAB is to maximize the usage of ICT facility.
- ERP software with integrated applications for admission, student's database, online attendance, internal marks, and messages to parents/guardians is in place.
- Source Hub room – a centre for training and placement.
- Training and Development centre which facilitates TNPSC, UPSC coaching and coaching for all competitive exams.
- Elevator facility, ramps in all blocks and 84 Braille books are available for Divyangjan students.
- 224 CCTV cameras are installed all over the campus to ensure safety and security of students, faculty and assets.
- A generator of 250 KV power to ensure uninterrupted power supply.
- 60 Solar panels which generates 15 KV power is installed.
- e-SSL Biometric system for faculty attendance
- IDP SMART 50 card printer for students and faculty ID card printing.
- A well furnished library with 18038 books, 17 computers with internet facility, 498 reference books and 84 Braille books.

All the above facilities provide effective academic ambience for teaching-learning. The Management is committed to provide state-of-the-art facilities in compliance with the statutory bodies that govern the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.**

##### **Response:**

The institution adopts healthy practices to ensure students' participation in sports and cultural activities. The sports activities are taken care by a full time Physical Director and Directress. To stress the importance of sports, PT hour is integrated into the regular time table for all I Year UG students. Following facilities enhance the promotion of sports:

- The college has a basketball court, a cricket net, a volleyball court and a football field. These fields are well maintained for regular practice and play.
- Facilities for indoor games like chess, carrom, and table tennis.
- Sports equipments are purchased periodically and maintained well in a spacious Kit Room.
- Summer coaching camps are conducted.



- Support is given to the sports students by providing food during training sessions and fee waiver.
- Team apparels are made available to college teams free of cost.

The good sports environment facilitates the students to participate at Zonal, district, university and national level competitions.

### **Cultural Activities:**

The campus is kept vibrant through cultural activities. The Fine Arts Club anchors various workshops on performing arts. Evoluzione at the college level and Phantasia at the intercollegiate are the two star cultural events organized by the Fine Arts Club and Student's Union. The Kalayagam (Folk Arts) Club organizes events to uphold the traditional folklore arts and practices. The students get trained in traditional art forms such as Silambattam, Karakattam, Thappattam, Oyilattam, Bommalattam, Therukoothu and perform on various occasions within and outside college. Debate Club and Dramatics Club train students on art of communication and theatre skills. The College Cultural team is formed after audition and this team is deputed to represent the college at different competitions on rotation basis. The Shamrock – the college choir – is a well acclaimed choir winning accolades in the city which is conducted by our own faculty as choirmaster. The monotony of the campus life is broken through showcase activities performed during the breaks, which is well appreciated by all students. The achievers are honoured during important gatherings.

The college has the following facilities for the promotion of cultural activities:

- An open air Auditorium with seating capacity of more than 3500, to house mega cultural events.
- An indoor auditorium with balcony which is equipped with centralized AC, LCD projector, LED Screen, Music instruments, Lighting Equipments, JBL Speakers, Sound Mixer, Podium with microphones, Lapel microphones, wireless microphones, Separate control room with computers and internet facility. It has a seating capacity of 800.
- Air-conditioned Conference halls, with LCD projector and internet to conduct academic programmes and cultural events.
- A Fine Arts room with a computer and internet facility to facilitate planning of cultural activities.

The college focuses on the mental health and well being of individuals in the campus. A chapel – the prayer house – is dedicated for conduct of spiritual activities and meditation. Verses from holy books are exhibited all over the campus to inspire young minds.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 40.32

4.1.3.1 Number of classrooms and seminar halls with ICT facilities



Response: 25

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 49.15

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
731.92	546.22	63.02	122.02	135.56

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

- The library is updated with latest ICT and has a built in area of 4436 sq ft. It is well equipped with 18038 books ,20 journals, 498 reference books and 84 braille books. The Integrated Library Management system is computerized with Modernlib Version 2 software for easy access of books and its availability. The library was automated in the year 2013 with barcoding and further upgraded to full automation in the year 2019 with the introduction of RFID and incorporated into a digital library where the faculty can access web OPAC in the college website staff portal and student can access through student portal.
- The library has 15 computers with internet under Local Area Network for access by students and faculty, facilitating reference and research work.

- Students have access to department library. Log notebook is maintained by the respective departments.
- The Library webpage is maintained by competent team of members in the library committee which is updated every week
- Library subscribes for e-resources and the users acquire information available under N-List to access e-Journal, e-books, e-shodhganga, e.shodhsindhu other e-resources, a Consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre.

#### Details of the Library Software:

- Name of ILMS software – Modernlib- Library Automation Software with Gate Register and OPAC System.
- Nature of automation– Fully automated, integrated with ERP
- Version: 2

Year of Automation: 2013

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.67

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.31	1.24	1.2	2.05	3.56

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 1.93

##### 4.2.4.1 Number of teachers and students using library per day over last one year

Response: 60

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

- The College is conscious that technology plays an important role in knowledge building and skill development and is enabled with various IT facilities which are updated periodically.
- Smart Classrooms, seminar halls, conference halls and ICT centers are facilitated with video conferencing, web-conferencing and e-learning to enable training programs. To allow uninterrupted use of these amenities, 15 Wi-Fi devices were installed in 2018-2019 thus enabling complete coverage of Wi-Fi to all parts of the institution.
- An LED display was installed to update on college information on daily basis. 187 surveillance cameras were installed in 2018-19.
- In 2015-16 the institution created and installed the language labs which is constantly upgraded with required infrastructure of computers, projectors, Wi-Fi and software.
- The library is automated with RFID tags for books and RFID reader
- The management has been substantially augmenting the IT facilities since 2016 with the following:
  - The campus was enabled with six L3 switches and seven L2 switches to ensure uninterrupted power support and smooth functioning for all classes and events.
  - 36 Wi-Fi access points were installed to cover the entire campus in August 2019 with Sophos firewall security. Sophos firewall software also provides for user registration, IP assignment, login and time limit cum bandwidth control management. Centralized ERP server was installed in 2016 for effective student and staff information management. This allows students, parents and staff to access records of attendance, marks and other academic details of the individual.

The computers are periodically updated as follows:

- In May 2018, the institution had installed 110 computers with processors varying from Core 2 duo to Core i3 6th Generation
- Software licenses are procured through OVS-ES (Open Value Subscription Agreement for Education Solutions) Campus Agreement. Volume Licensing Service Center (VLSC) is used to manage the Software Assets which gives easy access to all the licensing information in one location and to download products and keys.
- The college has IT facilities which are upgraded from time to time to facilitate both academic and administrative purposes. A technical team monitors and maintains the hardware, network, intranet related services and Wi-Fi on campus.
- A Sophos firewall is the first line of defense against Internet security threats and controlling data to the Internet.

The College has dedicated Intranet Servers with the following configuration:

**ERP SERVER**

- Lenovo Thick Server TD – 350
- OS – Linux
- Intel Xeon E5-2620 V4(8 Core)/2.1 GHz/20MB/2133 MHz

**ORACLE SERVER**

- Monitor: LG 19" LED
- CPU (Processor: Intel Core i3-4th, 1TB-HDD, 8GB Ram with Cabinet) USB Keyboard/Mouse.
- OS: Windows Server 2008 R2 64bit (Licensed)

**The IT facilities have been periodically updated:**

- 15 Computers with Core i3 were installed in 2014.
- 16 Computers with Core i3 installed during the year 2015
- 2 Computers with Core i3 were added in 2016
- An additional 6 computers with Core i3 by installed in 2017
- 110 computers have been upgraded with core 2 duo and Core i3 second generation to Core i3 sixth generation by 2018
- In 2019, 5 computers were upgraded with core i3 fourth generation to core i3 eighth generation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 17.18

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

**4.3.3 Bandwidth of internet connection in the Institution****E. < 05 MBPS****D. 10 MBPS – 05 MBPS****C. 10 MBPS – 30 MBPS****B. 30 MBPS – 50 MBPS****Response:** A. ?50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 49.43

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
515.86	289.58	183.78	143.26	118.87

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

- The College has various committees which meet on a periodical basis to discuss the requirements regarding repairs and maintenance of infrastructure facilities. The various committees involved in the up-keeping of the facilities are:
  - **Management team:** This comprises of Director and Secretary, Academic Director, Principal and Vice principal who involve in major decisions pertaining to maintenance and upgradation of various physical and academic facilities. The Management team meets on weekly basis.
  - **General Maintenance team:** The College has a maintenance team headed by the Director and Secretary of the College. The maintenance supervisor coordinates the team and he is overall in charge of the maintenance of infrastructure. He is assisted by a carpenter, an electrician, a plumber, a gardener and the support staff team. Besides regular maintenance work, any major repair or renovation work is reported to the Management team who outsource it to appropriate agencies. The

General maintenance team meets on daily basis and undertakes the following work on regular basis.

- The classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff.
- The restrooms for boys and girls are cleaned twice a day.
- Continuous flow of water is ensured in restrooms.
- Refilling of sanitary napkin vending machines are done on regular basis
- **Technical Team:** The technical team is headed by the Director and Secretary of the College and assisted by 4 technical experts. The team ensures that all the technical facilities are maintained regularly for uninterrupted service. The technical team meets once in a fortnight and as and when need arises.
- **Internal complaints register** is placed in the administrative office and all the complaints regarding the infrastructure, technical faults in the projectors in the class room, electrical appliances is recorded in it and it is rectified by the concerned person in due course of time. The redressal of complaints is monitored by the Academic Director on weekly basis.
- **Usage of ICT facility in the department:** Optimum utilization of class room with ICT facility is ensured and a register is maintained in every department for booking ICT facility by the faculty.
- **Website Committee:** The website committee is headed by the Academic Director and assisted by faculty from Visual Communication and English departments. This team manages and monitors the uploading of information on the college website on a regular basis.
- **Venue Booking System:** Booking for various venues such as conference halls, preview theatre, laboratories and auditorium is done through online booking at [venue.patriciancollege.ac.in](http://venue.patriciancollege.ac.in)
- **Green and Healthy Environment:** The college has a team of efficient and experienced gardeners to maintain the flora in the campus. Seasonal and herbal plants are nurtured for green and healthy environment. Vermi-compost pit and nursery are maintained on regular basis. The College also maintains a poultry and cattle farm.
- **Classroom Maintenance:** The Central Maintenance team is in charge of classroom maintenance. The rooms are cleaned twice a day after every shift. Repair and maintenance of assets are undertaken on need basis.
- **Laboratory Maintenance:**

The Coordinator of the computer centre along with a technical team monitors the use and maintenance of the computer labs in the college. A log notebook is maintained by the lab coordinator which has details of stock in the laboratory, and student's access to the lab is also recorded with the details of in time and out time. The Language lab, Commerce lab, and Psychology lab are maintained by the faculty of the respective departments.

- **Library Maintenance:** The library is maintained by the library committee headed by the Librarian. He is assisted by a team of staff and student volunteers. Separate log notebook is maintained for students and faculty to record the daily library footfall. The Librarian maintains the accession register and also the files pertaining to the purchase of books, renewals of periodicals and e-resources.
- **Sports facilities:** The sports facilities are maintained under the supervision of the Physical Director and Physical Directress. They are assisted by a support staff assigned to the Physical Education department. The field used for track and field events is regularly mowed and maintained for regular practice and conduct of interdepartmental and intercollegiate competitions.
- **Security Measures:** The campus is widely covered through 224 CCTV surveillance cameras which are maintained by the IT wing of the college. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff. Besides, Police personnel from the neighbouring

police station patrol around the campus every day.

- **Fire Extinguishers:** 27 fire extinguishers are in place and refilled on regular basis. Overhead water tanks in Block A, B and D with a capacity of 5000 liters each are connected to hoses which are available to meet any unforeseen contingencies.
- **Power supply:** A generator of 250 kVA power and 60 Solar panels which generates 15 kVA power is installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.
- **Student Facility Centre:** A canteen spread over an area of 1015 Sq Ft with separate cooking area facilitated with gas pipelines and service areas, caters to the need of the students. An Aavin parlour in an area of 205 Sq Ft is also available with photocopying facility. A separate service counter in an area of 210 Sq Ft is made entirely available for girls. A students' Common Area of 1540 sq ft is in place for students to gather for various informal activities. Quality check of the canteen is undertaken periodically by Students Affairs Committee and Action Taken Report is shared with students.
- **Faculty Cafeteria:** A separate dining space exclusively for faculty is available in an area of 735 Sq Ft. The cafeteria is furnished with adequate seating arrangements, a television and indoor games.
- **Outsourced maintenance activities:**
  - Maintenance of A/Cs, R.O plant, lifts and computers is done from time to time.
  - Pest control measures are undertaken as and when required.
  - Sanitary napkin disposal machine is serviced periodically

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 19.77

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
511	518	437	378	368

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 6.39

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
183	54	92	344	32

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 99.71

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3006	3121	2192	1465	1674

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 17.14

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
207	79	65	135	63

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 46.37

#### 5.2.2.1 Number of outgoing student progression to higher education

Response: 345

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

**Response:** 100

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	1	1

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	1	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 67

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
25	27	11	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

The College considers students as critical stakeholders in the management and administration of its various functions and activities. The College has established norms for leadership position and representation of students in various committees. At the beginning of the academic year, leadership training programme is conducted for student leaders to brief them on leadership roles and responsibilities and the commitment required to discharge them.

The Anti-Ragging committee, Internal complaints cell and Grievance redressal committee has Student representatives nominated by the Principal in consultation with the HoDs. The College Magazine Committee selects Student representatives to be part of the Editorial Board. Student leaders spearhead extension activities like Marathon, Disaster relief efforts and other initiatives for social causes. Every department nominates two students as department secretaries who anchor all departmental activities and organize events through the respective departmental associations. The club events are coordinated by student coordinators who plan and execute need based events. The class selects their representatives who are the link between the students and the department. They represent the department on every academic interest.

At the college level, there is a Student Council comprising of the Chairperson, Vice Chairperson, Treasurer, General Secretary, Cultural and Sports Secretaries and a representative for the post-graduate departments. In the beginning of every academic year, the members of the Student Council are elected through an indirect electoral procedure. The Election Officer is appointed by the principal who conducts the election as per the norms of election prescribed. Students of both Shift I and Shift II are given the opportunity to contest for the electoral posts. The investiture ceremony marks a significant beginning for the newly elected office bearers of the council as they don the mantle of leadership and pledge to serve the institution with responsibility. The student council is guided by the Student Affairs Advisor and assisted by a committee in all their activities to enhance quality of life in the campus.

The Student council actively works for and implements the ideals of the college in a befitting manner by organizing programmes in consultation with the authorities. They liaison with the Management to inform them about the grey areas of campus life and give suggestions for improvement. They continuously strive to foster and promote cordial relationship between the students, teachers and management.

The Council undertakes constructive initiatives towards the general welfare and well-being of the student body. They act as the voice of the student general body during Open Forum discussions and grievance redressal. They play an active role in organizing various events in the college such as Fresher's day, Independence Day, Annual Day, Sports day, college cultural both intercollegiate (Phantasia) and inter departmental cultural (Evoluzione), and celebrations of all important festivals. A unique initiative by the Student Council is the Charity collection on the first Friday of every month. The amount collected is used towards scholarship for deserving students.

The College ensures that students are involved in decision making process and are empowered to have a say in matters concerning them.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)****Response:** 77**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
109	73	94	54	55

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

The college takes pride in its **alumni** members as they are important **stakeholders** in the development of the institution. Conscious efforts are made to strengthen the relationship between the institution and the alumni. The Alumni Association is a **registered body** under Societies Registration Act 1975 and is coordinated by a senior faculty and is assisted by a core committee. The Patrician College Alumni Association has been in existence since the year 2005. To ensure the association membership of a large number of alumni, a link is provided on the College Website. **Database of alumni** is maintained at the department level and the alumni are kept informed of the latest developments in the college. The college has instituted **Alumni awards** to recognize the illustrious alumni who have achieved in various fields.

Every year, the **General body meeting** is held wherein election for the new office bearers and members of the executive council is conducted. The newly elected team conducts an **Executive council meeting** on the same day. The office bearers discuss on their action plan to connect with the college through various events and activities. The general body meetings are held once every year and the executive body meets as and when required. Besides this, the alumni also meet at the department level to network with various activities of the department.



The involvement of the alumni can be summed up as follows:

- Alumni who have distinguished themselves in various walks of life are invited as chief guests, guests of honor, guest lecturers, and as judges for college events.
- Some of the alumni have been appointed as faculty or technical staff as they are familiar with the ethos of the institution. They ensure the continuation of the institution's culture.
- They are invited for orientation programs to share their experiences and insights on job opportunities and current trends prevailing in the market.
- Alumni facilitate internship, training, part time jobs and campus recruitment.
- Alumni entrepreneurs are invited to exhibit their products and thus serve as inspiration to the budding student entrepreneurs.
- Alumni act as referral agents for students training and placement.
- Alumni are inducted as coaches for college sports teams and help in the conduct of tournaments. Sports Achievers are absorbed by the alumni in their respective organizations.
- Skill development programmes are anchored by Alumni.
- Alumni are engaged in curriculum enhancement, feedback and review mechanisms to initiate add on courses.
- Alumni interact with present students through video conferencing sessions organized by the institution.
- They play an active role in raising funds and contribute towards payment of fees for meritorious/deserving students.
- Alumni actively involve in extension activities of the College particularly in the disaster management programmes and in social initiatives. They joined hands with the institution in providing relief to the affected during the Chennai floods – 2015 with food, stationery and other basic necessities.
- Alumni sponsor and help in organizing the curricular, co-curricular and extra-curricular events in the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**E. <5 Lakhs**

**D. 5 Lakhs - 20 Lakhs**

**C. 20 Lakhs - 50 Lakhs**

**B. 50Lakhs - 100 Lakhs**

**Response: E. <5 Lakhs**



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Response:

The central focus of the College is its **unwavering commitment** to its vision and mission. The priority and thrust of the institution is to offer **holistic education** based on the premise that each student finds identity, meaning, and purpose in life through connections to the community, to the natural world, and to humanitarian values such as compassion and peace.

Towards achieving holistic education, the institution has set **strategies** to adopt **Innovative methods** and best practices to deliver quality education to the students. The governance of the college reiterates the provisions manifested through its vision and mission and reflected through its **core values** of Promoting institutional wellness, Creating value and outcome based education, Fostering Social responsibility, Ensuring equitable access and Assuring environmental sustainability.

The governance of the College, steered by a **Governing Body** at the apex level, is participatory, decentralized, transparent and transformational. The Governing Body comprises of members from the society of the Brothers of St. Patrick, Director cum Secretary, Academic Director, Principal, Vice Principal, Senior Faculty and the University Nominee. It formulates quality policies related to all pertinent aspects of the Institution's governance, leadership and management. The policies are designed in a democratic and transparent manner in alignment with the vision and mission of the institution.

In an endeavour to translate the vision and mission statements, and give direction, the college focuses on a particular theme for every year such as Together we grow, Make a difference, Grow and glow and Serve to lead. The **annual theme** is aligned to the vision and mission and the perspective plans for each year are centered around the theme chosen for that year and programs are planned and executed in accordance with the plans.

The college recognizes the potential of teachers to be important stakeholders in the translation of the vision and mission statements. Teacher representatives serve in Academic Affairs Committee, Student Affairs Committee, Internal Complaints Committee, Grievance Redressal Committee, Anti Ragging Committee, Examination Committee, Research Committee, Library Committee, and are engaged in policy formulation, planning, execution and monitoring. The nature of governance reflects a **collective leadership** of an administrative team honed out of years of experience. A well organized organogram which includes **participative leadership** from all its stakeholders enables the successful accomplishment of its perspective plans envisaged every year and in maintaining the quality of the institution.

The Management ensures that its policies, programmes, governance and leadership manifest the guiding principles enshrined in its vision and mission. The outcome of this has positioned the college to be unique and recognized as one of the leading institutions in this part of the region.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

#### Response:

The College promotes a culture of decentralized and participative management by delegating significant roles, duties and responsibilities at different levels. The institution stands true to the principles of good governance and encourages the participation of the faculty and students in the planning and decision making process to establish a **culture of shared vision**. This extensive practice has led to the development of a positive organizational culture wherein the goals of motivating and strengthening faculty-student ties and promoting career satisfaction to the staff have been achieved.

#### Case Study:

From its inception the College had a practice of appointing the senior most faculty in the department team as Head of the Department and the designated HoD continued to hold that position until his or her resignation / retirement. This policy of holding office for a long period did not pave way for second line leadership and also denied opportunity for growth for other team members. A particular pattern of leadership was prevalent causing stagnation to the prospects of the department. The existing policy also did not encourage the faculty to contribute to full potential as faculty saw no way forward for career growth.

After critical analysis and review of the existing policy on headship positions, a series of deliberations were held by the Management and faculty to strategize the leadership pattern. The outcome of this deliberation resulted in creating a new rotational leadership policy which provides for leadership opportunities to all deserving senior and meritorious faculty for a tenure of 3 years. The selection process included identifying the eligible faculty, conducting interview and obtaining their consent.

In line with the new rotational policy, the Management implemented the same in 2016 on an experimental basis. All qualified senior faculty members were identified and elevated to the position of the Head of the Department for all departments for a tenure of three years. The new role of heading a department kindled in them greater sense of affiliation and ownership of the department. It gave them the sense of responsibility and accountability to spearhead and execute the activities of the department. The new HoD also undertook the moral responsibility to prepare the next line of leadership and build a stronger team to promote the culture of participative management. The rotational policy was found to be successful and change of HoD took place again in 2019.

The rotational policy has seen change and growth in several dimensions of the departments. The new leaders have been instrumental in upgrading the departments from UG to PG and research level. They have encouraged their team members for qualification enhancement. Departments have competed to conduct many co-curricular and extracurricular activities thus creating a new learning environment. They have brought in fresh perspectives, new networks and collaborations promoting different thrust areas in terms of introducing certificate and skill development oriented courses, social sensitization programmes and

creation of opportunities for student progression. This policy motivates everyone to gear up and ready themselves for leadership positions.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The Governing body of the College formulates strategic plans in liaison with the vision and mission statements for educational excellence, ensuring holistic development of the students. **Quality assurance and enhancement initiatives** for the successful run of the institution are framed by the IQAC with inputs and guidance from the Academic Director, Principal and Vice Principal. In the beginning of every academic year, annual planning is carried out by the governing body and the Management presents the perspective and strategic plans to the faculty. The core planning by the Management in the last five years had been chiefly towards facilitating the faculty in academic enhancement along with infrastructural expansion. The successful implementation of the strategic plans and the records of its implementation are documented through the minutes of the meetings conducted at various levels. The College has taken steps to achieve the institutional objectives through several **noteworthy initiatives**:

- E-Governance through paperless administration in the areas of administration, Finance, Accounts, Admission, Student Support, Examinations, Planning and Development.
- ICT based teaching- learning process.
- Seminars and workshops organized for personal and professional development.
- Promotion of community service and projects for community networking and social development.
- Identification and grant of Government/Private scholarship to eligible students.
- Administrative offices redeveloped.
- Academic amenities expanded and sports facilities constructed.
- New programmes in both shifts introduced with the available resources.
- Green Initiatives implemented.

#### One activity successfully implemented:

The Management emphasized on **ICT enabled teaching** to stay in line with the modern trends in the field of education and improve the delivery of course content to students. The use of ICT enhanced teaching methods made teaching learning process more effective. ICT has enabled student centric learning with much participation and interest.

To facilitate the faculty to make 100% use of ICT for teaching process, the Management provided the faculty with a **Samsung TAB with free Wifi facility**. The use of TABs has enabled the faculty to

implement Google classroom activities. All files uploaded by teachers and students are stored in a Classroom folder and the students can access Classroom anytime, anywhere. It provides students with exposure to an online learning system. Students submit assignments online and the evaluation is done instantly. Prior to introduction of Google Classroom, WhatsApp group for each class was created for communication with the class/mentees.

Information reporting, time table management, attendance and feedback from various stakeholders are collected and analysed through e-governance. Bulk SMS module is used for disseminating information regarding placements, holidays announced by government, attendance, results and other important messages. Structured feedback is received in e-form from students by the subject teachers about specific units and **Google forms** are used to obtain direct **feedback**.

Blending of conventional and ICT enabled teaching has made teaching learning more effective. **Enterprise Resource Planning** implementation has made data access easy and quick. The implementation of ERP and e-governance in administrative and academic delivery has led to reliable, cost effective, and time saving methods.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

#### **Response:**

The institution has a well-knit organizational structure involving leadership at all levels. The institution has clear recruitment policy and service rules and procedures from entry to exit. The new recruits undergo an induction program to orient them about the organogram and policies.

#### **Provincialate**

The College is run by the congregation of the Brothers of St. Patrick. The Provincial is the head of the congregation and is responsible for the overall functioning of the institution.

#### **Governing Body**

The members of the Governing Body comprise of the Superior, Director and Secretary, Member of the Management, Academic Director, Principal, Vice Principal, Academic Council member and University Representative. The Governing Body is headed by the Superior. The meeting of the Governing Body is held once in a year.

- Governing body formulates quality policies, annual budgets and allocation of funds.
- The University Nominee in the Governing Body liaisons between the university and the institution on all academic matters.

### **Academic Advisory Committee**

The members of the Academic Advisory committee include Director and Secretary, Academic Director, Principal, Vice Principal, a Legal Expert, Educationist, and an Industrialist. The Director and Secretary is the chairman of the Academic Advisory Committee. The committee meeting is held twice a year.

- Academic Advisory Committee advises on the viability of new academic programmes.
- Reviews the academic, co-curricular and extra-curricular activities of the college.
- Makes suggestions for future course of actions of the institution.

### **Management Committee**

The members include Director and Secretary, Academic Director, Principal and Vice Principal. The committee meets every week to review the academic and administrative activities planned. The meetings are chaired by the Director and Secretary.

### **Admission Committee**

The composition of the Admission Committee is as per the government norms and the Principal is the Chairperson.

- The committee formulates the admission policies following the guidelines of the University for Self-financing, Christian Minority Institutions
- The Principal and HoD anchor the admission process.

### **IQAC**

The IQAC consists of senior faculty as coordinator and additional coordinator. The IQAC core committee is formed as per the NAAC guidelines.

- IQAC anchors institutional quality initiatives, feedback and academic and administrative audits.

### **HoD Council**

The council consists of all the Heads of the Departments. The HoD council is headed by the Principal and the meeting of the council is organized every month.

- The Academic activities of the month are reviewed and planning for the following month is carried out.

### **Faculty Council**

The council comprises of all faculty from all departments. The meeting of the council is organized in alternate months. The Principal is the Chairperson and a senior faculty is the Secretary of the Council.

**Other leadership levels**

- Committees for Academic Affairs, Student Affairs, Training and Development, Research, Examinations and Fine Arts are headed by senior faculty.
- Sports and Library are headed by Physical Director and Librarian respectively

**Administration**

The General and Finance administration is headed by administrative superintendent and accountant supported with a team of technical and support staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response: A. All of the above**

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

#### Response:

The teaching and non-teaching staff of the college is covered under various welfare schemes. The Management's goodwill is reciprocated by the retention rate among the staff.

#### Teaching Staff:

- Faculty Development Programmes are organized periodically to enhance the proficiency and performance of the faculty and they are encouraged to take up online courses, register for Ph.D, attend conferences, seminars and exam related work.
- Investment plans are given during all faculty meetings for secured financial future.
- Faculty are granted On Duty (OD) to participate in career enhancement activities such as presenting papers, participating in seminars, workshops and conferences
- Staff with full attendance, with research and academic achievements are recognized and acknowledged in appropriate forums.
- Financial support is provided for staff participating in academic activities outside college.
- Well equipped infrastructure for teaching and non teaching staff is provided.
- HoDs are provided with laptops to ensure timely submission and record of all academic reports
- All faculty members are provided a Samsung TAB with Wi-Fi facility to promote paperless administration
- Library is equipped with internet facility to facilitate research work
- Well furnished cafeteria exclusively for faculty is available to dine and relax.
- Yoga and health sessions are organized at frequent intervals.
- Gifts are given on important occasions like Teachers Day

#### Non – Teaching Staff

- Training programmes on technical and academic skills are organized.
- Two sets of uniforms are provided every year.
- Educational loans, travel allowance and provision for salary advance are granted.
- Bonus is given to support staff annually.

#### Common Welfare

- Staff are eligible for monetary welfare measures such as PF, Gratuity and other monetary benefits to probationers and permanent staff.
- Fee concession is given for staff children.
- Faculty are covered under group Medical Insurance.
- A common staff welfare fund is created through contribution from faculty and used for common obligations.
- Casual leave and maternity leave are granted as per policy. Medical leave is provided on case to case basis.
- Birthday and Wedding Gifts are given to staff
- Incentives in the form of money, gifts or coupons are granted on Teacher's day, Christmas and



Women's day

- Staff sports and matches for various games are organized and prizes are distributed.
- During holidays, college halls are made available for staff family functions.
- Family day is celebrated on March 17th every year.
- National/state level tours are organized. Subsidy is given for international tours arranged by the Management and the amount is collected in installments for easy payment.
- The college helps staff to avail personal, vehicle and housing loan.

The various welfare measures are offered at the best interest of the teaching and non-teaching staff. The recognition, acknowledgment and support extended by the Management have resulted in personal and professional improvement of the teaching and non-teaching staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.27

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	15	13

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.6

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	4	2	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### **6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 100

##### **6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
108	98	82	75	67

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

#### **6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The college has several performance appraisal systems in place. The performance appraisal system is administered at different levels involving stakeholders throughout the academic year.

##### **Self-Appraisal Form**

In the year 2015-2016 the self appraisal methodology was introduced to assess the contribution of the

faculty to academics and administrative related assignments. The data sheet captures information related to qualification enhancements, conferences attended, papers published, research undertaken, NPTEL courses completed, awards / recognitions won and participation in various academic and administrative bodies both within and outside college. This is an annual exercise and is anchored by the HoD who collates the data and forwards the same to the Principal. Faculty mentoring is undertaken by the Principal to faculty who need improvement and further guidance.

### **HoDs feedback**

At the department level the HoDs conduct a structured feedback every year faculty wise. A confidential report is prepared based on the feedback from students, parents, alumni and direct observation by the HoD. The remarks of the HoD is shared with the Principal. In certain cases the Management takes disciplinary action on faculty for inefficiency in teaching and not being in alignment with the mission of the college.

### **Students Feedback**

The College receives feedback from students at the end of the academic year to rate the faculty on parameters related to teaching, subject-knowledge, punctuality and commitment. The student feedback is discussed in the faculty meetings.

### **Open Forum**

As part of quality initiative the IQAC introduced a new methodology in 2019 to get direct performance appraisal feedback from students at the end of every semester. The representatives from the Management, Principal, Vice Principal, Academic Affairs Coordinator, Student Affairs Advisor and IQAC Team have a face-to-face interaction with the students on voluntary basis. Students are required to register through the ERP on priority basis within the stipulated deadline to participate in the open forum. The students are encouraged to be open and transparent and voice out their views. The issues are recorded and shared with the concerned authorities.

### **Parents Feedback**

Parents feedback is obtained during Parents Teachers Association Meeting which is held twice a year in the month of July/February. The parents fill feedback forms which include information related to performance of the faculty, curriculum covered and timely dissemination of information of the wards to the parents. This appraisal system enables the Management to improvise the existing practise in enhancing quality education.

### **Result Analysis**

After the publication of the University results, the Management organises a meeting of all faculty exclusively to present, review and analyse the semester results. Subject wise results are presented and a thorough critical analysis is undertaken to understand the reasons for good or poor performance. Specific interventions are evolved to increase the pass percentage. This appraisal system helps to appreciate faculty who produce good results and fix accountability on the specific subject teacher whose performance needs improvement in the forthcoming semester exam.

### **Administrative Staff**

Feedback is obtained through focused group discussion with the administrative and support staff, and data is shared with the Management.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The financial management of the College is entrusted with the Director cum Secretary. The **institutional budget** is prepared by the Management. Prior to the preparation of the institutional budget, the **department budgets** are collected from all academic and supporting departments. These budgets are scrutinized and consolidated to prepare the **annual budget** of the College. To maintain transparency and to add to the improvement of the functioning of the institution, **internal and external financial audits** are conducted on a regular basis.

The institution has appointed a **qualified chartered accountant** to conduct periodic statutory audit of the accounts maintained by the College. The objections listed at the audits are settled with systematic follow-up actions. It is clarified with supporting bills and the mismatch in payments and bills are rectified with documentary evidence of amounts paid in advance. Vouchers or bills which do not have the seal of the company are objected at times and queries raised by the internal auditor are rectified as and when it is represented. The Institution has a mechanism of conducting internal audit. A **stock register** is maintained by each department and the College has an **Inventory Auditing team** which visits every department to verify the stock register, equipments, sports facilities, library and administrative offices. The NSS accounts are also audited. Separate funds are received by the College for various schemes and projects, for which an utilisation certificate along with the audited statement of accounts is maintained.

The Student Tamil Nadu Government SC/ST scholarship is managed by the staff. The Central Government Merit Scholarship is assisted by a faculty and the funds are directly credited to the student accounts. Other private scholarships are also facilitated through the College. The funds received from the private scholarship agency is either adjusted towards the tuition fees or refunded to the students. The Management has instituted the Bishop Daniel Delany scholarship for students, taking into account the merit and the financial background.

The Departments are given autonomy to manage their funds to organise the departmental activities which is audited at the end of the fiscal year. The College receives financial contribution, endowment funds and other funds only through cheques, DD or NEFT. The College has introduced **Finance module in ERP** for the Admission process, Graduation Registration, Alumni Registration and Miscellaneous activities.

The University fee remittance is through **online payment** and some of the payments to agencies are

processed through RTGS. The TDS and PF deducted are remitted through NEFT transfers.

The institution conducts internal and external financial audits regularly to verify the funds granted and received by the stakeholders through the institution. As part of a significant quality initiative, the College proposes to introduce ERP for the entire finance transactions in the forthcoming years, after having ensured the safety and security mechanisms.

From 2019 fee remittance is done through bank counters available in the college. This has enabled **transparency** in all financial transactions and has improved the efficiency in financial management.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 16.09

##### 6.4.2.1 Total Funds / Grants received from non-government bodies, individuals, philanthropists year wise during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V ) (INR in Lakhs).

2018-19	2017-18	2016-17	2015-16	2014-15
8.11	6.31	1.19	0.48	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

Being a Self Financed institution, the major source of income is through the fees collected from the students. Fee component for every program is calculated based on the total admissible expenditure in proportion to the number of sanctioned strength. The College mobilizes funds from its internal resources through several avenues such as student fee and interest from bank. The College encourages the

departments to mobilize funds from various sources to organize their department activities.

The College budget includes all the recurring and non-recurring expenses, and planned and unplanned expenses.

- Payments are authorised by the Superior/Vice President and two members of the governing body which includes the Director cum Secretary of the College.
- Major expenses to be dealt with in the academic year are approved by the members of the governing body of the society and college.
- For transparency, student fees and other payments are collected only through the bank.
- Budget is allocated for every program. The coordinator of the concerned committee is responsible for the expenditure and has to settle the accounts within a week's time.

In case of contributions from alumni and philanthropists, the College has a well-defined and systematized plan and procedure clearly specifying the modus operandi for receiving such funds. The Director cum Secretary has sole responsibility for planning, implementing, managing and accessing all programs and activities related to fundraising for the College and its departments, centres, institutes and extension programs. The Principal is authorized to form a committee to supervise and approve the fundraising communications, activities, events, and programs for the purpose of raising funds from all individuals and entities. The committee constituted assumes the responsibility of examining and evaluating the fundraising activities which is aimed at benefiting the College in light of the established practices and priorities of the Institution. Patrician Marathon, Phantasia and Flood relief are the most prominent fund raising events organized by the college.

The major part of fees collected is utilized to provide salary for Teaching and Non-Teaching Staff. All other expenses are also met from the fees collected. The planned utilization of fund is as given below:

- Salary and welfare measures.
- Mandatory deposits, annual fee of statutory bodies/university.
- Creation and maintenance of academic infrastructure
- Purchase of equipment and software
- Green initiatives

Every academic year, the budget is prepared keeping in mind the expansion of the college in terms of infrastructure and technological developments. Technical Department prepares an estimate for requirements such as software, computers, printers, and other equipments for student centric activity, research and development.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The College established the IQAC in the year 2014. Since its inception, it has contributed extensively to uphold the quality of the institution. Initiatives including the promotion of research culture, recognition of faculty achievements, feedback analysis, organizing faculty development programmes and grievance redressal mechanism were introduced. The primary focus of the IQAC is to empower faculty and students. Much planning and thinking are put to develop innovative ideas to aid in the personal and academic growth of the students.

**Quality Initiative I:** A Quality initiative deployed in the institution is the conduct of Bridge courses for students. Bridge courses in English and Maths are conducted for the first year UG students. The week long course was initiated for students having difficulty in comprehending and communicating effectively in English. Initially, the course was conducted by an external resource person and subsequently conducted by the faculty of English Department. The modules for the courses are prepared by the English department faculty. On completion, the feedback was collected from the students by the IQAC team. The feedback was reviewed and presented at the all faculty meeting for streamlining the students according to their level of competence. A week long course on fundamentals of Mathematical concepts was also conducted for first year students who had secured < 40% in their plus two examinations to enhance their level of understanding.

**Quality Initiative II:** Organizing FDPs has been institutionalized to emphasize on improving the knowledge and professional competence and to keep the faculty updated with the current trends in teaching methodology. IQAC has organized FDPs on themes related to quality teaching learning, career enhancement, work life balance, thesis writing, documentation and publication. Training and orientation on Institutional preparation for NAAC reaccreditation is also conducted. Other noteworthy initiatives institutionalized are

- Leadership training and Career enhancement training programmes for students to sharpen their skills and gain knowledge in their professional paradigm.
- Providing career guidance and coaching for competitive examinations
- Strengthening employment opportunities through 'Entrepreneurship Development Cell' and Patrician College Empowerment Cell
- Enabling and Remedial Classes to assist students in improving their academic performance
- Focused group mentoring to motivate academically vulnerable students to clear their backlogs
- Open forum to enable discussion between Management and the students to promote a healthy study environment
- Students Satisfaction survey to analyse the aspects of teaching, learning, curriculum and infrastructure
- Academic audits to sustain and enhance teaching learning process
- Induction programme for the new faculty to keep them aware of the policies related to work and brief them about the institution
- Training programs for administrative staff, support staff to promote quality work at all levels
- Providing adequate research facilities and motivating faculty to organise and participate in seminars and workshops to promote research culture.



- Creation of MOUs and linkages with industry and other institutions of higher learning
- Usage of ICT enabled tools for effective teaching learning
- Strengthening linkages with alumni
- Automation of library

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

IQAC reviews the teaching learning process. The syllabus completion is reviewed twice every semester and endorsed by the HoD. In case of incompleteness of syllabus, special classes are arranged. Fairness and timeliness in evaluation is ensured by prompt uploading of marks in ERP.

To meet the growing need of global knowledge requirement, all departments and units of the College are equipped with overhead and LCD projectors for ICT enabled teaching methodology.

To acquire practical knowledge and necessary skills, internships, projects, assignments and presentations are made mandatory as part of the courses. The placement cell facilitates the training and employment opportunities for final year students who are either placed on or off campus. Entrepreneurship cell also encourages students to become entrepreneurs.

The slow learners are supported with remedial classes. Mentoring and counseling services are provided to address their academic and personal needs.

IQAC anchors the internal and external academic and administrative audits. The IQAC scrutinizes the action plan, result analysis; verifies the stock registers, implementation of data security, creation of policy manual and maintenance of records.

To review the teaching learning process, feedback is collected from students, parents and the alumni which are analyzed by the IQAC and required actions are taken.

**Post Accreditation**, several quality enhancement initiatives were introduced to prove the considerable work done by the Management to fulfill the vision and mission of the institution. In the past five years, the college has seen a tremendous growth in all aspects.



## Academics

- New academic programmes were introduced :

11 - UG, 1 - PG and 2 - M.Phil.research programmes.

- The college has registered as an active local chapter with SWAYAM- NPTEL, anchored by IIT Madras in association with MHRD to register for MOOC courses.
- The college has upgraded technology to enhance teaching and administration. All faculty are given a TAB to promote e-governance, and free Wi-Fi is provided for effective and improved usage
- LMS, RFID and ERP software are installed to improve institutional efficiency
- The College has registered for NIRF,ARIIA, India Today and The Week rankings

## Student Activities

For student development, the following curricular and co-curricular programmes are organized

- Outreach programme to sensitize students on social issues.
- Patrician Marathon, a fund raising event was organized to support the cancer patients.
- Job fair is organised every year since 2017 with more than 50 recruiters and 3000 students participating.
- Career enhancement, skill based training and certificate programmes are conducted
- Intercollegiate Cultural Fest to develop leadership skills.

## Infrastructure

- CCTV installed at vantage points
- Open Air Theatre, Language and Commerce lab were constructed
- Existing amenities, Staff rooms, class rooms, administrative offices and auditorium were redeveloped. Labs were upgraded with high technology systems and software
- The state of art facilities were established for the Media Studies Department: Drawing Room, Recording Room, Edit Suite, Studio, Green matt Studio, A theatre with 80 seating capacity.
- Several initiatives to sustain and promote eco-friendly practices

Quality initiatives sustenance has been the hall mark of the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed

and used for improvements

2. Collaborative quality initiatives with other institution(s)

3. Participation in NIRF

4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Being a Co-educational institution, the Institution initiates activities which promote gender equity and sensitization in all spheres related to student's life. The College provides a safe and secured environment and is one of the most preferred co-educational institutions in its vicinity, for maintaining a **right balance between the genders**. Equal opportunity is ensured right from the time of admission to both the genders to pursue their higher education. To this effect, the College now has almost **equal enrolment of boys and girls**. Academic programmes viz BSW, B.Sc Psychology, B.A. and M.A English, have inbuilt courses on gender studies, which enable students to comprehend the various nuances of gender issues.

Apart from curricular intervention, **formation of statutory bodies**, as per UGC guidelines, like The Internal Complaints Committee, Anti Ragging and Grievance Cell and institutional initiatives like Students Advisory Committee, Women's Cell provide for the conduct of programs that aid in sensitizing students towards gender equity. In this regard, the campus is free from ragging and harassment and proud to have a history of no such incidence. Drop boxes for registering grievances have been placed near the Principal's office to register complaints and to take prompt action.

The college campus is under **24/7 surveillance** and guarded by security personnel round the clock. Facilities like Entry and Exit Gate Pass, Visitors Pass, and dedicated Parking space add to the safety measures of the College.

Experts from the Police, Cyber Crime and Narcotic Departments are invited to give an orientation on the abuse of Social media, cyber crimes, traffic rules, alcohol, drug abuse, and women safety. The college is proactive in introducing safety and security measures and recently the college introduced Kavalan( Protector) SOS – a mobile Application by the Police Department which alerts the police control room when women safety is at risk.

The College offers **support services** through **mentoring and counselling** to ensure the physical and mental well being of the students. The mentoring model of the college is based on a **three- tier mechanism**. The first tier is the academic mentoring where the class teachers serve as the Academic mentor and handles academic difficulties. The second tier is the Personal mentoring wherein thirty Students are assigned to a Personal mentor who accompanies the students till their course completion and addresses difficult situations which thwarts the functioning of the individual. The third tier is the counselling service anchored by faculty from the Psychology and Social work departments where the student receives individual attention on the problem at hand. Besides this the college takes assistance from NGOs that work towards counselling for Behavioural problems and particularly Suicide Prevention interventions.

A furnished common area with LCD TV, Open air theatre, and the Canteen area are some of the common area facilities provided for the students. This facilitates informal interaction and strengthens the understanding between male and female students. Through these initiatives, students are **gender sensitized**

and **feel empowered** to have equal access to resources in the campus.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Effective measures are in place to ensure environment conservation in the College campus. The Management has a policy for disposal of waste generated in the campus. The solid, liquid and e-waste is disposed through the Corporation channels and the institution has an effective network with the government and private bodies to facilitate the process of disposal.

**Solid Waste Management**

For easy and quick segregation of wastes, different coloured bins are kept at common access points. The biodegradable waste collected from the green bins is dumped in a vermicompost pit for generating organic manure for the gardens. The non biodegradable waste collected in the red bin is disposed to private agencies and other wastes collected in the blue bin are disposed through Chennai Corporation on a daily basis. The Enviro club of the college partners with ITC Limited for recycling of waste paper. Wellbeing Out of Waste (WOW), a nationwide recycling initiative of the ITC, is implemented in the Campus and the College has been certified to have contributed 2024 kgs for recycling during FY 2018-19. The NSS wing of the college initiates awareness programmes on green coverage, environmental conversation, eco systems, clean and green campus through street plays, mimes and sensitization programmes.

**Liquid Waste Management**

The liquid waste generated is judiciously reused and channelized through well organized systems. The rainwater harvesting structures are available in all pertinent points and are connected directly to the water wells. The waste generated through the RO Plants are collected in the water tanks and used in the rest rooms and for gardening. The drainage system is well maintained with regular inspections by the Maintenance Team. Due to a proper drainage system, water does not stagnate anywhere in the campus.

**E-Waste Management**

Computer accessories are properly maintained and periodically upgraded with a view to extend the lifetime of the devices and to reduce the amount of E-waste.

E-waste in college, collected in the black colour bins, is disposed at regular intervals through a private agency. The college has received a Certificate of Destruction which certifies that all the e-items are properly disposed in an environmentally responsible manner using the process and equipments available in accordance with NSIT 800 - 88 standards. All computer peripherals, lithium batteries, and other computer accessories are safely discarded.

**Biomedical Waste Management**

The College is conscious and aware of biomedical waste and understands its utmost importance in maintaining sanitary conditions in the college campus. Biomedical waste is generated only during the Health / Blood Donation Camps organized by various clubs. All biomedical wastes are removed by the organizers of the medical camps in the campus.

**Hazardous Chemicals and Radioactive Waste Management**

The campus does not generate any hazardous chemicals and radioactive waste. Pesticides for gardens,

mosquito repellents and sanitation chemicals for the washroom are used within permissible limits and also disposed as per Government standards.

The disposal of waste is effectively monitored by the Maintenance committee who review the functioning on periodic basis.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

**5. landscaping with trees and plants****E. None of the above****D. 1 of the above****C. 2 of the above****B. 3 of the above****Response:** Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution****1.Green audit****2.Energy audit****3.Environment audit****4.Clean and green campus recognitions / awards****5.Beyond the campus environmental promotion activities****E. None of the above****D.1 of the above****C. 2 of the above****B. 3 of the above****Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

The conducive atmosphere at Patrician College is regarded as an indispensable resource as it caters to the students of diverse regions and communities. Keeping in mind the great diversity of our nation, the institution puts in sincere efforts to provide an inclusive environment bringing harmony among the students of varying backgrounds and cultures.

### **Linguistic and Cultural Diversities**

With a view to reinforce linguistic and cultural ties, Bharathidasan Tamil Literary Association promotes Tamil language and its distinctiveness. It creates avenues for the students to enrich their knowledge of the Tamil language and motivates them to showcase their linguistic skills. The activities of the association is an eye-opener for the students to know the unique elements of Tamil culture and literature by organizing *villu pattu* ( a traditional song form) *silambattam* (martial arts), *parai adithal* (drumming), *therukoothu* (street theatre), *karakattam*(folk dance form) and other folk arts. The Prerna Association of the Hindi Department conducts Hindi literary events, translation activities, poetry and essay writing competitions in Hindi celebrating eminent Hindi writers who contribute to the Indian Literary arts. French National Day is observed by the students learning French as a Foundation course, with competitions on French culture, festivals and cuisine.



The Phoenix Association embrace students of foreign and North East origin. They exhibit their tradition through music, dance, cuisine and costume display which is well received and appreciated by the rest of the student community.

To remind the young generation of their tradition and culture, the College celebrates Pongal, the Harvest Festival, as an occasion of festivity. Traditional delicacies like *Sakkaraipongal*, a sweet dish, are cooked and stalls are put up displaying traditional foods. Traditional games like *Uri Adithal* (pot breaking) are conducted and the students of varying backgrounds participate. Typical village scenes are depicted by the students and the values of our rich heritage are reinforced to those witnessing it.

The College's annual inter-departmental cultural programme, *Evoluzione*, and the inter-collegiate cultural programme, *Phantasia*, which is conducted by the Fine Arts Club, promotes the cultural diversities of the students by providing platform for enacting various traditional fine arts performances. This inculcates a spirit of appreciation and harmonious feeling amongst students towards various aspects of Indian culture.

### Communal and Socio-economic Diversities

'*Angadi*' (Market) is another endeavour to give an entrepreneurial opportunity to the NGOs to display their products in stalls to support social cause. This helps to create awareness on socio-economic conditions of the marginalized. In 2017, the college organized an innovative initiative to connect with the neighbouring Gypsy community during the festive time of Christmas. Students entertained the members of the community and distributed gifts to each gypsy family. Care and Share is an initiative with a social edge where the Christmas tradition of giving gifts is extended to those in need and gift packages with necessities are distributed to representatives of different NGOs to support their respective causes.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Values of justice, liberty and equality are the underlying principles of the Patrician Brothers. These prime values, echoed in our national constitution, are reiterated in all the functioning of the College. Even though the College is a Christian religious minority institution, it pronounces **secularism** during admission by embracing students from other faiths. Observance of special days like Anti Trafficking day, Anti Child Labour day, and International day of the Girl Child educates students on **human dignity**.

The College gives priority in imparting the right orientation to **religious freedom** through initiatives that help in maintaining communal and religious harmony in the campus. Every day the classes commence with

Common Prayer through public addressing system and, on the first Friday of every month, value-education classes and liturgical services are conducted for the students. The Student prayer group is a voluntary group who gather regularly to pray in the college Prayer House. Value based quotes are exhibited in prominent places in the College campus.

**Right to equality** is promoted through observance of Anti-Untouchability day and Communal Harmony Day where the Anti-Untouchability oath is administered to all faculty and students. Students have equal access to resources and opportunities without any bias or prejudice. The leadership positions are held by students irrespective of caste, creed, community and gender.

The College communicates effectively to students to exercise the **freedom to speak, act, and think** on all occasions. The Open Forum invites student volunteers to take part in deliberation and communicate directly to the Management regarding the specific grievances and representations on any matter related to College. This determines the student's right to speak and represent. They are encouraged to enrol themselves in various Clubs and Associations, plan their own activities and execute them.

**Patriotic fervour** is encouraged through the active observance of days of national importance such as Independence and Republic days, Martyrs' Day, National Voters' Day and Rashtriya Ekta Diwas. Students, faculty and staff are empowered to exercise Constitutional rights by observing Constitutional day and facilitating camps to procure Voter ID / Aadhar Card.

The students are conscientized regarding their **duty towards nation** through partnering with national and state initiatives like National Integration, Environmental Conservation, social issues and concerns are highlighted as special themes for March Past during the annual Sports Meet. The students demonstrate the themes with much involvement as it is a competition where the best team is awarded prizes.

The Patrician students understand that education at College is not only to acquire a degree but go beyond to inculcate the constitutional values, rights and duties during their stay in the campus and continue to practice it as a habit in the world outside. The College is proud of the success stories of students who have participated in the State Republic Day Parade and is evidence to the institution's efforts to inculcate national values.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

Amidst the rigorous academic environment, the College delights in commemorating the important days of observance and celebrations.

**International Yoga Day** is observed on 21st June where the students are given awareness on health benefits of Yoga to maintain the balance between soul and body. Yoga demonstrations by professionals and fitness activities are part of the Yoga day celebrations.

The Red Ribbon Club observes **World AIDS Day** on 1st December each year as an opportunity for students to be made aware of the fight against HIV and sensitize students to show support for people living with HIV. Experts from government and non-governmental organizations are invited to address the students on understanding the issues related to HIV.

**International Human Rights Day** is observed in the College every year on 10th December. The students of Social Work commemorate the day with signature campaign and create awareness on varied social issues.

**World Mental Health Day** is observed on 10th October with the overall objective of raising awareness on mental health issues. The day provides an opportunity for students to be sensitized on the need and importance of mental health and the right attitude towards treatment of mentally ill in the society. Special programs for the mentally challenged children are organized in collaboration with government and corporate bodies.

As a fitting tribute to St. Patrick, the patron saint of the College, **St. Patrick's Feast Day** is observed on 17th March every year. A special assembly is organized by the Student Council highlighting the contribution made by the Brothers of St. Patrick. On this occasion a family get-together is organized by the Brothers for all stakeholders in appreciation for contribution towards the growth of various institutions.

**Foundation day** of the College is celebrated on 2nd February to pay tribute to the founder, Bishop Daniel Delany for his contribution towards educating the poor and needy and instituting the congregation of the Brothers of St. Patrick.

**Days of national importance** like Independence Day and Republic Day are observed with patriotic spirit. The NSS Day, Rashtriya Ekta Diwas and Martyrs Day are observed among the students to reinforce national values.

Commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan, on 5th September, **Teachers day** is celebrated by the Management and students. The day is dedicated to honour teachers for their noble service.

NSS unit celebrates **Gandhi Jayanthi** on 2nd October every year in Gandhi Mandapam, Adyar, Chennai by taking part in the cultural programmes organized by the Government of Tamil Nadu. Tribute is paid to Dr. A.P.J. Abdul Kalam, Former President by celebrating his birthday on 15th October as **Youth Awakening Day**. Various competitions and programmes are conducted to motivate the students about their responsibilities to build the nation.

Keeping in mind the national ideal of 'Unity in Diversity' with its enormous diversity reflected in terms of religion, caste, culture and language, the celebration of festivals is given utmost importance. Christmas, Pongal, and Onam are celebrated with entertainment, competitions and traditional cuisine.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

### **BEST PRACTICE I**

**Title of the Practice: Investing in the career growth of administrative staff.**

**Objective of the Practice:** The College, founded by the Brothers of St. Patrick, has service as its mission and is committed to serve the community it is entrusted with, through the medium of education.

Having established schools and colleges, reaching out to its stakeholders is the underlying principle of the Patrician brothers. The College strives to identify the potentials of stakeholders and invest in them by providing opportunities for their growth. This investment process facilitates the stakeholders to partner with the institution in realization of their interests and aspirations and develop greater affinity, loyalty and self esteem.

**The Context:** The Patrician brothers believe in equality of opportunity and fight against deprivation and denial of opportunities. This vision is perceived stronger when stakeholders are the victims of the disadvantaged situation. Individuals have dropped out from the regular stream of education due to economic compulsion and have engaged in odd jobs in college for livelihood. For lack of opportunities they continue to get stagnated and attribute their present situation to destiny. The challenge for the Management was to identify such individuals and design an opportunity that would mitigate them from this compulsive situation and groom them for desirable prospects.

**Practice:**

Employee X, ID – A008, is a child of a single parent from a poor economic background hailing from a small town in Tamilnadu. X could not afford to pursue higher education and was compelled to take up employment early in life to support his family.

He approached the Patrician brothers and was offered a job as assistant to the cook at the Patrician Brothers' house. He worked in the residence for 3 years after which the Brothers transferred him to the college as an assistant at the computer lab. In this position X meticulously attended all the jobs assigned to him. However he could not hide the inner disappointment and longed to be on equal terms with students of his age.

In due course, his potentials were recognized by the Director of the College and a proposal was designed to help X to pursue his collegiate education. Accordingly, his core interests were identified and the individual was admitted to B.Sc. Electronic Media programme in the year 2017.

The challenge before X was to balance between the course requirements and his responsibilities to support the family. The Management was sensitive to his needs and helped X to continue his work in the lab wherein he would continue to receive his salary and support the family. The Management also supported his studies through fee waiver to reduce the burden of any financial commitment.

He has been privileged to enjoy the status as both staff as well as student. X has had the rare opportunity of an international exposure to Singapore and Malaysia. He has an advantage of having hands on experience to discharge assignments in sound engineering, videography and photography in the capacity as a part time staff.

Today, X is highly motivated, happy and an appreciative person. At the same time, he is financially stable with part-time job giving him a sense of pride and accomplishment with a hope for a brighter future.

**Evidence of Success:**

The individual X has shown great enthusiasm as a student. The opportunity for education provided to him has borne significant results as he shows much involvement in his academic assignments which have resulted in him topping the class during his semester examinations. This added enthusiasm has also

enabled him to demonstrate leadership traits in his peer group and he has been nominated as a badge holder on the extended student council. He is now a role model demonstrating how an impossible situation can be challenged and converted into possibilities. He is well accepted among his peers and his interaction with them is influencing and inspirational. Following his footsteps, many have aspired to use the opportunity that is provided by the Management.

He is now an effective and educated human resource equipped with capabilities to care for himself, his family, and serve the society at large.

### **Problems Encountered and Resources Required:**

While the Management has involved in this proactive initiative, it faced certain setbacks. Converting the full time job into part time has been a challenge to design the roles and responsibilities and help the individual to balance the world of work and studies. The Management had to shoulder the financial burden of educating the individual for three years. Psychological reinforcement had to be constantly provided so that the individual remained motivated and focused toward the achievement of his educational goal. In order to allow him to pursue education, parental permission was also a requisite. Parents had to be convinced about the importance of higher education in the individual's life and that his contribution to family income would not be disrupted. Like individual X, many more administrative staff would like to use this facility but may not be able to avail this opportunity because of financial constraints on the part of the Management.

As a matter of ethical consideration, this case study has been presented after obtaining the consent of X.

## **BEST PRACTICE II**

### **Title of the Practice: Patrician College response to Disaster Situations**

#### **Objectives of the Practice:**

In keeping with the vision 'to contribute to society', the College reaches out in times of disaster and calamities. This response to disaster situations helps to cultivate a sense of empathy and develop social responsibility towards community.

#### **The Context:**

The Chennai deluge in 2015, the Vardah storm in 2016, the Gaja Cyclone and the Kerala floods in 2018 had witnessed loss of life and damage to natural resources. As responsible citizens, a need was felt to reach out to the disaster victims.

#### **The Practice:**

Members of our faculty and students were severely affected during the Chennai Floods 2015. The College raised resources to provide relief materials and rebuild homes for some of our support staff. The members of the Alumni joined hands to sponsor breakfast for affected students for a month.

During Kerala Floods in August 2018, the college donated funds and relief materials to Anugraha Sadan, a non-governmental organization for the palsied children in Chalakudy. The college mobilized relief materials and distributed the same through its sister institution in Angamally to the local public in the affected areas.

In November 2018, Gaja Cyclone devastated several coastal districts of Tamil Nadu. Relief material worth Rs. 15 lakhs was donated to 1000 families in Thiruvarur, Nagapattinam and Pattukottai. A voluntary relief team of around 115 students and 25 faculty were deployed to distribute the relief materials at different places.

The College always responds to crisis situations and involves students in the rescue, relief and rehabilitation services. This engagement creates a sense of responsibility among the students to be focused not only in the core areas of learning but also to empathize with situations that need their interventions.

### **Evidence of Success:**

The emerging volunteerism among students and the willingness to lend a helping hand for this cause led to the formalizing of the Outreach Programme as Patrician Students to Educate and Empower the Disadvantaged in Society (SEEDS) where every department undertakes specific outreach activities. Each year focuses on a theme.

- 2014 - 15 -Care and Share
- 2015 – 17 – Together we Grow
- 2017 – 18 – Make a Difference
- 2018 – 19 – Grow and Glow

When students are involved in the process of planning, implementation, execution of Community-related work, there is a change in their outlook towards society. The success of this program is in helping students understand their participation in natural calamities and the compelling evidence of improved access of the underprivileged.

These programs give scope on improving the understanding of life situations with all uncertainties and the need to gear up to face odd situations.

The impact of involving students in natural calamity relief work has sharpened their leadership qualities, improved their perceptions of the outreach learning environment, a sense of fulfilment, self motivation and attitudes towards life and society in general.

### **Problems encountered and Resources required:**

Time constraints due to students engagement in many curricular, co-curricular and extracurricular activities makes it difficult to involve all students for disaster relief work. Besides, students from the economically backward community take up part-time work and hence it is a challenge for the students to get involved in the community initiatives.

During relief distribution, there was inadequacy in meeting the people's needs and the volunteers were helpless as there were more beneficiaries than the relief materials available. Though the places for relief were identified through various agencies, accessibility was denied during the time due to various reasons.



Students had limitations to mobilize resources as many organizations were undertaking relief work and duplication of work was a major challenge. The safety of students and meeting their basic requirements, particularly when relief was undertaken outstation, had several constraints which affected the discharge of relief work.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

#### The Thrust

The Brothers of St. Patrick, who run the College, have a rich tradition and practice of reaching out to the poor and the marginalized through their community services for the past 210 years. Keeping in line with this legacy, the College gives priority to engage all stakeholders in reaching out to those in need. The College vision and mission statements reinforce their commitment to build human resources with values for community engagement. This vision of the College has been translated into social service projects carried out periodically. In the past, the College has reached out to homeless and destitutes, mentally and physically challenged, women and children with special needs, and victims of natural calamities. Visit to Old Age Home, Cancer Hospital, rural and slum areas have been isolated attempts to involve students in community work.

#### One Distinct Area – Patrician SEEDS (Formalised Outreach Programme)

Over the years, the College has been experimenting to bridge the gap between campus life and the need to connect with community with different interface models. At present, the College is executing its Pioneering Outreach Project called – ‘**Patrician Students to Educate and Empower the Disadvantaged in Society**’ (SEEDS) and we are proud to present SEEDS as the distinct feature of the institution.

#### The Beginnings

The College did not have a policy and SOP for the execution of outreach projects. Depending on the availability of resources the students were organised to undertake projects. This informal approach led to inconsistency and lack of involvement of all the students. For more serious engagement, the need was felt to evolve a policy wherein all students would be motivated to productively spend time in community work. Series of deliberations at different levels resulted in the formulation of a Policy that outlined the framework formalising the outreach programmes of the College.



### **The Formation:**

On 1st August 2019, the '**Patrician Students to Educate and Empower the Disadvantaged in Society**' (SEEDS) emerged as an outreach programme with the Patrician pedagogy of reaching out to the unreached. The Programme is dedicated to anchoring outreach projects with a view to cultivate Service culture in the young minds of Patrician Students to create a better society. The Programme is anchored by a core committee consisting of staff drawn from various academic departments and supported by student representatives. The core outreach committee is responsible to formulate policy, planning and monitoring of the programme.

### **Vision:**

To develop a responsible student community geared towards building a better society by producing changes in the grassroots level.

### **Mission:**

To enable students to create a new and just society through dedicated and committed team work by connecting the Poor and Disadvantaged people into the mainstream of life.

### **Objectives:**

- To connect students with the community especially with poor, needy and disadvantaged and realize their duty towards the lesser privileged.
- To make students to understand the society and support the people to uphold and understand their rights and duties.
- To bring about attitudinal change and engage the students in social responsibility initiatives.
- To promote a value-based, casteless, violence-free and knowledge-based society.

### **Policy**

- Outreach programme will be considered as mandatory requirement and integrated into curricular activities.
- All first year Undergraduate students will enrol for outreach programme.
- Each student will engage in service for 40 hours per academic year.
- Each Department's outreach programme will be monitored by a committee with HOD as Convener, one faculty as coordinator and five student representatives.
- Each department will work with One NGO / service area / target group.
- Service area should be within 5 km radius to the College.
- Need based Projects will be identified for implementation in the service area.
- Outreach day will be organized at the end of the academic year.
- Each department will submit a detailed report on their Outreach Programme.
- During the Outreach Day, presentation will be done by each department and beneficiaries may be invited for the programme.
- Best outreach department team will be identified and awarded.

### **Execution and Performance**

The task of The Department outreach committee was to first identify the service area, and the projects to be undertaken. After series of deliberations each department drew up the blueprint for plan of action and obtained approval from the Core outreach committee. The department worked in close coordination with the NGOs and the local community identified.

At present, the SEEDS programme has 1232 first year students from 18 departments involved in 51 projects in 17 geographical areas within 5 kilometer radius of the College. The students have undertaken Community Awareness Programmes on Food and Nutrition, Cleanliness, Child Rights and Child helpline, Child Education, Health issues, and Good Samaritan Law. They have organized eye camps, blood donation camp, and Water bodies cleaning programme. Through Rallies, workshops, training programmes, demonstrations, street plays, and cultural programmes, the students have built positive relationship with the community.

### **Learning Outcome:**

Outreach has exposed students to ground realities of people and their environment bringing about attitudinal change from non volunteerism to volunteerism to engage in community work. Through this, the students have learned empathy for people and their compulsive situations. They have built a sense of accomplishment of having contributed their time and resources for the marginalized.

### **Conclusion**

From its inception in 2001, the College thrust was on developing the curricular aspects and building human resources and infrastructure for quality education. In its tenth year of functioning, the realization was to go beyond the curricular to offer holistic education which included the curricular, co-curricular and extra-curricular activities. As the College entered into its quindecennial year, the motto to serve the less privileged emerged strongly among the stakeholders. This spark was ignited to culminate into a visionary thinking of formalizing an outreach department incorporating it into the mainstream and sensitizing the students about the importance of service mindedness as an integral part of education. The opportunity to share the distinct practice of the institution is very encouraging. The institution has tremendous scope to fine tune the channel to engage the students in their responsibility to contribute to society.

<b>File Description</b>	<b>Document</b>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

**Good Rapport with University:** The College maintains good rapport with the parent university. The space of the college is given for Central Valuation work of the University and University Officials frequently visit and interact with the management and staff of the college.

**Microcosm of Secularism:** Even though the College is a Christian institution, the Management practices secularism. Faculty from varied religious background are appointed in the college. Festivals of different religion and cultural importance are celebrated with much fanfare.

**Committed Faculty:** The teachers of the College shoulder the responsibility with the Management. The entire NAAC Cycle II preparation has been anchored by faculty who have spent time, energy and dedicated services beyond the regular work schedule.

**Healthy Student Teacher relationship:** The College enjoys a healthy and positive relationship between faculty and students. While teachers are firm, they deal with students with kindness and concern.

**Recognition of Achievements:** Teachers and students who make special contribution are suitably recognized in appropriate forums.

**Alumni Interface:** The alumni of our institution reconnect with their alma mater by interacting with students through knowledge sharing sessions. This student-alumni connect is received with much enthusiasm.

**Relationship with Parents:** The College caters to students from diverse social strata, most of whose parents are daily wage workers, auto drivers, fishermen, mechanics and from similar backgrounds. Therefore the parents hold the college in high esteem and feel proud to enjoy the privilege of their child studying in an institution of repute. The college has earned the respect of parents through the standards of discipline and mentoring.

**Gender Equality:** The girl students enjoy equal access to resources without bias. The college is proud to report about the non-occurrence of ragging / sexual harassment in the campus. During 2017-18, a girl student held the position of Student Council Chairperson, thus reflecting gender empowerment.

**Integrated Health Practices:** Yoga, meditation, Zumba and Demonstration on nutritious food is frequently organized. Every morning, classes commence with prayer and a thought for the day led by the student leaders. Inspirational quotes are displayed on the notice boards and at prominent areas on campus.

### Concluding Remarks :

The Self Study Report preparation has given us an opportunity to introspect and indulge in a critical analysis of our strengths, weakness, challenges and the opportunities that are ahead of us. The Management, faculty, staff and students have invested their time and resources to consciously undertake Cycle-II reaccreditation process to present ourselves to NAAC and understand our performance and be accountable to all our stakeholders. This exercise has enabled us to document the progress we have made from 2014-15 to 2018-19 and identify the

scope ahead of us. In 2014-15 when we presented ourselves for accreditation in the first cycle, the institution was in its growing stage with few academic programmes and limited resources.

The first SSR report and the peer team visit was an eye opener to understand our challenges. The recommendations made by the peer team were guidelines for us to gear up to the quality expectations of higher educational institutions. In accordance with the recommendations made, the IQAC formed task forces and meticulously worked on strategies to translate the recommendations into concrete actions. To address the gap in research, a robust research policy was formulated to promote research culture and involve faculty in research activities. Research facilities were strengthened through granting On Duty leave and financial incentives for research publications. Several MoU have been entered with corporate industries and other premier institutions. The consultancy and training division was started to offer consultancy to organizations. Use of ICT enabled teaching and learning was encouraged through technological advancement to ensure 100 % participation from faculty. The Source Hub, a new placement cell was created to offer career guidance and train students for competitive examinations. The entrepreneurship and innovation cells were started to accompany students with startup proposals. For linkages, the Parents Teachers association and the Alumni association were formalized and strengthened.

In conclusion, we as Patricians have gone beyond fulfilling the recommendations by the NAAC peer team and have ventured into new avenues in the realm of higher education keeping in mind the saying of our Patrician Brothers – ‘Love God and live together in peace and charity.’