

# **GURU NANAK COLLEGE (AUTONOMOUS)**

**Affiliated to University of Madras and Accredited at 'A' Grade by NAAC  
Velachery, Chennai – 600 042**

## **INTERNAL QUALITY ASSURANCE CELL**



## **ANNUAL REPORT**

**2016 - 17**

## IQAC COMPOSITION: 2016 - 17

The Internal Quality Assurance Cell (IQAC) of Guru Nanak College (Autonomous), Velachery, Chennai – 600042 has been constituted in the academic year 2016-17 and following are the members of the newly inducted IQAC.

S.No	NAME	DESIGNATION	POSITION
1	Mr. Manjit Singh Nayar	General Secretary & Correspondent	Management Member
2	Dr. M. Selvaraj	Principal	Chairman
3	Dr. A. Karthikeyani	Asso. Professor, Department of Chemistry	Convener/Coordinator
4	Dr. Sadanand Patra	Asso. Professor, Department of Defence and Strategic Studies	Member
5	Dr. J. Jayanthi	Asso. Professor, Department of Zoology	Member
6	Dr. K. Umadevi	Assistant Professor, Department of Commerce	Member
7	Dr. N. Praveenkumar	Assistant Professor, Department of Tamil	Member
8	Mr. T. Senthilkumar	Librarian	Member
9	Mrs. Rajini Surendranath	Assistant Professor, Department of Computer Science	Member
10	Dr. Gayathri Harikumar	Assistant Professor, Department of Accounting and Finance	Member

## **CURRICULAR ASPECTS**

New Courses B.A. English (Literature) and Master of Social Work introduced

## **TEACHING LEARNING AND EVALUATION**

Open Book System was introduced, Interrogative method of teaching ICT enabled, Demonstration using models. Use of power point, Industrial visits, Experimental learning, Case studies and Role Play was initiated. Workshops, Lectures, seminars by renowned scientists were conducted. IQAC reviewed of the teaching - learning process at the end of each semester and suggestions were given to remodel and strengthen the remedial coaching practices based on the result analysis of the individual department. Students' feedback of faculty and institution were are collected analysed for follow-up action. IQAC also conducted meetings / professional skill development programs to enhance teacher effectiveness.

The OCOE is completely automated, the answer scripts are masked and given dummy numbers for a fair evaluation process.

## **RESEARCH, CONSULTANCY AND EXTENSION**

The NSS Units of Guru Nanak College and Blood Bank of Rajiv Gandhi General Hospital, Chennai, organised a Blood Donation Camp in GNC and collected 500 units of blood, on 08.07.2016. A special camp at Somangalam Village, Kundrathur was organised from 24.09.2016 to 30.09.2016, wherein 150 NSS volunteers participated and cleaned the Govt. School, Temples, Old age homes, Govt. Hospital planted trees in school and constructed fencing for the garden there. The NSS Volunteers also conducted rallies, and awareness programmes on Dengue and Diarrhea. The NSS units of GNC, in association with primary Health Centre of Chennai organised an awareness programme on "Tuberculosis", and awareness rallies on Road Safety and on HIV/AIDS, as part of their events

The NCC Air and Army Wing organized a Seminar on "Career Opportunities in Defence Forces" from 04.08.2016 to 08.08.2016, with Mr. Surendran, Director of Defence Academy, Chennai as Chief Guest. The College is proud to mention that Ms. Kaviya. K. Dilip, of II B.Sc., Physics, was the Parade Commander of Tamil Nadu, Puducherry and Andaman & Nicobar. She

also participated in the “All India Vayusainik Camp” held at Rajasthan from 15<sup>th</sup> to 26<sup>th</sup> October 2016. She represented Tamil Nadu NCC Directorate at the Annual NCC Republic Day Camp and Prime Minister’s Rally at New Delhi from 1st to 29th January 2017 and also participated in the Mountaineering Camp at Manali, Himachal Pradesh. She was honoured with the “NCC Best Cadet Award 2016-17” that carried a cash prize of Rs. 4500/-

NCC Army wing cadets have won Overall Championships & Trophies at Presidency College, Dr. Ambedkar Law College, Alpha Arts & Science College & Pachiyappa’s College in 2016. Mr. Suresh Krishna of III B. A. Defence attended the Republic Day Parade at New Delhi in 2016. 5 Air Wing Cadets were honoured with Gold, Silver & Bronze Medals at the All India Vayu Sainik Camp held in Bangalore. Mr. N. Kirubakar of III B.Sc. Physics attended the All India Advance Leadership Camp at Agra and was honoured with “The Best Personality Award”. Mr. Sairam of III B.Sc. Physics has become the Fighter Pilot in the Indian Airforce

The Rotaract Club organized Installation function and launch of “Feathers” on 08.07.2016, with Rtn. Babu Peram, District Governor Nominee as Chief Guest.

The Enviro Club commemorated “Sikh Environment Day” on 14.03.2017. The Enviro Club and ECO Sikh organised a Presentation and Extempore Competitions on “Environment” for our students on 04.03.2017.

In the area of Sports and Games, coaches were appointed to train the students. Regular practice, training, matches and tournaments are held every year. The College Sports Council guides all sports activities.

## **INFRASTRUCTURE AND LEARNING RESOURCES**

The Admission of the students is maintained by ERP. The students’ attendance maintenance was fully digitalized to allow paperless work and simplify the task maintaining data. A separate mobile set has been provided to each faculty member. The Library lending system is made totally computerized, where the library manual cards were replaced by college

ID with bar coding. Document Catalogue Members and Web OPAC (Online Public Access Catalogue) were computerized by the Library.

The entire office administration is brought under ERP system for the speedy administrative process. The Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format), Income Tax have been computerized through administration office.

In addition the Administrative offices (Aided & Self Supporting Stream) made effective use of computers for the (i) Processing of Applications for Government funded scholarships, (ii) maintaining academic record of the students, staff Data base, (iii) salary details, (iv) correspondence with Joint director & directorate Office, Preparation of Transfer & Conduct certificates for students. A Separate domain id was created for communication & data acquisition for faculties of all departments.

The Campus Wi-Fi Internet access facilities was extended to the students and faculty.

## **STUDENT SUPPORT AND PROGRESSION**

The Contribution of IQAC in enhancing awareness about Student Support Services included the Orientation programme conducted on Day one for the new entrants to make them familiar with the College and the activities. Every Monday morning during the assembly, prizes won by the student members of various support services and others were distributed by the Principal to motivate interest among other students and to inspire more members to participate still more actively.

Coaching classes for Civil Services (Preliminaries), Banking Services (Clerical and Probationary Officers) and TNPSC examinations were conducted as part of the UGC sponsored “Entry into Services” Programme. Besides the faculty, experts in the field were invited to handle classes. Summer vacation training for NET/ SET Coaching were also given.

The college has appointed a full-time student counsellor who extends assistance to students with personal and psychological problems.

Langar (Free meal scheme) is a unique programme wherein more than 800 students are benefitted every day. The Management is sponsoring for all sports, cultural for the students every year.

## **GOVERNANCE LEADERSHIP AND MANAGEMENT**

IQAC organized a three day International Conference on “Internal Security: World Experiences” (ICIS-2016) on 5th and 7th February 2016. This conference was organized to give wider perspective on India’s internal security threats and problems.

A one day workshop on “Pedagogies for Excellence of Academia” on 2nd March 2016 covering three major areas namely academic auditing, role of teachers in quality enhancement was organized.

Two Day National Conference on "Strategies for Quality Enhancement in Higher Education - (SQEHE-2016)", 15<sup>th</sup> and 16<sup>th</sup> July 2016 was organized.

## **INNOVATION AND BEST PRACTICES**

Introduction of Mobile phone attendance has reduced man-hours on the office towards calculations. It has increased the % of attendance. This is an environment friendly approach as it is paperless. The Sports persons were given Expert Coaching for different games throughout the year that has increased the student skills which in turn increased the sports achievements for the year.

We aim to protect our reserved forest and have planted more trees on every college function / Occasion. We have 25 rain harvesting plants to keep the ground water table steady. We have planned to move towards paperless work by implementing 100% online admission and mobile phone attendance.

**Sd/-**

**Dr. A. Karthikeyani**

**IQAC Coordinator**

**Sd/-**

**Dr. M. Selvaraj**

**Principal**