

GURU NANAK COLLEGE (AUTONOMOUS)

Affiliated to University of Madras and Accredited at 'A' Grade by NAAC

An ISO 9001:2015 Certified Institution

Guru Nanak Salai, Velachery, Chennai – 600 042

INTERNAL QUALITY ASSURANCE CELL



ANNUAL REPORT

2019 - 20

IQAC COMPOSITION 2019 - 20

The Internal Quality Assurance Cell (IQAC) of Guru Nanak College (Autonomous), Velachery, Chennai – 600042 has been constituted in the academic year 2019-20 and following are the members of the newly inducted IQAC.

COMPOSITION	NAME	DESIGNATION
MANAGEMENT MEMBER	Mr. Manjit Singh Nayar	General Secretary and Correspondent
CHAIRPERSON	Dr. M. G. Ragunathan	Principal
COORDINATOR	Dr. S. Manikandan	Associate Professor, Department of Commerce
FACULTY MEMBERS	Ms. T. Saroja	Associate Professor, Department of Chemistry
	Dr. J. Jayanthi	Associate Professor and Head, Department of Advanced Zoology and Biotechnology & Dean - Research
	Dr. P. V. Kumaraguru	Dean – Information Technology
	Dr. K. Umadevi	Assistant Professor, Department of Commerce
	Dr. R. Rajini Surendranath	Associate Professor and Head, Department of Computer Science (Shift II)
	Dr. D. Sowmya	Assistant Professor and Head, Department of Commerce (Shift II)
	Dr. D. Shoba	Assistant Professor, Department of Management Studies (Shift II)

SENIOR ADMINISTRATIVE OFFICERS	Dr. N. C. Rajashree	Vice Principal - Shift II
	Dr. S. Savithri	Dean - Academics
	Dr. P. V. Kumaraguru	Controller of Examinations
	Mr. P. Christy Jeyakumar	Head, Integrated Management System (IMS)
	Mr. B. Balasubramani	Chief Administrative Officer
	Mr. B. Selvaraj	Office Superintendent - Shift I
	Ms. S. Christina Aristotle	Administrative Officer
NOMINEE FROM STAKEHOLDERS	Dr. Anil Lamba	Director, Lamcon School of Management, Pune.
NOMINEE FROM EMPLOYERS	Mr. Ram Narayan	Consultant, Tata Consultancy Services, Chennai.
NOMINEE FROM INDUSTRIALISTS	Mr. P. Suresh	Managing Director, Arun Excello, Chennai.
NOMINEE FROM ALUMNI	Dr. Suresh George	Alumnus & Dean Academics (Retd.), GNC
NOMINEE FROM LOCAL SOCIETY	Ms. Elizabeth Seshadri	Advocate, Madras High Court, Chennai
NOMINEE FROM PARENTS	Dr. S. Balachandran	Deputy Director General, Department of Meteorology, Chennai
NOMINEE FROM STUDENTS	Mr. S. Vaibhav	III - B.Sc. (Advanced Zoology and Biotechnology)
	Ms. S. Varshita	III - B.Com. (Accounting and Finance)

The Internal Quality Assurance Cell (IQAC) of Guru Nanak College (Autonomous), Velachery, Chennai - 600042 has been functioning successfully since its inception in 2007. With a focus on academic excellence to ensure quality in all operations, the Team IQAC initiated many Faculty and Student development Programmes, which benefitted teachers and students of other colleges as well. The Criterion wise initiatives are mentioned below

CURRICULAR ASPECTS

Autonomy has been given to the teachers to suggest on revision of the syllabus. The amendments in necessary subjects are made to ensure that the students study the updated modules. Modifications are made in subjects such as employability, skill development and Entrepreneurship according to the need of the hour recommended by the Board of studies. To facilitate exposure in other subjects, students are offered two different fields of study, the students are given an option to choose inter disciplinary subject apart from their major discipline to develop knowledge in a different branch of his choice. Suggestions and feedback collected from various stakeholders on curricular aspects are considered while framing the syllabus to enhance the quality of education.

A structured feedback is obtained from various stakeholders which is analysed and various steps were taken for the overall development of the institution. The IQAC cell gets feedback from the students on teachers' interaction in class, teaching methodologies, the approach towards students and curricular aspects, at the end of every semester. This is analysed for any shortcomings and corrective measures are taken in conjunction with the respective teacher, the Head of the Department and the Principal to maintain quality in the teaching learning process. During the month of March the IQAC Cell conducts an Exit poll for the final year students. This touches upon areas like Teaching Methods, Relevance of the Syllabus, their interactions with the Non-teaching staff, Extension Programs, Infrastructure, Extra-curricular and Co-Curricular activities and their overall experience in College. This is presented before the Academic Council/Management and steps are taken to ensure the quality enhancement of the institution. Feedback from Teachers – At the end of every semester a feedback on curricular aspects is obtained from Teachers. After discussions in the Department meeting any revisions in syllabus or methodology will be placed before the Board of Studies for approval.

Feedback is collected from the subject experts on course content and designing of curriculum. The IQAC sends a copy of the syllabus to the subject experts before the conduct of BOS meeting. The subject experts provide valuable suggestion at the time of BOS. Feedback from Alumni – Feedback is collected on the day of alumni association Meeting, also through mail or during the BOS. The feedback questions cover curricular aspects, quality of teaching, campus, infrastructure, alumni association and overall rating of the College. The feedback is analysed by the IQAC and presented before the Management/Governing Body for necessary action.

TEACHING LEARNING AND EVALUATION

Online admission system was introduced to bring transparency to the admission process.

Student centric teaching-learning process through ICT has been made mandatory. It encourages students to acquire multifaceted knowledge and enhances the participative learning. Audio Visual approach is followed as an effective teaching methodology. ICT method of teaching is used to make the student involve in learning. Teachers were trained by the authorized technical institution to handle online classes. Field tours and Industrial visits are being organized by most of the departments to impart real time experience to the students. The learning skills of the student is enhanced by providing opportunities to participate in seminars, conferences, workshops and various competitions. Students are also trained in conducting various programmes. Science Laboratories have been upgraded through DBT-Star College Scheme. The Centre for Skill development headed by Dean Dr. Anand is set up to facilitate the students and teachers to develop their various skill sets and to update their knowledge through various courses including online courses like SWAYAM and NPTEL.

The Mentor - mentee system is actively practiced in all the departments. The mentor maintains the profile of all the assigned students about their academic performance, co-curricular and extra-curricular activities along with their unique achievements. The mentor monitors the regularity and discipline of the mentee. Remedial coaching are scheduled for the slow learners and the outcome is been monitored by mentors. E-mentoring process is effectively used from the last year onwards. The main aim of this e-mentoring is to reduce paper work and to increase green computing. The students are encouraged to get connected with their mentor even after their

graduation for their further progression. This connection of students and mentors after the completion of their study helps to strengthen the Alumni network of our esteemed institution.

RESEARCH, INNOVATION AND EXTENSIONS

The institution motivates not only the faculty members but also the students to publish papers in UGC/Scopus/peer reviewed journals with high impact factor and present their papers in National, International conferences. The departments are encouraged to conduct National/International Conferences and Seminars so that the student's community and teaching fraternity gets benefitted. The Institution provides an opportunity to the faculty members and also the students by allocating seed money sponsored by the management for their research projects. The faculty members are motivated to supervise M.Phil. Ph.D. Research Scholars and to do collaborative research to promote quality in research work.

The Guru Nanak Centre for Research (GNCR) was established in September 2019, to inculcate research habit and boost the research quality in the institution to bring all research centres under one umbrella for quality enhancement of research projects and the quality of research activities for both staff and students. A research club has been established for the benefit of the students.

Intellectual Property Rights Cell was inaugurated in March 2020 and a National Seminar on IPR was conducted in 2020.

Seed money is granted by the College Management for research project proposals through a well-defined selection process for both staff and students.

The research scholars from different discipline were awarded the doctoral degrees from the University of Madras. 7 Research Scholars from the Department of Advanced Zoology and Biotechnology, 4 Research Scholars from Department of Economics, 2 Research Scholars from Department of Corporate Secretaryship, 2 Research Scholars from PG and Research Department of Commerce and 1 from the Department of English have received their Ph.D. Degree.

INFRASTRUCTURE AND LEARNING RESOURCES

The Physical, academic and support facilities are taken care of by a group of committee members from the management. The classrooms are white washed and painted periodically and cleaned daily. More than 200 CCTV cameras has been stalled inside the campus. The activities of entire college campus including class rooms can be monitored from the viewing panel available in Principal's room and IT room. Our laboratories are well equipped with all necessary instruments/apparatus required for conducting the practical and are well maintained by the store keepers and lab attenders. Practicals are conducted as per the time table in a well-structured manner. Our computer labs are also well equipped and maintained by full time IT team appointed by the college for ensuring the network connectivity, maintenance of the servers, protection of the systems by installing anti-virus software .The computers and printers are repaired and replaced as and when required. Our library has a very good collection of academic resources like Books, Periodicals, newspapers, CDs, DVDs, N-List E-resources, Journals, Cartographic resources and e-question book. The library management software is used to offer library services to faculty and students in a fitting manner. A CCTV camera has been installed to monitor all those who visit the library.

The institution is Wi-Fi enabled (MoU with Jio) that allows the students to access to e-learning resources. The attendance of the students is taken in mobile phones with specially designed software. Equipment, Books, desktops and laptops under DBT –Star College Scheme are provided. Separate internet connection in the library to access the e-resources, 64 fully furnished classrooms. The departments are provided with a laptop and LCD projector apart from smart class rooms. College has indoor and outdoor game facilities extended to students and staff. Water dispensers are provided for the all Departments. The college has a full-fledged Learning Management System (LMS) where faculty can upload study materials such as PowerPoint presentations, blog articles, YouTube videos etc. ICT enabled observational and experiential learning through conferences, webinars, presentations, workshops, group discussions, internships, projects, industrial visits and virtual eLearning sources enhance our students' capabilities and enriches their knowledge leading to practical exposure in the relevant field. This ICT enabling does not end with the supply of technology hardware but rather in the Synchronization of the learner, the teacher, and educational resources.

The College has state of art of playground facility catering to international standards along with a pavilion maintained by India cements limited. Two cricket grounds, Football, Hockey, Basketball, Kabaddi and Kho-Kho courts are available to students. Facilities are also available to play indoor games like table tennis and shuttle for which the maintenance are outsourced. An RO plant installed in the canteen provides pure drinking water. All staff rooms, offices, labs are provided the mineral water dispenser with hot and cold water facilities. A generator is available to provide uninterrupted power supply. Hostel facilities are available for both girls and boys a few kilometres away from the college premises and transport facilities are arranged to take them to college and bring them back to hostel. The canteen provides good and hygienic food and refreshment (breakfast, snacks, lunch, etc) to the students and staff at nominal cost. Apart from canteen, a Kappikudil and Ice cream Parlour are also available. A fully functional kitchen with all modern facilities cater to the needs of 350 to 400 students per day. These students take their mid-day meal as a part of Langar or Sports facilities. A digital notice board inside the campus provides information regarding various department activities, information regarding admission details regarding the examination, Library details, sports events etc. The greenery of the campus is well maintained by trained gardeners on a daily basis. Permanent electricians, carpenters and plumbers are appointed.

STUDENT SUPPORT AND PROGRESSION

The College conducts various workshops, conferences and seminars wherein the resource persons are invited from various leading corporates, firms, etc. The departments are also encouraged to invite Resource persons from industries to share their expertise with the students. Projects and internships at the undergraduate and postgraduate level are made as a part of curriculum to gain hands-on experience.

Guru Nanak Centre for Skill Development was established to upgrade and enhance the skills of students by conducting the skill oriented courses through signing MoUs with various government agencies. It has signed 36 Memoranda of Understanding with various government and non-government agencies.

Students' Council is an official students' body formed and maintained by the students from both shifts. This consists of office bearers who are student representatives from each

department. The students' council is the highest formal body of students in the college and plays a crucial role in the college system. Its objective is to help the students in Social interaction, Academic improvement, Creative expression and Self-responsibility.

The Institution has registered Alumni Association Name of the Trust: "Guru Nanak College Alumni Foundation (GNCAF)" registered on 12.07.2019. The GNCAF aims at serving the student community, Alumni and general public at large. The trust promotes supports, assists and aids education like giving financial assistance to deserving students who cannot pursue their studies. The trust provides scholarships irrespective of Caste, Creed or Religion to promote educational, cultural and social activities in Guru Nanak College.

A week long Free Mega Medical Camp was organised from 23 September 2019 to 27 September 2019. A two-day national seminar was organised on 17 and 18 September 2019 to celebrate the 550th Birth Anniversary of Guru Nanak Devji. An Entrepreneurship Development Program was conducted on 23 November 2019. The College organised and funded the participation of over 300 students in the 21st Rashtriya Katha Shivir, Pransala, Gujarat in December 2019. The camp inculcated patriotism, universal brotherhood, and moral and ethical values in students. Gurushiksha - Intercollegiate and Interschool competitions on Guru Nanak Devji conducted on 14th October 2019. Gurufest, an intercollegiate sports tournament was organised on 16th September 2019.

GOVERNANCE, LEADERSHIP AND MANAGEMENT

The College is governed by a philanthropic council whose are successful entrepreneurs with a high social standing and with a noble desire to serve society. The management is highly committed and all surplus from the institution is cycled back into the welfare and up liftment of the college. The exponential growth and development of the college is largely due to the service orientated perspective of the management. The Integrated Management System (IMS) Department for establishing E-Governance of the College and the Guru Nanak Educational Society has been extended to collect, retrieve and process institutional data. New data collection modules have been introduced for effective management and thereby moving towards a paperless office and technology embedded, transparent administration of the institution. Integrated Management System has been extended to collect, retrieve and process institutional data. New

data collection modules has been introduced for effective management of Data. Provision of mandatory Certificate Courses Internship has been passed in the academic council.

The decentralized and participative management is enhanced by implementing the school system and appointing Deans for various Schools; i.e. School of Languages, School of Humanities, School of Sciences, School of Commerce, School of Management Studies and School of Information Technology.

Shri Harmandir Sahib Yatra, a pilgrimage tour to Amritsar for teaching and non-teaching staff was organized and funded by the management to commemorate the 550th birth anniversary of Guru Nanak Devji. 127 teaching and non-teaching staff members visited Amritsar between 14 February 2020 and 20 February 2020. Two days National level Seminar on Guru Nanak Devji's Teachings was conducted on 17th October 2019 and a National level Seminar on Quality Enhancement conducted on 07th September 2019.

Sports events for support staff are conducted as a part of Annual Sports Day Events. Training is given to the administrative staff on operating the administrative modules. Administrative staff were trained on Integrated Financial and Human Resource Management System by PAO south in association with Wipro Limited. In commemoration of 550th Birth Anniversary of Guru Nanak Devji, Medical camp was organized for the benefit of supporting staff. A credit thrift society functions effectively inside the college premises for the benefit of the staff. Staff are provided with Tea twice a day by the Management.

INNOVATION AND BEST PRACTICES

Guru Nanak College is the outcome of a small group of three hundred Sikh families who have, for their entrepreneurial reasons, made Chennai their home. Their benevolence led them to partake in the development of a local community through the spread of education. They established the Guru Nanak Education Society and under its aegis, Guru Nanak College was founded in the year 1971 to mark the 500th birth anniversary of Guru Nanak Dev ji. The core values and functioning of the college are guided by the motto “Pro bono Publico” – in service to society. GNC does not claim minority benefits despite being founded and established by a Sikh management. It stands tall extending a strong support to the majority community. Guru Nanak

College maintains a policy of ISR or Institutional Social Responsibility which guides the College in its philanthropic efforts.

There are various Best Practices being followed in Guru Nanak College and to name a few **Swabodhini Campus:** The Swabodhini School for special children and vocational center was given place inside the Guru Nanak College campus to impart education for students with special needs. The objectives of the initiative are (i) to encourage self-confidence in children with autism, intellectual disabilities and associated challenges in the age group of 4 to 30. (ii) To provide special education, occupational therapy, speech therapy, yoga and vocational training to the students depending on their functional ability and age. (iii) To provide training in vocational skills preparing students to be mainstreamed into society or to be trained for supported employment. The students were given various activities such as gardening, sports, annual day, run for fun, parent counselling, science lab, group communication, life skill training, experiential learning and vocational products to fine tune their skills and nurture their fine motor skills. An year-long vocational skill training courses, in the domains of Computer/ Admin skills, Retail Skills and Culinary Skills, have been accredited by Guru Nanak College (Autonomous) and the students receive certification from the college. The students of Swabodhini campus are encouraged to make small gift items such as Tulsi balcony, Diyas, small lamps, handicraft items on their own out of mud and placed for sale along with the other products offered for sale by GNC N Devour through stalls, a mock company run by the students of the Department of B.com. Honours. The Learning life skills provides students with mental disabilities help in developing social/personal, life, and self-concept skills to help them achieve greater self-sufficiency. The success of this noble initiative is that Three students are employed in the college (one in CAO office, one in library and one in COE office) for a life of dignity. GNC students have also been benefitted by gaining human values such as equality, empathy and care by interacting with them. This Inclusion, the first of its kind, has brought about remarkable progress, in the students with special needs.

Sd/-
Dr. S. Manikandan
IQAC Coordinator

Sd/-
Dr. M. G. Ragnathan
Principal