



STRATEGIC PLANNING

Human Resource Management

When need arises for faculty, the institution advertises for the same in the newspapers and invites applications from eligible candidates. A panel is formed to conduct interview for the recruitment of faculty. After the selection procedure, the college applies to the University of Madras, to obtain staff Approval which is a mandatory requirement. The management conducts Board meeting with Principal on a monthly basis to discuss matters relating to financial planning, infrastructural development, and proposal for new courses / additional sections and budget approval for conducting annual events of the college. The Principal conducts staff and HOD meetings to discuss Academic and student related issues. The college uses online feedback system and a comprehensive assessment is made by the students to assess the performance of the faculty. The consolidated report of the feedback is intimated by the Principal to the respective Heads of the department for better performance of concerned department staff members.

Department staff meeting addresses broad issues relating to teaching and learning as pointed out by the students and suggest measures for improvement and overall development. The guest faculty is also recruited as and when required. The institution encourages faculty members to get trained through training programs and to take part in National and International Seminars and Conferences. At the institutional level the welfare measures like ESI, PF, and maternity leave, on duty for attending conferences, FDPs and workshops are being provided.

Library, ICT and Physical Infrastructure / Instrumentation

The Library is spread over an area of 3200 square feet. It has a collection of 12973 books, national and international journals and CDs, news letters, magazines etc. It aims to serve the needs of the faculty, students and other members. Every day 550 students are accessing the library.

The digital resource center which is equipped with internet facilitated computers is available for access by the students. The college library in collaboration with Rajasthan Youth Association has initiated a Book Bank for the benefit of needy students. Apart from this, the college has its own Book Bank which has the collection of books donated by Alumni students and faculty. The college is well equipped with good infrastructure facilities.

Well ventilated class rooms staff rooms and administrative offices create a conducive environment for all. State of art laboratories, smart board class rooms and LCD projectors

make learning a good experience for students. State of art sports facilities like shuttle and badminton court, football ground, volley ball, basket ball court are provided to encourage sportsmanship amongst students. Canteen facilities, transport facilities which extend to 50KM radius, stationery and photocopy shop also available

Research and Development

Research Committee has continuously organizing seminars and conferences. Faculties are encouraged to participate FDP's, Workshops Seminars to envisage vast knowledge. The college encourages the faculties to undertake minor and major research schemes from various funding sources. Research committee proposed to undertake one major and two minor research projects for last year. FDP programmes are organized for staff members on a regular basis by subject experts in the respective fields. Faculty members serve as research guides for their respective disciplines. The college encourages faculty members to pursue research programs and publish research article in various UGC Approved journals.

Examination and Evaluation

The Examination Cell ensures proper and systematic conduct of examinations as per University regulations. EC ensures strict vigilance during the course of invigilation. The University also sends squad to monitor the conduct of the examination by the institution. As per University regulations extra time is given to the differently abled students, to enable them to complete their entire exam. The internal examination committee is responsible for the conduct of Continuous Internal Assessment (CIA). The evaluation of the CIA is as per the University guidelines. The consolidated internal assessment marks comprises of CIA exams, assignments, seminars and attendance. The consolidated mark register is scrutinized regularly at the end of each exam. The University examination result analysis is submitted every semester and remedial action is discussed in faculty meeting with the Principal and Management. Academic audit is conducted during each semester to monitor the syllabus completion status by the faculty.

Teaching and Learning

Based on the curriculum prescribed by the University, faculty prepares a lesson plan which specifies the unit wise duration of completion as well as the teaching methodology followed.

Accordingly, ICT enabled teaching by way of content related videos, video lectures, power point presentations is done, to enable students to understand the subject content, as audio visual teaching impact the student better. To enhance learning, guest lectures, industrial visits, internships and field visits are organized to facilitate students to gain better exposure on the theoretical content

Curriculum Development

The curriculum is based on Choice based credit system (CBCS) for both UG PG. Two Academic Council members are nominated within the college to take part in the

curriculum discussion at the University level. Smooth implementation of the curriculum is ensured through the efforts of the academic council member who acts as a liaison between the university and the institution. As part of the curriculum, the University of Madras offers Soft skill programs to enhance the communication skills of the students, compulsory Internship Project for PG students and wide range of Non-Major Electives. Apart from this, Bridge Course for all the first years is conducted as part of the orientation programme. Certificate courses are offered to students to develop competency skills for employability. Personality development programs are conducted for students by Department of Business Administration to improve their personal profile. International and National level conferences and workshops are organized to enhance students' knowledge about recent trends. Language Lab facility is made available for all the students to enhance their Spoken and Language skills.

Admission of Students

Admission Committee comprises of Principal and Senior most faculties. The Committee ensures that the admission procedure is carried on effectively as per the eligibility criteria specified by the University. The college provides scholarship for the school toppers and also to students who have scored above 90 and 80 is categorically given scholarship to encourage education among rural women.

We also encourage the students who showcase the excellence in sports by giving them scholarship. The college starts issuing the application form during the month of April. Students are admitted based on the Board Examination marks. During admission all the certificates are verified by the certificate committee

Community Engagement through students

The main vision of the institution is to create the socially responsible citizens and it is achieved by involving the Students' Council. Every year elections are conducted with complete democracy. The Students' Council upholds and cherishes democratic principles and inculcates the values of democracy amongst the students. It plays a constructive role in diverse academic and extra-curricular activities. Every year the Students' Council aims to teach Life skills, Self-defense techniques, Yoga to the girl students of in and around schools at Kancheepuram. The Students' Council team design workshop on the theme – “Enhance and Empower Girl Child”

Industry Interaction / Collaboration

The college has institutional membership with ICT Academy, Madras Management Association, Confederation of Indian Industry and MoUs with Bharath Infotech, Shree Herbal Beauty Palace, and PETRICORE Technologies.

The college creates an interface with the industry by organizing Industrial Visits and facilitating Internship training.