YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Hindustan College of Art & Science
• Name of the Head of the institution	Dr. S. Thirumagan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04427474671
• Mobile no	8838295003
• Registered e-mail	hcaspadur@yahoo.co.in
• Alternate e-mail	iqachcas@gmail.com
• Address	OMR, Padur, Kelambakkam - 603 103
• City/Town	Chennai
• State/UT	Tamil Nadu
• Pin Code	603103
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing
• Name of the Affiliating University	University of Madras
• Name of the IQAC Coordinator	Dr. K. Malarvizhi
• Phone No.	044 27475249
• Alternate phone No.	044 27474671
• Mobile	9444430173
• IQAC e-mail address	iqachcas@gmail.com
• Alternate Email address	hcaspadur@yahoo.co.in
3.Website address (Web link of the AQAR (Previous Academic Year)	hcaschennai.edu.in
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hcaschennai.edu.in/files/2/CALENDER%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.69	2013	05/01/2013	04/01/2018
Cycle 2	B++	2.88	2018	16/08/2018	15/08/2023

6.Date of Establishment of IQAC	08/11/2011

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biotechnology	Women and Science Program	Indian Science Cong	2021 and 1 day	10000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes

• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	3
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• IQAC monitors and invigorate the use of online resources and ICT tools through student and faculty Registrations for NPTEL programme. • To encourage the involvement of the students in innovation and familiar with patent filling procedures Special Lecture cum Workshop on IPR provisions conducted • Initiative taken to Reduce, Recycle Reuse water for Go Green programme • Academic webinars are organized on various topics like stress management, Personality development skills, and also initiated counseling sessions during the Pandemic Covid -19 • Organized Faculty Development Programme on Tax planning and training sessions to non teaching staff.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Strength the placement cell	Regular online training program conducted for the students for placement
Research activities to be promoted	PH.D program in commerce introoduced during the year
Green Initiatives in the field of energy to be developed	Solar lamps installed and replaced LED bulbs in the campus
Strengthening the alumni association	Webinars conducted using alumni as resource person
Remedial classes for core subjects	Bridge course for English conducted and remedial classes for accounts, statistics and mathematics
Applied for 2(f) status	Obtained 2(f) status

13.Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing body	26/11/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	24/02/2020

Extended Profile

1.Programme

1.1 30

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **3650**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **1015**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **1200**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **140**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **140**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	30

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3650

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1015

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	1200

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	140

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	140

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	92
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1006
4.3 Total number of computers on campus for academic purposes	328

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum received from the University of Madras is documented in the department and for effective implementation of the curriculum and the institution directs all Staff members to prepare lesson plan for each subject according to the alloted timetable so that it is executed effectively. The execution and completion of syllabi is monitored by the Head of the Departments under the supervision of the Deans.To supplement the curriculum, the college offers certificate courses and Add on courses for the students and communication skill and personality skill development courses to enrich the knowledge of the students.

Due to pandemic the curriculum was implemented by both online and offline mode using the ICT tools and traditional methods.

- Qualified staff

The College is affiliated to the University of Madras and follows

its curriculum. Qualified staff with NET/SET and Ph.D are appointed as per University norms.

- **Lesson plan**

For effective delivery of curriculum adequate planning is made. The topics to be covered need areplanned in advance and the lesson plan is drafted and followed as per the schedule.Bilingual teaching is adopted till the majority of the students get accustomed to the medium of instruction. Underachievers and slow-learners are identified by the departments and remedial classes are conducted for them. They are provided with additional help with supporting materials, lecture material and old question papers, taking special care to clarify their doubts

- **ICT methods**

Innovative teaching methods like presentations, seminars, case studies, projects, visual demonstrations, audiovisuals, etc apart from traditional blackboard teaching methods. Faculty members are encouraged to make use of ICT and multiple methodologies for effective implementation of the curriculum. Smartboards, computer labs, language lab, e-resources, reference books, journals, and facilities like INFLIBNET and Journals are available in the college for making teaching more effective

- **Printed -Simplified notes and circulated**

Weak students were identified and remedial classes were conducted and simplified notes were circulated to enable the students to understand.

- **Special lectures/ workshops /seminars**

Special lectures, workshops for hands-on training, and seminars by experts in the field for a better understanding of subjects and to create awareness about the current trends are conducted

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hcaschennai.edu.in/vdoarchive

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

Academic calendar is prepared, published and hard copy distributed to all staff and students well before the commencement of the academic year. Also, the soft copy of the calendar is uploaded in the college website. Academic calendar consists of details about the conduction of Continuous Internal Evaluation and date of conduction of examination. This will help the faculty members plan the syllabus coverage well before the exam date. Heads of the Department monitor the syllabus coverage. Internal evaluation is calculated based on test marks, seminar, assignment and attendance. Total internal marks is 25 it consists of

Criteria

Marks

Test

10

Seminar

05

Assignment

05

Attendance

05

Total

25

In the above mentioned table, test mark (10 marks) is calculated by conducting three tests, CAT 1 (Continuous Assessment Test), CAT 2 and Model Exam. All the three tests are conducted with regular intervals as mentioned in calendar. Syllabus and marks pattern for the exams are as follows

Exam

Syllabus

Marks

CAT 1

UNIT 1 & UNIT 2

50

CAT 2

UNIT 3 & UNIT 4

50

MODEL

ALL 5 UNITS

75

In the above three tests, student must get pass mark in at least two tests. Marks from Best of two out of three tests will be taken for the internal marks evaluation. Seminars and assignment will be submitted by each student individually in separate topic and the same will be evaluated by concerned subject teacher. Attendance marks is calculated on the basis of student's attendance percentage in the individual subjects.

For the practical subjects, internal is evaluated for 40 marks. Pattern for the practical internal evaluation is as follows

Criteria

Marks

Test

30

Record

05

Attendance

05

Total

40

Head of the Department, Dean and Principal frequently reviews the Internal Exam progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hcaschennai.edu.in/files/2/CALENDER%202020-21.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1383

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Instituteintegrates crosscutting issues relevanttoGender Environmentand substantiality,human values&professional ethics intothecurriculum. Institution conducts an awareness program on Personal Hygiene and grooming of the girl students. The

institution has established a prevention of sexual harassment cell. This cell organizes seminars on topicslike Sexual Harassment, Women Rights & Safety etc. As a part of curriculum, a course on Environmental Education has been taught to all Undergraduate II year students to bring awareness to keep the environment clean, and understand the importance of protecting the environment and understand issues like pollution free, green environment and a zero waste campus. Seminars, presentations, competitions are conducted to encourage students to do their part, to reduce pollution and protect environment. A course on Value Education is mandatory for all III year students to inculcate ethical and moral values among students.

The college promotes theactivities through curriculum delivery and establishing various clubs like Consumer Citizen Club, Eco clubwhich integrate these values into curriculum. The NSS team organised many activitieslike Swatch Bharat Abhiyan,Voluntary Blood Donation Camp,awareness programmes to address the issues related to environmental sustainability and human values

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

390

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://hcaschennai.edu.in/files/2/Feedback%20on%20Curriculum(2020-21).pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://hcaschennai.edu.in/files/2/1.4.2%20Action%20Taken%20Report%20on%20Curriculum%20Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1471

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1396

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college initiates certain measures to assess the knowledge

base of the students. Advanced learners are identified and given guidence to reach greater heights obtain a rank. The following methods are adopted to encourage them.

1. Career planning and guidance for higher studies and employability courses
2. Presentation of seminar on the advanced and recent topics
3. Encourage them to present and publish research papers in conferences/Journals
4. Guiding the students for Bank/TNPSC/GATE/and other Competitive Examinations.
5. To update advanced techniques by giving training programs
6. Encouraging to participate in various competitions like quiz, poster presentation, Conferences, inter institution competition ,sports and co circular activities
7. Awards for the University rank holders

At the time of admission slow learners identified by conducting a test in English and Mathematics. The following measures are taken to improve their learning abilities

i)Seminars, Presentations, and Group Discussions where in the slow and advanced learners are combined in groups which helps the slow learners to learn a great deal from the advanced learners

ii) Department of English and Mathematics conducts remedial classes

iii) Simplified notes are given

iv) Personality development sessions are conducted to build up confidence

v) Peer learning encouraged

vi) Personal counseling carried out by the mentor

vii) Video lectures

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=Fp03Mlzw1Hg
Upload any additional information	View File

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

Number of Students	Number of Teachers
3650	140

File Description	Documents
Any additional information	View File

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

Experiential Learning: The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students –

Add on courses are conducted for all students

Summer Internship -Students get hands on training while working in the company.

Add-on Courses on NPTEL encouraged

The students acquire experience through internships.

Participatory Learning: This methods enables the students to understand the concepts easily.

Students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills

Through Students Council various events are organized every year and students from different colleges participate and learn from

each other.

Cultural program organized every year for the students develop their creativity and acts a platform to exhibit their talents

Problem-solving methods: Departments encourage students to acquire and develop problem-solving skills. During the pandemic, students were supported and helped through personal counseling.

Various webinars were conducted in the departments and the sessions helped them to understand the present conditions and equip them to face challenges.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=PB3_S4E5kMk

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Due to the pandemic situation the education community around the global with numerous challenges is continuing the learning/teaching process. The education system has also experienced an irreversible learning during the pandemic.

Information and Communication Technology (ICT) enabled tools were used to render teaching. The faculties use Zoom, Webex meeting, Google meet to teach and train their students.

Our college has laboratories relevant to the subjects taught. The laboratories fortify the knowledge acquired in traditional classes. Software available online is integrated with faculties explanation and students are encouraged to learn and practice through interactive activities. The departments have LCD projectors which are used for screening educational movies, documentaries and for making power point presentations.

Faculties prepare modules on important topics which are produced and recorded by the Institutional Media Centre and made available for students online.

Internet and Wifi facility is made available to all the students

and Staff of Hindustan Campus at free of cost.

The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Photocopying facility is also provided. Hostels are also equipped with Wifi facility to encourage learning.

Every faculty is necessarily required to upload students' attendance, internal assessment marks and term end assessment marks in addition to the feedback on the course and the class that they taught in ERP portal. On the other hand, the students' get all their academic information on their Mobile App provided by Hindustan. The students are also required to provide online feedback on the curriculum and teaching-learning environment on every course in every semester.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

126

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

140

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

54

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

726

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

Mode of assessment

The internal assessment is designed according to the pattern as stipulated by the University of Madras norms. The continuous assessment test consists of Test, Assignment, Seminar and Marks for attendance.

Test and model exam

The test component of Continuous Assessment consists of two Continuous Assessment Tests and one Model exam. The first CAT is conducted after 30 working days covering 2 units of respective curriculum and second CAT after subsequent 30 working days and completion of two 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 the component. The students who miss any test component of CAT due to genuine reasons are given one more opportunity.10 marks are awarded for the Test component. Questions are given in 3 sections for CAT and Model examination. Section A consists of short questions which tests the thinking skill of the students. Section B consists of paragraph questions which make a way to demonstrate knowledge, skills, and abilities of a student in a variety of ways. Section C consists of Essay questions that can be used to improve the writing skill of the students.

Assignments

In the segment component of continuous assessment test every student is given a topic area of study on which he or she is expected to prepare a comprehensive essay on critical analysis on the subject the completed assignments are submitted to the course teacher for evaluation. 5 marks are awarded for the assignment component.

Seminars

The seminar component has so many advantages apart from acquiring

knowledge . A topic from their curriculum will be given for each student and the students have to present it in front of the class. By taking seminars in front of their teachers and friends, the students will be able to talk before a crowd later in their life without any difficulty. Also they can learn from their mistakes and can improve their seminar presentation skills. It is actually a great chance for the students to improve their skills within their curriculum.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. 5 marks are awarded for the seminar component.

Marks for attendance

The attendance grading scheme is as prescribed by University.5 marks are awarded for attendance component. Students with 91-100% attendance earn 5 marks, 76-90% attendance earns 4 marks, 60-75% attendance earns 3 marks and students who are less than 60% are not awarded any marks in this component. The Class tutor encourages the regularity of the students in order to avail maximum marks in this component.

Soft skill examination

Soft skills are as important as Hard skills and Technical skills. 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.unom.ac.in/webportal/uploads/academics/regulations/ugpgcommreg.pdf

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

The College ensures transparency, time bound and efficient mechanism to deal with exam related grievances. The college

conducts two Continuous Assessment Tests (CAT) and one model examination for each semester. Consolidated mark statements are prepared by the class tutor and presented to the students to endorse the correctness of the marks. In case of any discrepancies, the students can represent it to the tutor and get it rectified. The internal mark split ups are maintained in the respective departments and in the Principal's office. The marks of these internal examinations are sent to the University of Madras. For any grievances related to the internal examination, students can represent it to the Head of the Department / Principal and get it redressed.

Remedial classes are conducted for the students in order to provide the correct foundation to rectify past mistakes and improve future learning.This involves the students who need special help to improve in a particular subject. Slow learners are given few assignments to ensure that students get benefits to the fullest by preparing good teaching learning materials.

The two Continuous Assessment Test and Model exam are conducted as scheduled in the academic calendar. After the examination, the subject teachers submit the mark statements to the class tutor who consolidates and maintains the same. Review meetings are conducted within four to five days after the exams so that the problems can be solved as early as possible. The internal marks are entered on the university website during October and march.

The performance of the students are analyzed in the review meeting conducted after the CAT exams. Pass percentage of each department is discussed and analyzed in the presence of Principal, Deans and Heads of various departments. Grievances from the students are discussed and solutions are drawn to effectively address the same. New and innovative methods could be introduced through this discussion which results in efficiency.

Any grievances related to the university exams(retotalling, revaluation) are forwarded to the Controller of Examination, University of Madras and they are directly attended and resolved by the university. Immediate steps are taken towards exam related grievances. Any other grievances are solved through the exam cell of the college. The students' grievances are attended to with utmost care and are resolved efficiently within the proper time frame ensuring transparency.

Ensuring transparency

- For robusts implementation of internal assessment orientation is given to both parents and students about the internal assessment components by the authorities.

- To ensure transparency, a Parent-Teachers meeting is conducted every semester in which the performance of the students regarding Regularity, Test & Attendance is shared with parents.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/2.5.2.pdf

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.

Programme outcome has a set of goals and objectives that are to be achieved at the end of the course. It aims at the overall development of students in the aspects of competencies, knowledge and skill. Programme outcome ensures to establish the clear communication to the learners.

Programme Specific Outcomes are program specific, to be achieved at the time of graduation. The Programme Specific Outcomes are designed by the Head of the Department along with the subject coordinators.

Course Outcomes are the set of goals that explains what students are expected to know at the programme and what students are able to do at the end of the programme. Course outcomes intends to bringout the knowledge, skill and abilities of the students as they undergo specific courses.

The Po/Pso of all the programme is clearly stated and published in the college website. The detailed syllabus and the course outcomes are publicized for the beneficial of teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/files/2/HCAS-PROGRAMME%20OUTCOME.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course outcomes identify the unique knowledge and skills expected to be gained from a given course. Program outcomes are one step broader statements that describe what students are expected to know and be able to do upon the completion of a specific program. These relate to the skills, knowledge, and behavior that students acquire.

Program Outcomes (POs) contain creating and developing among students' aptitude/ skill/ ability/ capacity for

1. **employment**
2. **research**
3. **critical thinking**
4. **social Awareness and Interaction,**
5. **political Consciousness,**
6. **ethics and Responsible Citizenship,**
7. **awareness of and Sensitivity to Environment and Sustainability**

Program Specific Outcomes (PSOs) and Course Outcomes (COs) include producing among students:

1. **knowledge and skill of the subject**
2. **awareness of and sensitivity to local, national, and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices.**
3. **interest and capacity for research and**
4. **employment capacity**

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through

direct and indirect methods

Two assignments are given for each subject. The students refer to the textbooks, websites, research articles, and reference books to find out the answers and understand the expected outcome of the given problem. Also, three internal tests are conducted in each semester which ensures that the students have achieved the desired level of competencies. Group discussions and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group discussions, the thinking process of the students is also assessed and the skills and knowledge are tested. The knowledge and skills are assessed by the course outcome through the university examinations. The analysis of students' performance in semester examination is done to know the levels of attainment of POs, PSOs, and COs. Through co-curricular activities, the behavioral outcomes of the students are assessed.

The feedback from the alumni ensures the relevance of the curriculum in accordance with the industrial demands.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/files/2/HCAS-PROGRAMME%20OUTCOME.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1179

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://hcaschennai.edu.in/files/2/2.6.3.2.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://hcaschennai.edu.in/files/2/survey2020-2021.pdf

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

.10

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.sciencecongress.nic.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem involves in the knowledge dissemination through various platforms.

The Pandemic and lock down created tough time. The Information and Communications Technology (ICT) emerged as an important tool to resolve the challenges evolved during pandemic. The ICT based virtual platform based teaching methodology helped a lot during the lockdown. Our institution utilized letzconnect India’s largest intranet and networking platform for conducting the online class, FDP, webinar, workshop, and department and college meetings for students, researchers and faculty. In addition to the letzconnect our institutionis also involved in usingother virtual platforms like Google meet, Zoom, Telegram, WebEx to conduct International conference and National conference.

In addition to the regular curriculum, the Institution offers several certificate courses catering to the needs of industries

and to add an incremental qualification for our students to have asuccessful career.

The faculty is encouraged to publish research article, contribute book chapter and publishbooks and the institution reimburses the processing charge.

The institute also took the initiative of organizing awareness program on COVID-19 vaccination, environmental issues, self-defense awareness programme for girls for their personal safety and security. To develop a transparent and responsive administration the college authority organized a computer and Tally, addon Training Program.

The institute has well equipped central Library (E- Library) laboratories, safe drinking water facility, hygiene canteen, waste disposal management, Bio gas plant etc.

The institution provides Wi-Fi throughout the campus with Internet facility of 35 Mbps is available to staff.Computing facility is available and adequate licensed software is also available.

Well-furnished Seminar halls with a seating capacity of over 200/500 audience are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies.

IQAC at regular intervals conducts FDP programmes for the faculty. Each department has its Department association and club to motivate the students.

MoUs with international and national Universities, institutions and industries have been an important innovative strategy to provide more opportunities for the students for their higher studies and career growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=cKfDRTVhBrg

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

15

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	https://www.hcaschennai.edu.in/crd
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

76

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

03

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Go Green initiative was initiated by students of Bachelor of Social Work, HCAS. Central Industrial Security Force (CISF) donated 800 saplings for Go Green Initiative. BSW was established in 2018, aims to prepare students to be sensitive to the needs of the community through experiential learning. The department takes a lot of initiatives for the professional growth of the students and encourages them to be responsible individuals. The students are given international level exposures and internships in Social Work Practice at Taiwan, Thailand, and Vietnam; apart from state and rural level exposure. Workshops, Conferences, and Guest Lecturers are conducted periodically.

CISF is a unique organization in the paramilitary forces of India, which works for seaways, airways, and some of the major installations in India. In the CISF there are some reserved battalions that work with the state police to preserve law and orders. The CISF plays a major role in Disaster Management also. Along with Born to Win, HCAS donated 500 N95 masks to CSIF to face the pandemic.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs 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 organized in collaboration with industry, community and NGOs) during the year

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

14

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The College has adequate infrastructure facilities with spacious classrooms which can accommodate maximum of 70 students in each class room. The college has three blocks namely Main Block, K.C.G. Knowledge Center and the Elizabeth Block. There are 10 classrooms with LCD Projector, laboratories are spacious to accommodate 50 students to perform experiments and equipped with ICT technology. Every department is provided with computer systems, with high speed internet connectivity and one printer. The School of Sciences, School of Computational Studies and School of Media Studies have their own fully equipped laboratories to upgrade the technical skills in their field.

Particulars

Description

Existing number

Class Rooms

Good ventilated rooms

103

Smart room

Class room with smart board and internet connections

3

Seminar Halls

Seating capacity 250 students with LCD projection and Public Address system and white board

2

Conference Hall

15 Seating capacity for with LCD projection and white board

2

Computer Centre

Equipped with latest Configuration Desktops and software

6 Centres

Language Lab

A dedicated space for language learning where students access audio or audio-visual materials.

1

Drawing Hall

A spacious Hall with latest drawing tables and apparatus

1

Audio Studio

Fully equipped with a separate voice booth & separate working room

1

Photography Studio

Equipped with facilities to develop the ability of the students in the photography skills.

1

Edit suite

1. **A room containing equipment for editing film or video material.**

1

Library

Equipped with reference books and collections of books in all subjects

1

E-resource centre

Computer systems with internet connections

1

Laboratories

Well equipped with multiple sets of apparatus.

1.Microbiology

2.Biotechnology

3.Electronic Science and Communications

Administrative facilities

Well furnished Administrative offices to support of all units of Facilities Services

Accounts

Administrative office

IQAC

Alumni Associations & students council

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Details of facilities for sports, games, and cultural activities

This institution places a high value on the students' general development and hosts a variety of sports, games, and cultural activities on campus on a regular basis. To help with this, the institution has the following facilities, which are open to students and employees outside of working hours. The Physical Education department organizes several sports and games competitions for these four houses (Orion, Hercules, Pegasus and Phoenix), which motivate the students to participate in various inter-collegiate and open tournaments.

HCAS has adequate facilities for sports, games, and cultural activities. The total area of sports and games fields is 40 sq.m. This institution has provision for multiple games, such as, Volleyball, Basketball, Kabadi, Throw ball and Kho-kho.

List of Sports Grounds

S. No

Sports Name

Quantity

1.

Volleyball

2

2.

Basketball

1

3.

Kabadi

1

4.

Throw ball

1

5.

Kho-kho

1

Volleyball: Since 2010, the college has two volleyball courts with a play area of 18 metres in length and 9 metres in breadth. The volleyball court has a length of 30 metres and a width of 17 metres.

Basketball: Since 2014, a basketball court with a play space of 28 metres in length and 15 metres in breadth has been in operation. The basketball court's real dimensions are 34 metres long and 21 metres wide.

Kabadi: Students have been encouraged to play kabadi since 2012, with a play space measuring 13 metres in length and 10 metres in width. The actual kabadi court has a length of 22 metres and a width of 16 metres.

Kho-Kho: The size of the play area is 27 metres long and 16 metres wide. The Kho-Kho ground measures 32 metres in length and 21 metres in width.

Throw ball: The play area of court has a length of 18.30 metres and a width of 12.20 metres. The actual area of court has a length of 20.30 metres and a width of 15.20 metres.

Indoor games: Chess and carom are regularly played by students in our institution.

Gym: A well-equipped Multipurpose Gym is available for all students to develop their physical wellbeing. It has modern Multi Gyms for boys’ and girls’ students and staff usage. It contains the equipment such as, Dumbbells, Barbells, Pullup Bar, Cables, Pulleys and Punching bags to improvise the students’ physical strength.

Culturals:

As cultural activities are an integral part of the study, the students are permitted to participate in various cultural activities inside and outside the campus. It provides personal growth by learning skills, to meet new people and to pass on the cultural traditions.

Students are encouraged to compete in inter-house cultural competitions to showcase their talents. Orion, Hercules, Pegasus, and Phoenix are the four houses in which the pupils are split. As a stress reliever during the pandemic, online competitions like solo singing, classical, western & folk dance events are conducted. Our College understands that energy in young individuals is meant to be high and they need to be rhythmized as per trends and patterns. Almost all students seek active participation in these activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.2..pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

92

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1006

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Library Automation facilities Library services fully automated in the year of 2012 with Docbiblio ERP Integrated Library Management System and augmented with Barcode system.

Name of the ILMS : Docbiblio ERP

Version : 3

Year of automation : 2012

Nature of automation : Fully automated

- **Library housekeeping activities such as Accession, data entry, issue and return and renewal of books, member logins, online book reservation, report management, acquisition control systems, articles indexing system, e-resources linkage through remote access, serial control systems Report generation, User rate analysis, User data Maintenance, Storage and retrieval of data.**
- **Books are classified according to Dewey Decimal Classification.**
- **Multimedia Supplements of Text Books and Reference Books in CD format**
- **Huge number of videos of NPTEL are available in Hard Disc**
- **HCAS provides Identity card with Barcode Technology to all students and staff members, which can be utilized for borrowing library resources.**

Facilities at Library

- Reprographic facility
- Accessing internet
- Accessing e-resources in e-resource centre
- Old question bank
- Projects reports

ACCESSING DIGITAL RESOURCES

https:// nlist.inflibnet.ac.in.

https:// ndl.iitkgp.ac.in

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://hcaschennai.edu.in/files/2/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.3

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level. The description of the same is provided below.

Internet Connection:The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 30 MBPS provided by Spectra..A second line by Tata is provided with bandwidth of 50MBPS.

No. of Systems:Institution has a total of 328 computers for students& staff.

Firewall/Security:Institution uses firewall service from Sophos-XG230and the support license is latest renewed in 2020 to 2023.

Wifi Facility: Institution has provided 36Nos Sophos Access point in and around campus for all staffs and students.

Networking Peripherals:Institution has networking switch provided by CISCO SG 300 &DLINK of speed 1 GBPS.

Remote Centre for IIT:The audio-visual setup enables the institute to often arrange workshops conducted by IITs via video conferencing. The equipment ofaudio visualsetup was upgraded in 2015.

Licensed version of OS:The institute has license copies of Windows OperatingSystemand alsoworks withopen-sourceoperating systemslikeUbuntu OSand other software tools.

I/O Devices:The institute purchases printers as per the requirements given by the departments. The institute has in all 21 laser printers.

Media Lab/Video Lecture makingFacility:Theinstitute has awell-equippedmedia lab where faculties can prepare their video lectures. This has been very useful during the initial phases of pandemic.

LCDProjectors:Upgradingof IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD.

ERP System:The institute is also in the process of automating all its manual work in various departments like Accounts, Administration, Library, Admission, Record room etc. via Docbiblo Customised package from B2E Technologies.Enterprise Resource Planning (ERP) is an online portal and mobile app that enables Parents / Students / Staff access to information regarding the student’s progress in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.3.1.pdf

4.3.2 - Number of Computers

328

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

117.67

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has a blend of classical and modern buildings. The College firmly believes that the adequate infrastructure is an essential requisite for academic excellence and efficient administration. The College is committed to ensure that adequate infrastructure is made available to fulfill the requirements of teaching learning and other processes both in terms of quantity and quality.

The college focuses on the following with respect to infrastructure facilities:

* Purchase of tools and equipment that meet the quality standards at reasonable cost through the purchase committee

*Proper maintenance and periodic verification of the inventories

*Up gradation of the infrastructure on a time bound basis

*Up keeping of all physical resources through infrastructure maintenance team, AMC, insurance and other appropriate timely measures.

Mechanism for the infrastructure creation and maintenance

While introducing new programmes/courses the infrastructure requirements of the departments concerned is assessed and the college shall initiate actions to augment the resources. The college shall periodically improve infrastructure by modernization and replace damaged and/or worn out furniture, fittings and other equipment. Whenever needed, major renovation or overhauling shall be carried out to enhance the longevity of the infrastructural resources. Record of all the equipment is maintained by the respective departments and at the end of the academic year, various teams shall be formed and entrusted with the responsibility of inventory auditing. Outdated and worn-out assets which are transferred to other needy institutes shall be written off from the asset register by appropriate authority. The college shall undertake preventive and corrective maintenance of infrastructure and upkeep cleanliness with the help of technical and non-technical teams. The college follows systematic procedure in purchasing, maintaining and utilizing the equipment.

Overview of infrastructure facilities in the college

The campus is maintained by the Maintenance team which includes the Chief Engineer, Site Engineer, Electricians, Plumbers and other supervisory staff. The Housekeeping and Security work have been outsourced and supervised by the Maintenance Team. Classrooms and laboratories are well maintained, and purified RO water is provided to the staff and students on all the floors.

All the assets are maintained as per the resource requirement guidelines of the UGC. The Annual budget is prepared based on the respective department’s requirement, forwarded by the heads of the

department and the administrative in-charges. The consolidated budget is forwarded by the Principal for the Management's approval. After which, quotation from various companies is provided and the best is purchased and installed.

Overview of Laboratory Management

- Laboratory Stock Register is maintained in all departments to enter items regularly
- Trained lab-assistants are appointed in laboratories
- Internal stock verification is done every year by a committee constituted by the Principal.
- Follow up action is taken on the committee's recommendations.
- Whitewashing the labs and maintenance of materials is done every year.
- Fire extinguishers are installed and maintained in all laboratories.
- Instruments and equipment are serviced under AMC / per call scheme.

Computer laboratory management

- In the Laboratory, required computers and other requirements must be kept safe, secure and ready for the use of observation and experimentation as and when required to do so

- Here the different systems are properly arranged and locked in specific tables and places to save time and energy of the students and teachers.
- The laboratory environment encourages students to perform their practical sessions carefully in a congenial environment.
- The name of the students, and their group consisting of a specific number should be presented in the lab. Students' time table and date on which the laboratory work conducted should be kept in the laboratory. The name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained.
- The period of duration of the practical sessions are maintained.
- Updated Antivirus software is provided in all the computer systems.

Life Science Laboratory Management

- The equipments are thoroughly washed with soap and water for basic cleaning. Wire brush is used to remove some residue and is rinsed with purified water to ensure that all soap residues are removed.
- Boiled and purified water in the lab is used to remove caked-on materials like solidified agar or other gelatin-like products.
- Traces of organic materials including soap residue are removed by rinsing with acetone.
- To remove all bacteria and other micro organisms the equipments shall be wiped with ethanol for sterilization.

Library

- The library is situated in the KCG knowledge center which has books, journals, magazines and daily newspapers.
- The students & staffs are facilitated to use e-resources in the library.
- An entry register is maintained which records all the names and details of students and staff who enters the library for accessing. The time they leave the library is also to be recorded.
- Complete list of library books are maintained in the system, which facilitates the users to browse and find for books and journals.

Sports

- Regular maintenance of outdoor courts, sports surfaces is crucial to prolong the life of court and maintain ideal playing conditions.
- Water sprayed in the sports ground as a daily routine practice.
- Outdoor courts or sports surfaces are professionally cleaned every 12 to 18 months to prolong the lifetime of the surface. Keeping grass and any other plants or vegetation cut back from the court surface (monthly once).
- Measurements for practice lane markings will be done weekly.
- Basket ball court and posts are well maintained and damages are immediately rectified.
- Playing materials (balls, net, rackets, etc) are fully utilized till it is worn out.
- Disinfectants prevent the spread of germs and illness
- Proper disposal of waste and recyclable materials keeps play areas clutter-free.

Classrooms

- Civil department of the college performs the building maintenance and the repair works inside the campus.
- All classrooms have adequate furniture, LED lights, fans and multiple electrical points.
- Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out at every year.
- Academic blocks are installed with pure RO water supply.
- Every academic block is provided with power backup using generator.

Record and verification of Infrastructure

Complete record of all infrastructures, software, and other maintenance work is maintained by each department. A periodic verification is carried out to find out and replace any missing or obsolete items. The in-charge committees will take necessary action for the missing and obsolete assets.

Depreciation

Annual depreciation is provided to the assets, based upon its type, the rate of depreciation differs. The amount of depreciation shall be annually written off from the balance sheet.

Insurance

All assets of the institution are safeguarded with a proper insurance against damages and theft.

Maintenance of Infrastructure

- Housekeeping staff are in-charge of maintaining the premises and rest rooms, clean and tidy.
- Pest control treatment is regularly made.
- Apart from regular maintenance and upkeep of the plumbing and electrical works, the Plumbers and Electricians promptly attend the complaints, if any.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

242

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

355

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://hcaschennai.edu.in/files/2/ccapacity.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1896

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

105

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

95

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

209

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

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) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Various committees formed including the student's representation and participation in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings and organize programmes. The following is the list of Committees having student representation and engagement

1.IQAC (Internal Quality Assurance Cell)

2.Students Council

3. Class representatives committee

4. Department Association Committee

5. Sports Committee

6. Cultural Committee

7. Anti-Ragging Committee

8. Anti Sexual Harassment Committee

9. Grievance Redressal Committee

10.Representatives in various Clubs and Units like NSS, NCC,

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/scouncil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The college has a registered Alumni Association. They support the institution financially and also extends other support services like

- **The Alumnus are invited as Guests of Honour in various Departments during their Technical meet, Symposium, and Film Festival. By this, the students interacted with the Alumnus and get a greater understanding of the scope of their study.**

- **deliver invited talks, guest lectures, and seminars.**
- **provide counseling to students for employment.**
- **are active members in IQAC.**
- **act as judges in cultural events**

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=oTtFT2WSqoI
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision

To develop an institution of excellence in education, training, and research at both UG and PG levels in Arts & Science.

Excellence in education

The college focuses on student learning and on personal support for students and their development, rather than on formal teaching; It empowers the competency in the interpersonal.The college aims at empowering the students to be professionally competent in interpersonal, decision-making skills and updating their knowledge in different fields of specialization, familiar with the new technologies, develop their understanding of the emerging areas and the requirements of society thus enhancing the scope of employability

Excellence in training:

The college addresses the issues of competency and provides adequate practical exposure through hands-on training. Development of teamwork and building up of leadership qualities among the studentsto meetsocietal challenges with passion and maturity aregiven priority. The vision and mission statements are given

concrete expression through the provision of excellent teacher-student relationships and to make teaching student-friendly.

Excellence in research:

Research is essential for economic and social development. To inculcate research and innovation skills among the students, Science and Commerce departments have research programmes. On the basis of sustainable development, students are empowered to develop critical thinking as well as effective analytical, research, and communication skills that are globally sought-after and incredibly beneficial. The staff and students are motivated to participate in national and international seminars, conferences, and workshops. A culture of research is promoted at all levels.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/about
Upload any additional information	View File

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

The institution promotes practices in decentralization and participative management. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, and infrastructure with the help of administration committee, academic committee, student council, alumni association and special cells.

ADMINISTRATIVE COMMITTEE

The administrative committee is lead and guided by management and Principal. For the effective administration under the able leadership of principal the entire college is divided into five schools namely school of business studies, school of humanities, school of sciences, school of computational sciences and school of media sciences. Each school is under the leadership of a Dean.

This committee is responsible for planning and executing of day today administration activities with the help of the following committees for the effective functioning of the institution. The

various committee to do plan and implementation of the effective quality are:

- Internal Quality Assurance Cell
- International Organisations for Standardization (ISO)
- NIRF
- College Calendar
- Discipline Action Committee
- Student Council
- Alumni Association

ACADEMIC COMMITTEE

Academic committee enhances the teacher learning process. The committee recommendation for academic programs to under the leadership of principal and it also formulates guidelines rules and regulations of all Academic affairs of the college. The various committees functioning under academic committee are

- University Course Affiliation / Approval
- Timetable
- Internal University Examination Cell
- Placement cell
- College Scholarship
- Minority scholarship
- Hostel Committee
- Canteen Committee

EXTRA- CURRICULAR ACTIVITIES AND CLUBS

The extra-curricular activities and special clubs create opportunities for the students to identify and develop their inner talents and sports activities. It offers them an opportunity of thinking critically and getting the innovative ideas of their own. The following clubs and activities enable the students to involve actively

- NSS/ NCC/ RRC/YRC/CCC
- Entrepreneurship Development Cell
- Anti Ragging Redressal Cell
- Prevention of sexual harassment cell
- Grievance and Redressal cell
- Counselling cell
- SC/ST Cell

Each club and cell consists of efficient convenor and members.

They conduct regular meetings of for effective improvement in the governance. The committee activities are monitored and brought substantial improvement.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1njebKr_rLDdetpoY6B0tMoGK8azxRVHD/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

S.No.

StrategicPlan

ImplementationStrategies

1

Teaching andLearning

- **Effective mentoring, tutoring, and counsellingtoenhancethequalityofteachingandlearning.**
- **Set up separate labs for department of psychology**
- **Grooming the students with Leadership Skills**
- **Development of more smart class rooms with state- of- art**

facilities
- Facilitate students to qualify NET/SLETand other competitive exams.

2

Research

- Set up separate research labs for science/
- Promotion of publication in indexed research journals
- Conduct more International Conferences and Workshops
- Motivate faculty to apply for Patents
- Promote participation in international conferences/ seminars/workshops/symposium

3

CommunityServices

- Strengthen the community-based services of students to address socio-economic issues.
- Adoption of more Villages

4

Human resource

planning anddevelopment

- Faculty development programmes for enhancing the quality of teaching.
- Introducing faculty exchange programmes.
- Skillbased training programmes for staff.
- Welfare schemes for Students and faculty.
- Enhance student participation in curricular, non curricular, and extra curricular activities.

5

Improvement ofsustainableresources

- · Enhancing e-learning facilities.

  · Enhancement of ICTfacilities

6

Industry Interaction plan

- Invite Industry experts for motivating students and provide practical knowledge
- Strengthen Campus placement and training facility by making more industry linkages
- Promote student to work on real projects for industries

7

Alumni Interaction

- Alumni association to increase their participation,Sponsorships/scholarships/fund generation
- Data base creation, Regular interactions with alumni and networking
- Recognition of successful alumni for appreciation and felicitation

8

Mounting Physical Infrastructure

- Infrastructure building development &modification
- Safety & Security management
- Hygiene, zero plastic & green campus
- Recycling of water
- Modernization of Laboratory &equipment
- Library infrastructure upgradation
- System upgradation
- Development of sports (indoor/outdoor) facilities

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.2.1.pdf
Upload any additional information	View File

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.

FUNCTIONS OF VARIOUS BODIES The Governing Body The Governing Body is responsible for the development and approval of the College programs and forthe policies under which the institution operates. The Governing Body comprises of Chairperson, Directors, Secretary, University Nominee, Academic Council Dean, and other members. The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, and domestic arrangements. The major duties of Governing Body are: i. To ensure that the College is administered well, ii. To always act in the best interests of the College, rather than that of the individual, and to avoidconflicts of interest, iii. To ensure that the finances are used appropriately, prudently, and in accordance with the objectives of the College, iv. To take overall responsibility for student academic progress and welfare and, v. To frame need-based policies and resolutions. The Principal

i. The Principal shall be the Head of the institution and has the power of administration andcontrol for the betterment of the institution. To coordinate various activities connected with admissions, teaching, the conduct of examinations, collection of fees, publishing course files and manuals. 1. To identify and recruit suitable persons in various departments and administrative units. 2. To develop laboratories, Computer Centre, library etc.,

3. To maintain a cordial relationship with the university authorities. 4. To maintain a healthy relationship with the management and conduct meetings of the governing counciland Management Committee as and when necessary. vii. To plan functions like Convocation, Annual Day, Fresher's Day, and so on.

Vice Principal i. To assist the Principal by providing support wherever needed. ii. To consult with the Principal on all important matters related to Institution. iii. To monitor the various managerial and organizational tasks. iv. To look into the Student disciplinary issues Deans i. Deans lead individual schools, which consist of two or more allied departments. ii. To ensure that their school meets its goals to educate students. iii. Leading, and coordinating college strategic planning and curriculum development. iv. Coordinating in organizing Seminars, Conferences, Workshops, and symposiums. Evaluating overall Departmental/School productivity in their contribution towards academic progress andresearch.

Heads of Departments i. Administer the department in respect of regularity, punctuality, distribution of teaching work, and laboratory work among the staff and ensure completion of work as per the schedule. ii. Ensure compilation of students' attendance and internal marks as and when required duringSemester/Academic Year and maintain the relevant files and records for future reference. iii. Coordinate the work in connection with the preparation of course files, laboratory manuals, and other documents and update them from time to time. iv. To arrange for regular maintenance, updating of the laboratories, and plan for the conduct ofworkshops and guest lectures. v. Extend all possible help to the students of the department in academics/training/project work/ professional employment. SERVICE RULES The Governing body has formulated the terms and conditions of service for regulating the variouscategories/levels of employees employed in the Institution. These conditions of service are wellformulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to impart high standard and quality education in the field of Arts &Science. Having set the aforesaid goals, it is necessary for the Institution to frame conditions of employment, whichare clearly just and fair to the interest of both the employees and the Institution. These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institution and its progressand to put their best talents in the discharge of their responsibilities. The power to implement or to amend the rules and regulations vests with the

Management, which is empoweredto issue such administrative instructions or orders as may be necessary to give effect and tocarry out the provisions of these rules and regulations. Appointments, Probation & Termination of Service 1. Teaching Staff 2. Non-Teaching staff including administrative, supporting technical staff, and non-technical employees. Appointments of Teaching Staff The appointment of the teaching staff is according to the norms of the University of Madras. The appointmentwill be valid only if the selection has been made through a duly constituted selection committeecomprising of the Management, Principal, University Representative, and Subject Expert. Joining Formalities At the time of joining, the new recruit would have to furnish the following to the HR Department: · Joining Report · Original Certificates supporting qualification/experience for verification with copies to be furnished. Probation Employees who are appointed to the posts in the organization under the control of the Managementdirectly on a regular basis shall be required to be on probation for a period of one year. The probationaryperiod shall stand automatically extended until confirmation orders or otherwise, are issued in writing by theManagement. The services of an employee on probation may be terminated either by giving one month'snotice to the other party or one month's salary in lieu thereof. Resignation and Termination If an employee at any time after confirmation intends to resign, he/she shall give three months' notice inwriting or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at theirdiscretion to terminate the services of any employee by giving three months' notice. Appraisals There will be a system of annual performance appraisal of Institution employees on a regular basis by therespective head of the departments. The main objective of this scheme is to evaluate the performance of an employeesystematically. Obviously, the performance appraisal report will have an important bearing onthe: · Promotion as well as the sanction of increments · Confirmation of service. Discipline Every Staff is expected to maintain a certain standard of discipline as envisaged by the Institution policiesin force from time to time, failing which, he/she renders himself liable for such action as may be takenagainst him/her. Every employee shall take all possible steps as may be required of him/her to ensure andto protect the interests of the Institution and perform his/her duties with utmost integrity, honesty, devotion, and diligence. Every employee shall strive to develop and impart such an education to the students to develop expertise intheir respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty, and integrity towards the organization wherever they are

going to be employed. Dress Code for Teaching Staff · All male staff are advised to wear formal shirts and formal pants. · All female staff are advised to wear Saree. Attendance and Punctuality Each employee in the Institution has an important role in ensuring smooth and efficient handling ofclassroom and maintenance of discipline as well required for the smooth functioning of the Institution. Employees are expected to be present for duty on all working days, except on the days of authorized leave. Leave Rules The leave year will be the calendar year i.e. January to December. No leave can be claimed as a matter ofright, and the discretion shall rest with the Management to grant/refuse leave. The principalis the leave sanctioning authority for all Teaching, Non-Teaching, and other staff members. Every The staff members should apply for leave at least three days in advance. Alternate arrangements made by the staff should be certified by the HOD. If any leave is required for unforeseen emergencies it shall beinformed to the HOD and Administrative Manager before 9.15 a.m. Leave information will not beentertained after 9.15 a.m. and such absence will be treated as unauthorized leave. Staff members, who absent themselves without prior sanction due to circumstances stated above, mustsubmit their leave applications before resuming work on the next working day. Staff members will not be permitted to join duty without submitting the leave application. All leave letters with the completed compensation class details have to be submitted within one week ofreporting back for duty, latest by 23rd of every month duly attested by the HOD, to Admin. Department to facilitate salary preparation. Staff may be permitted 6 days Casual Leave in a year.CL will not be granted for more than 2 continuousdays in a month. The minimum CL that can be availed at a time is half a day. Prior sanction is essential. CL cannot be combined with any other type of leave except Compensatory Off. CL will be credited in advancefor each leave year for those who have completed one year of service. CL cannot be carriedforward to the next academic year and it will lapse at the end of the Leave Year (December 31st). Staff may be permitted 6 days Sick Leave in a year. SL will not be granted for more than 2 continuousdays in a month. The minimum SL that can be availed at a time is half a day.SL cannot be combined withany other type of leave. SL will be credited in advance for each calendar year for those who havecompleted one year of service i.e. regular staff. SL can be carried forward to the next academic year and itwill lapse at the end of the next Calendar Year. Taking leave on Friday and not reporting to work on Monday too will be considered as four days leftwhich automatically will include Saturday and Sunday. Staff isnot allowed to take leave on the day when important functions are conducted by the College likeIndependence Day, Republic Day,

College Day, Founder's Day, Convocation Day etc. Strict monitoring ofattendance will be done and suitable action taken. Staff on probation can avail CL only one per month (max. 6 CL/Yr) and cannot be clubbed together. SLcannot be carried forward and lapses at the end of the probation period. In case of resignation, 1 month noticeperiod is required otherwise in lieu of this 1-month salary should be surrendered. During probation, noexperience or salary certificate will be issued. Staffs are eligible for 3 days of medical leave in a year after completion of one year. Staff availing ML shouldproduce Medical Certificate from a Registered Medical Practitioner on the day of resuming duty. Those who have completed 1 year of service are eligible for 5 days of Marriage Leave. After availing of themarriage leave, staffs have to work at least till the end of the academic year. Teaching Staff – not eligible (no leave for paper correction/ attending normal duties associated with thepost) . Non-Teaching Staff is eligible with HOD's approval. Those who have completed 3 years of service are eligible for 45 days of Maternity Leave with a basic salary.

Male staff who have completed 3 years of service are eligible for 2 days Paternity leave with salary. The eave could be availed within one week of the delivery. Voucher Staff and house-keeping staff are not eligible for leaveOn Duty (OD)Teaching and Non-Teaching Staff before availing OD should submit their OD forms to the Administration Office with due approval of HOD and the Principal. In return, OD slips are to be submitted, signed by an officialwho was visited. The principal is the sanctioning authority for OD leave for all Teaching and Non-TeachingStaff. Staff members pursuing part-time higher education in M.E. / M.B.A. / M.Phil wishing to appear for theexamination can avail a maximum of 2 days/semester as On Duty and appear for their examination. The staffmembers should inform in advance of their registration / joining the course by producing the relevant ID cardto HR Dept. Those wishing to avail of this OD should produce their copy of Hall tickets and get prior sanction from HOD/ Principal. If pursuing Ph.D. minimum 3 years commitment to HCAS on Completion is mandatory. A maximum of 5 working days/semester will be given as OD. The decision by Management / Principal will be final on any issues relating to the same. PROMOTIONAL POLICY The promotion policy of the institution meets the specific aspects and requirements of the management.The Institution has a Committee to decide on the designations and promotions of the faculty members. This Promotions Committee consists of Management, Principal, Vice Principal, Dean, and HR. This Committee maintains a continuous check on the institutional criteria for promotions. The review processfor promotion decisions is sequential and cumulative. The

promotional policy depends on various criteria such as educational and professional qualification, faculty teaching effectiveness, years of experience, seniority in the department, ability to organize conferencesand workshops, assessing students' performance, academic achievements, involvement in thecollege activities, and contributing towards the qualitative development of the college. GRIEVANCE REDRESSAL MECHANISM To realize the primary needs of the student and staff and to secure the civil liberties of everybody, a GrievanceRedressal Cell has been constituted with three faculty members. The final responsibility of GrievanceRedressal rests with the Principal of the College. The objective of this Cell is to develop a responsive and accountable attitude among all the stakeholders tomaintain a harmonious educational atmosphere in the College. The Cell deals with grievances received inwriting from the students and staff with respect to academic matters, financial matters, personal issues, hostel accommodation matters, and other matters related to sanitation, food, transport etc. The Cell is intended to find solutions to students and staff-related problems, if and when they arise. In case of any grievance, the members of the cell along with Vice Principal are empowered to analyze the problems at their level through discussion with students/staff, and the final report is passed on to the Principal. In case of members fail to find out any solution, the matter is referred to the Principal for final comment onthe matter. In certain cases, when the grievance directly goes to the Principal, the Principal directs theGrievance Redressal Committee to analyze the issue and submit the report for final recommendations. In all cases, the Principal would be the primary authority for the final decisions and recommendations. Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion, the matter is solved. If any student is found to be guilty of any kind ofnuisance, punishment is given by the Principal. The nature of punishment includes verbal as well as writtenwarning, informing the student's parents, or expelling from college. In case of staff found to be guilty, memos are issued as a letter of warning. The subsequent issue of threememos to a particular staff may lead to termination of service from the college. The Grievance Redressal Cell of the College functions with the following purposes: To ensure a healthy and smooth environment in the campus, · To acquaint all teachers about their rights and duties, · To solve the various personal and educational related grievances of the staff and students, · To ensure qualitative and quantitative development of the institution.

File Description	Documents
Paste link for additional information	http://hcaschennai.edu.in/files/2/6.2.2.pdf
Link to Organogram of the institution webpage	https://hcaschennai.edu.in/files/2/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Non-teaching staff

The teaching and non-teaching staff of the college is covered under various welfare schemes, which reflects on the output and selfless contribution towards tremendous growth of any institution.

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.**
- **Faculty are granted On Duty (OD) to participate in career**

enhancement activities such as presenting papers, participating in seminars, workshops and conferences both in India as well as abroad.
- 50% of reimbursement for MOU, publication of research articles in reputed Journals and for presenting papers.
- 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 is provided.
- Deans are provided with laptops to ensure timely submission and record of all academic reports
- All faculty members are provided a Wi-Fi facility to promote paperless administration
- Library is equipped with internet facility to facilitate research work
- 30 days - Summer and Winter Vacations for faculty members
- All the faculty members who upgrade their research work through quality publications during the academic year are honoured by management and institute through research incentive scheme every year.
- In and around campus, various food centres has been established which are accessible by staff during the working and extended hours.

Common Welfare

- TATA AIG accident insurance policy for teaching & non teaching staff
- Distress aid fund is provided both for students & staff to meet medical expenses
- Educational loans, travel allowance, vehicle, housing loan and provision for salary advance are granted.
- Transport on reasonable cost and free for few staff members.
- Employee gets fees concession for their ward.
- Salary advance for non-teaching
- Gym is accessible for the staff.
- A common staff welfare fund is created through contribution from faculty and used for common obligations.
- 6 days of Casual leave, 6 days of Special Leave and 3 days of Medical leave are been granted.
- Maternity Leave is provided for 45 days with salary.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.

- Gratuity for the non-teaching staff of our institution.
- Teaching and Non-Teaching Staff Club organizes one day trip, and sports activities for the staff. Staff sports and matches for various games are organized and prizes are distributed.
- Worker engagement is a key perspective which helps to comprehend and portray, both subjectively and quantitatively, the nature of the connection between an association and its representatives.
- Motivation through counselling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.
- Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.
- In a nutshell, the Institution strives hard to keep our staff happy and healthy.
- 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	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

54

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

End of each academic year, the staff members need to submit a self-appraisal form. In this scheme, the performances are classified into three categories

- **Teaching, Learning, and Evaluation related activities**
- **Awards and recognitions, Extension and Professional Development related activities**
- **Research Publications and Academic Contributions**

Through this Staff appraisal system, their performance is assessed and evaluated,the staff members teaching are evaluated through students' feedback at the end of each semester. This feedback is systematically analyzed and the report is submitted to the Management and necessary action was taken against the defaulting faculty. Periodical analysis and updates are done in it. Student feedback plays a vital role in analyzing the teaching outcome of the staff members which is given great importance in the staff appraisal.

Training programs are organized for the updating of knowledge on recent trends in the subject. The Covid-19, pandemic gave a new opportunity for handling students through online classes by using different educational apps like google meet, zoom, and Webex. They enriched their knowledge by using electronic gadgets for their online classes and enhance the quality of their work

Non-teaching are given periodical orientation and counseling by the institution which would enhance their quality of work. A report furnished by their immediate authorities about their

attendance and performance.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts internal and external financial audits regularly.

External Audit: External Audit is conducted by the Registered Chartered Accountant of the Institute

Internal Audit: Internal Audit is conducted by an Internal Auditor. The Internal auditor is appointed by the management to look into the daily account transactions of the college and should report the audit findings to the management on a periodic basis.

The internal audit is performedday by dayat the week days. The inner auditor looks after the subsequent Cash payment verification

Bank payment verification

Verification of purchases

Verification of fixed asset purchases

Verification of payroll processing Verification of TDS payment

Verification pf vehicle running expenses

Verification of vendor payments

The documents after verification from internal auditors the same might be submitted to a better authority for the approval of price. The paymentis made to involved carriers after verifying inventory entries by the internal auditor and additionally after the approval of the higher officials. Such sort of audit focuses

on controlling weaknesses of the existing monetary gadget, fraud or abuse if any, and also to hold the accuracy and appropriateness of the financial transactions for the smooth functioning of the Institution.similarly, the internal audit system also paves the way for error-free accounts and it is easier for the external auditor to conduct the external audits very smoothly

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.4.1..pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.64

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial resources mobilization is also an important aspect from the point of view of Management to economize its expenses to the specific and priority area of the Institutional development and thereby fulfilling the objectives of the Institution

Resource mobilization is also carried out by the following means:

- Students fees
- Interest on corpus fund

- **Funding from alumni**

The College adopts different mechanisms to monitor the effective, productive and efficient utilization of these resources raised externally from the individual as well as corporate sources Optimum utilization of funds is ensured through:- Adequate funds are allocated for effective teaching-learning practices that include

· Conduct academic activities: Webinars, lectures in the academic channel uploaded to youtube, Orientation Programmes, Workshops, Interdisciplinary activities, training programmes, Refresher Courses are conducted that ensure quality education. Adequate fundingis provided for academic activities.

· Purchase and maintenance of fixed assets. Funds were provided forthe library, laboratories and ICT tools,Campus maintenance. Adequate funds are utilized for development and maintenance of infrastructure like play grounds, canteen, drinking water. Also organic and herbal gardens maintained in the campus.

Other activities. Funds are allocated for social service activities as part of social responsibilities through CCC,NSS and NCC.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.4.3.pdf
Upload any additional information	View File

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

Learner oriented pedagogy is the key term in today's academia. IQAC has ensured an integrated practise of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches. Information technology (IT) has indeed revolutionised the contemporary educational standards. ICT methods and tools have enhanced the educational models, upgrading the approach, method and assessment. ICT tools entertain, educate, engage the students with the curriculum. It enhances learners' potential and provides free access to vast resources and

references available. It saves time, builds competency and enhances skills involving all sensory receptors. Language labs, projector- smart board teaching, CDs, Audio podcasts, Power point slides, movies and multimedia labs are being used as a part of instructional materials.

Online platforms open up the world of learning opportunities. students encouraged to registered for NPTEL online certification courses. The students use INFLIBNET database to widen their learning expertise. ICT acts as a platform for the teachers to upgrade their knowledge easily across the technology- gadget driven student community.

Regular Guest lectures on Emerging trends in Teaching, Learning and Research promote professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate, present and publish research papers and articles at National and International Conferences. Few faculty members have contributed chapters to the Research books. The lectures of eminent research scholars, scientists and academicians have pruned the professional growth of the faculty in the institution. The following activities were carried out to ensure quality education in the institution.

File Description	Documents
Paste link for additional information	http://hcaschennai.edu.in/files/2/3.2.2%20ipr%20workshop%20doc.pdf
Upload any additional information	View File

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

Review on Teaching Learning Process

Teaching plans, strategies and models are the most fundamental and integral part of quality education. IQAC has regular quality check on lesson plans which would be reviewed periodically. The lesson plan is the backbone of any pedagogical approach. It is set to tune with the learners' needs and workload requirements. Peer review, intra and inter departmental reviews are conducted to

identify the lacuna in lesson plans. The instructional component is reviewed for the learner's interest and requirements, understanding their psychological needs and difficulty factors. The difficulties in the lessons are analyzed and remedial measures are suggested. The lesson plan is made flexible, adopting and adapting to the learners needs. Regular reviews enable to identify the gaps and guide classroom learning. The essential gaps between the learners' needs and institutional requirements are identified at initial stages and rectified at all levels, for quality assured teaching strategies.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://hcaschennai.edu.in/files/2/Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

HCAS strategy for the Promotion of Gender Equity believes that it promotes a vision for the future of society. It aims in closing the gender credit gap by addressing a number of structural problems. Significant differences between men's and women's work by sector, occupation, and type, (vertical and horizontal gender segregation) have also emerged, which needs to be modified by proper education. In order to be effective in achieving and sustaining gender equality, the institutionhas planned to engage in investments and policy dialoguewith relevant stakeholders at the national, regional, and municipal levels as appropriate and to guarantee equal access to services. Students are taught to follow, seek help if you or someone you know is affected by an abusive relationship, support mothers and parents, help women gain power, listen and reflect. Students are even made aware and taught a lot about the brain and behavioral sciences, about our unconscious biases, based on race, religion, sexual orientation, and gender.

File Description	Documents
Annual gender sensitization action plan	https://hcaschennai.edu.in/files/2/7.1.1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.1.b.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

The college facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R's – "Reduce, Recycle, Reuse".

Solid waste management:

- **Dustbins were kept in different places across the campus to provide a dust free atmosphere in the campus and also to collect the wastes, which is then disposed off at identified place for recycle and manure conversion.**
- **Vermicompost unit was set up and maintained. Vermicompost units helped to convert all the plant and animal based wastes into organic manures. This is healthy way of solid litter waste management in the campus. Kitchen wastes also converted to vermicompost, organic manure which is initiative towards green campus. Manufacture of Vermicompost and using it in the garden along with other organic manure and fertilizers helps to keep the campus more of organic ecosystem. These biocompost which is utilized for cultivation of plants in the campus enhances the health of soils and population density of beneficial microorganisms to a greater extend.**
- **Incinerator also set up in rest rooms for the disposal of used napkins.**
- **Some of the solid wastes need to be professionally handled. A biogas unit is under construction.**
- **Non degradable wastes such as plastics, thermocoal etc., separately collected, segregated and stored at dumping site and later transported by cart to the municipality.**
- **Paper wastes, metals were considered as scrap and sold to the authorized traders.**

Liquid waste management:

- **Sewage Water Treatment Plant (STP) is established and maintained.**
- **Recycled water used for garden maintenance.**

Biomedical waste management:

- **In science labs, autoclave machines were set up for the safe disposal of biological wastes (microorganisms). An autoclave is a machine that uses steam under pressure to kill all the living microorganisms such as bacteria, viruses, fungi,**

protozoa and spores on items that are placed inside a pressure vessel. The items are heated to an appropriate sterilization temperature for a given amount of time. The moisture in the steam efficiently transfers heat to the items to destroy the protein structure of the bacteria and spores.

- Some biological waste materials should be disinfected with liquid detergents and disinfectant solution and then poured down the drainage after dilution with water.

E-Waste management:

- E wastes or electronic wastes comprises old and end of life electric and electronic appliances such as telephones, computers, air conditioners, laboratory instruments etc.,
- E wastes are considered as scrap and sold to authorized traders.

Waste recycling system:

- Vermicompost is used as organic manure in the garden to promote plant growth.
- Treated water from sewage treatment plant used for garden maintenance.

Hazardous waste management:

- The various departments of biological sciences uses the various acids, solvents, salts and reagents routinely for conducting practical experiments, research activities and routine analysis of various samples.
- Acids and reagents carefully mixed with large amounts of water and poured down the sink, flushing with large amounts of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

The college has consistently been at the vanguard of sensitizing

students to the regional, cultural, linguistic communal and socioeconomic diversities of the state and the nation. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different castes, religions, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The College always encourages the students to organize and take part in different programmes organized by college, inter-college, university and other Government or nongovernment organization to make them sharpen towards cultural, regional, linguistic, communal and socio economic diversities. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement, but also to create the feeling of oneness and social harmony. The college and its teachers and students jointly celebrate cultural and regional festivals. Some of the major programmes organized by the college in this connection are listed below:

Fresher’s Day: Every year it is customary in our college to celebrate fresher’s day as an institutional effort towards communal socioeconomic diversity. The motive of the day is to welcome new students from different social economic back grounds in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where students from various socio economic back grounds make a bond and unite to celebrate being a part of the college.

Women’s Day, commemorated the birthdays of Subramaniya Barathiyar, Dr.A.P.Abdul Kalam, Ramanujar Religious festivals like Onam,Pongal and Christmas Festival was celebrated online to relax the students and staff during the pandamic

Hindostav (Annual Cultural event): The College organized online cultural meet of February to promote cultural harmony among students and staff. Students were performing various traditional/classical arts form of different states of the country.

NCC & NSS Units of our college participate in various programmes related to social issues organized by other colleges. Students have wider opportunities to explore their talents and skills through these units.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India is known for its UNITY and DIVERSITY which includes individuals with different backgrounds like cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion and race sex.

Hindustan College of Arts and Science as an institution establishes policies that reflect as core values on the students and staffto sensitizes the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The Institution organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. It designs various activities to create awareness about the national identity and symbols.

HCAS celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, Hoisting of Flag organized followed by recitation of the National Anthem. The Chief Guest talks about the importance of freedom and the glory of Indian freedom struggle. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity. In addition, special programs are also organized by NSS volunteers to brief students about the freedom struggle.

And it all starts with the constitution of India which we celebrate on 26th November every year to commemorate the adaptation of the Constitution of India. The programme initiates with Preamble reading of the constitution followed by lectures by respected dignitaries on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens for the betterment of the country. Students are encouraged to participate in activities like

essay, paintings, rangoli and various other competition on the related themes to portray their feelings as a responsible citizen of this country through online

Every year on 26th January, HCAS celebrates Republic Day with great gratification to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution which we respect with the core of our heart.

The institution organized several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens like blood donation where every member of this institution donates the blood to ensure that precious lives are saved.Also the constitution values displayed in the institution.

The institution was also a part of Covid Vaccination Centre for the betterment of the students, staff and nearby local people which is to ensure the safety of the people in the institution and the nearby local people.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hcaschennai.edu.in/files/2/7.1.9.pdf
Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.9.b.pdf

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various events celebrating national festivals and birthdays of great national leaders are an annual practice in the institution.

Independence Day and Republic day are celebrated every year with the spirit of freedom, unity, and strength. The event starts with flag hoisting and singing of the national anthem followed by the motivational speech by the chief guest. The speeches include a background of all leaders who sacrificed their lives for an independent India. Patriotic songs are sung by the college choir. NCC students have a march past and show their respect to the National Flag.

World Students day As a mark of respect to the former President and missile man of India Dr. APJ Abdul Kalam, his birth anniversary is celebrated on 15th October with great enthusiasm . Speeches were delivered about his struggles, sacrifices and how he faced them with determination

Teacher’s day Every 5th of September, Teacher’s day is celebrated to pay tribute to the contributions made by the teachers to society. In remembrance of the great teacher. Dr. Sarvapalli Radhakrishnan, we celebrate his birthday every year as Teachers Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices -I

ENVIRO CLUB GREEN INITIATIVES

The context

Mankind has contributed to global warming which has led to catastrophic climate change in many parts of the world. People have to work for the benefit of the planet and reduce carbon emissionin whatever way they can. Colleges have a responsibility to instill green lifestyle among the young and impressionable students by undertaking green moves which can help to lower the global temperature. Global emissions of carbon dioxide (CO2) have increased by almost 50 per cent since 1990. Emissions grew more quickly between 2000 and 2010 than in each of the three previous decades. It is still possible, using a wide array of technological measures and changes in behavior, to limit the increase in global mean temperature to two degrees Celsius above pre-industrial levels. Major institutional and technological change will give a better than even chance that global warming will not exceed this threshold. To combat such an alarming situation, the college has taken several green initiatives.

Objectives

- **To Establish a Green Campus Environmental Ethic Awareness campaign**
- **To conduct Outreach and education regarding the environmental issues and sustainable developments**
- **To Spell out goals to address issues such as pollution prevention, waste minimization, regulatory compliance &**

energy conservation
- To evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency—reducing, reusing, recycling, and repairing wherever possible.

The Practice

i. Green buildings:New buildings in college campus have been constructed in accordance to sustainability principlesand methods. Water recycling, rain water harvesting system and recycled materials based projects are in place.

ii. Environmental degrees: All under graduate course curriculum has environmental studies as one of the mandatory subject and which would help the students to understand and work in the field of environmental conservation. We are teaching sustainable agricultural methods to help future farmers to farm without the use of pesticides and chemicals. Natural resources conservation and environmental conservation are examples of programmes which we have conducted to empower young people to innovate and implement eco-friendly strategies.

iii. Energy supply: Colleges need a lot of energy to run their services. One of the green initiatives for college campuses is to start using sustainable energy to supplement their energy needs. So students have been given enough training on water power and biofuels which would pay off in time.

iv. Composting program: A green campus project could be a composting project. We have vermin composting unit to produce vermi compost. Other waste foods from the dining halls and kitchen services have been utilized for biogas production. We are teaching those technologies to students in the form of value added courses.

v. Organic farming: We have huge tracts of land in the college premises. Our college is serious about going green should cultivate organic farming, and using the produce in their kitchens. This kind of sustainability activities might entail the participation of students who might learn how to create healthy meals, right from growing pesticide free, chemical free food. An activity such as organic gardening to students is creating awareness about having their own organic farms/gardens later in life.

vi. Recycling: The College has kept recycling bins which in

abundance all over the campus, as it would make it easier for students to give materials for recycling.

vii. Water bottle refilling stations: One of the most important and best green initiatives for college campuses is to install water bottle refilling stations. Reverse osmosis based water purifiers are kept in all the blocks to fill purified drinking water. Plastic water bottles are one of the most hazardous items for the environment. These have choked up the oceans and the landfills creating a huge problem for the planet. Plastic takes hundreds of years to break down, and remains in the environment for years.

Obstacles faced if any and strategies adopted to overcome them

Though many initiatives have been taken and implemented, we are facing some hurdles yet to be sorted out and the obstacles are listed out as follows;

- Recovering the energy efficiency by improving the thermal insulation of existing buildings;
- Considering architectural technologies in the design and construction process of new developments aiming passive energy savings;
- Adjustments of the internal electricity grid of the college and the main feeder post
- Modification of natural gas pressure-reducing and metering station
- Controlling and redesigning main structures of older buildings to make them resistant to earthquakes.

Impact of the practice

1. Green buildings

Solar panels- Power consumption reduction has great significance

Water recycling – treated water is used for gardening purposes hence water comsuption rates reduced.

Rain water harvesting system - The soil in the college campus has a good infiltration rate. For the gardening purpose, water is required daily. For the washing of vehicles large quantity of water is required. This requirement is satisfied by the water stored by rainwater harvesting.

2. Environmental degrees

Environmental studies are a mandatory subject for all the undergraduate students. And the students could able to; Understand core concepts and methods from ecological and physical sciences and their application in environmental problem-solving.

- **Understand key concepts from economic, political, and social analysis as they pertain to the design and evaluation of environmental policies and institutions.**
- **Understand the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.**
- **Understand that one can apply systems concepts and methodologies to analyze and understand interactions between social and environmental processes.**

3. Composting program

We are generating revenue from the vemi-compost and also ensuring organic vegetables and fruits production within the campus.

5. Organic farming

Staff and students are enjoying the benefits of organic garden.

6. Recycling

Recycling practices are very much victorious and waste to value addition is successful.

7. Water bottle refilling stations

Students are benefited from water bottle refilling stations. Reverse osmosis based water purifiers are kept in all the blocks to fill purified drinking water. Plastic water bottles accumulation is reduced.

Resources required

Bar-coding experts and water quality examination kit facilities must be incurred.

Best practices - II

Community Service to dropouts

Context :

We live in a competitive world today wherein people,especially the youth, are constantly striving to attain success in various fields. And,often times, a lot of the youth do not get opportunities despite the talent they possess. Keeping this in mind as our noble motive, we have started the Hindustan Community College in 2010 under Indian Centre for Research and Development of Community Education(ICRDCE) headed by Fr. Xavier Alphonse for the school dropouts, women and rural students. The college is affiliated to Tamilnadu Open University. This noble venture aims at giving a chance and opportunity to all those with dreams and talents of reaching the higher rungs of the societal ladder but have been denied the chance because of economic or cultural problems.

- **Objectives:**

1. **To serve the school dropouts, college dropouts,women and students from rural backgrounds.**
2. **To impart social, ethical, and moral education and to develop value based education.**
3. **To generate employment in order for socially and economically backward students to feel financially stable.**
4. **To educate women and socially backward students, to empower them and enable them to imbibe new technical employable skills.**

- **The Practice:**

Hindustan Community College is a righteous venture that works for the benefit of upliftingthose sections of society for whom education, especially college and higher education itself is a struggle to attain. We, however, with HCC have prepared to serve society by providing an opportunity for the socially and economically weaker sections of society including dropouts from schools and colleges and women as well. This inclusiveness definitely breaks away any apprehension the student may have about being a dropout and would only instill him or her with the strength and confidence to move ahead.

The courses offered in HCC under Tamil Nadu Open University are Vocational Diploma in Computer Hardware Servicing (VDHS), Vocational Diploma in Computer Applications (VDCA), Vocational Diploma in Beautician (VDIB), Vocational Diploma in Desktop

Publishing (VDTP), Vocational Diploma in General Duty Assistant and Diploma in Fashion Designing and Garment Making. The courses are designed in such a manner that it prepares the students to face the competitive world with confidence and self esteem. The students are also able to gain financial independence and thereby also possess the talent and skills to provide not only for themselves but also for the family.

Not only does Hindustan College of Arts and Science have a social responsibility and commitment towards establishing a Community College but also works to continuously fund its growth and development. To improve the mind and body, sports events like volleyball, cricket, kabaddi, throwback, kho kho and carrot are conducted annually. Thus an overall environment of holistic education is fostered by the College for the upliftment of these students.

- **Obstacles faced:**

One of the foremost and common obstacle faced was the enhancing of confidence and boost up if morale in the minds of students. Due to the fact that students are mostly dropouts and from economically weaker backgrounds of society, they possess low self esteem. In order to tackle this issue, we resort to conducting sessions making them speak up and mingle with one another,thereby breaking barriers and encouraging them. Though initially, students struggle, they are not demotivated but encouraged through competitions and value based education.

- **Impact of the Practice:**

The Hindustan Community College has proven to be highly beneficial for the students as it has resulted in a lot of them getting employed in big firms and thereby earning financial freedom and stability. Some of the firms that have hired students from HCC include Toni and Guy parlor, Naturals Beauty Salon, Health and Glow Store, Smart Vision and Diabetes Clinic And Amazon. It is of worth to mention that students who possess the flair to teach also gain employment as faculty members in Hindustan College of Arts and Science which gives them the further opportunity to serve other students as well. Not only are students trained academically but also trained to face the world with a competitive spirit and outlook.

- **Resources Required:**

At present, Hindustan Community College offers six courses mostly based on computers, technology and fashion. Yet other courses focusing on several other fields like finances, management, photography, etc could be brought forth and much newer infrastructure supporting these courses should be enhanced.

File Description	Documents
Best practices in the Institutional website	http://hcaschennai.edu.in/files/2/best%20practices.pdf
Any other relevant information	https://www.hcaschennai.edu.in/organic#

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution accomplishes its particular priority and thrust by educating students from underprivileged rural backgrounds. Individuals' success via education is signified by the development of the college. By providing high-quality education, the institution aims to accomplish socioeconomic transformation. The institution is committed to improve rural literacy by providing free education to a group of students who are first-generation graduates.

Open house is a public awareness campaign in which we expose collegiate programmes, in which we showcase collegiate courses to high school pupils. This encourages rural kids from low-income families to pursue higher education. To promote its courses, each Department holds a variety of competitions. The advantages of the courses are clearly presented to school kids, assisting them in overcoming the uncertainty of selecting the appropriate course based on their interests.

The practise of boosting our economy through literacy improvement has a significant impact on the wealth dimension of our society. To do this, the institute offers free training programmes or courses, such as "Digital Marketing," to government school and college students. These kind of programmes foster a love of learning in pupils, which benefits them by providing them with self-employment alternatives. Students are encouraged to work

while they learn in order to support themselves and their families financially.

Hindustan Group of Institution also launched the Hindustan Community College for uplifting poor students. The Community College is a non-profit, non-commercial, community-based organization and another type of education system to serve the underprivileged, rural students who passed/failed from 8th Std to 12th Std, School Drop-outs, Women and existing work force, aspiring to update their skill-based and need-based education at an affordable cost, leading to employment in collaboration with industries. Thus, we consider that in order to make a positive impact on society, it is vital to work for the common good by promoting and supporting social activities.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum received from the University of Madras is documented in the department and for effective implementation of the curriculum and the institution directs all Staff members to prepare lesson plan for each subject according to the alloted timetable so that it is executed effectively. The execution and completion of syllabi is monitored by the Head of the Departments under the supervision of the Deans.To supplement the curriculum, the college offers certificate courses and Add on courses for the students and communication skill and personality skill development courses to enrich the knowledge of the students.

Due to pandemic the curriculum was implemented by both online and offline mode using the ICT tools and traditional methods.

- **Qualified staff**

The College is affiliated to the University of Madras and follows its curriculum. Qualified staff with NET/SET and Ph.D are appointed as per University norms.

- **Lesson plan**

For effective delivery of curriculum adequate planning is made. The topics to be covered need areplanned in advance and the lesson plan is drafted and followed as per the schedule.Bilingual teaching is adopted till the majority of the students get accustomed to the medium of instruction. Underachievers and slow-learners are identified by the departments and remedial classes are conducted for them. They are provided with additional help with supporting materials, lecture material and old question papers, taking special care to clarify their doubts

- **ICT methods**

Innovative teaching methods like presentations, seminars, case studies, projects, visual demonstrations, audiovisuals, etc

apart from traditional blackboard teaching methods. Faculty members are encouraged to make use of ICT and multiple methodologies for effective implementation of the curriculum. Smartboards, computer labs, language lab, e-resources, reference books, journals, and facilities like INFLIBNET and Journals are available in the college for making teaching more effective

- **Printed -Simplified notes and circulated**

Weak students were identified and remedial classes were conducted and simplified notes were circulated to enable the students to understand.

- **Special lectures/ workshops /seminars**

Special lectures, workshops for hands-on training, and seminars by experts in the field for a better understanding of subjects and to create awareness about the current trends are conducted

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hcaschennai.edu.in/vdoarchive

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is prepared, published and hard copy distributed to all staff and students well before the commencement of the academic year. Also, the soft copy of the calendar is uploaded in the college website. Academic calendar consists of details about the conduction of Continuous Internal Evaluation and date of conduction of examination. This will help the faculty members plan the syllabus coverage well before the exam date. Heads of the Department monitor the syllabus coverage. Internal evaluation is calculated based on test marks, seminar, assignment and attendance. Total internal marks is 25 it consists of

Criteria

Marks

Test

10

Seminar

05

Assignment

05

Attendance

05

Total

25

In the above mentioned table, test mark (10 marks) is calculated by conducting three tests, CAT 1 (Continuous Assessment Test), CAT 2 and Model Exam. All the three tests are conducted with regular intervals as mentioned in calendar. Syllabus and marks pattern for the exams are as follows

Exam

Syllabus

Marks

CAT 1

UNIT 1 & UNIT 2

50

CAT 2

UNIT 3 & UNIT 4

50

MODEL

ALL 5 UNITS

75

In the above three tests, student must get pass mark in at least two tests. Marks from Best of two out of three tests will be taken for the internal marks evaluation. Seminars and assignment will be submitted by each student individually in separate topic and the same will be evaluated by concerned subject teacher. Attendance marks is calculated on the basis of student’s attendance percentage in the individual subjects.

For the practical subjects, internal is evaluated for 40 marks. Pattern for the practical internal evaluation is as follows

Criteria

Marks

Test

30

Record

05

Attendance

05

Total

40

Head of the Department, Dean and Principal frequently reviews the Internal Exam progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://hcaschennai.edu.in/files/2/CALENDER%202020-21.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1383

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Instituteintegrates crosscutting issues relevanttoGender Environmentand substantiality,human values&professional ethics intothecurriculum. Institution conducts an awareness program on Personal Hygiene and grooming of the girl students. The institution has established a prevention of sexual harassment cell. This cell organizes seminars on topicslike Sexual Harassment, Women Rights & Safety etc. As a part of curriculum, a course on Environmental Education has been taught to all Undergraduate II year students to bring awareness to keep the environment clean, and understand the importance of protecting the environment and understand issues like pollution free, green environment and a zero waste campus. Seminars, presentations, competitions are conducted to encourage students to do their part, to reduce pollution and protect environment.

A course on Value Education is mandatory for all III year students to inculcate ethical and moral values among students.

The college promotes theactivities through curriculum delivery and establishing various clubs like Consumer Citizen Club, Eco clubwhich integrate these values into curriculum. The NSS team organised many activitieslike Swatch Bharat Abhiyan,Voluntary Blood Donation Camp,awareness programmes to address the issues related to environmental sustainability and human values

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

390

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://hcaschennai.edu.in/files/2/Feedback%20on%20Curriculum(2020-21).pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://hcaschennai.edu.in/files/2/1.4.2%20Action%20Taken%20Report%20on%20Curriculum%20Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1471

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1396

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college initiates certain measures to assess the knowledge base of the students. Advanced learners are identified and given guidence to reach greater heights obtain a rank. The following methods are adopted to encourage them.

1. **Career planning and guidance for higher studies and employability courses**
2. **Presentation of seminar on the advanced and recent topics**
3. **Encourage them to present and publish research papers in conferences/Journals**
4. **Guiding the students for Bank/TNPSC/GATE/and other Competitive Examinations.**
5. **To update advanced techniques by giving training programs**
6. **Encouraging to participate in various competitions like quiz, poster presentation, Conferences, inter institution competition ,sports and co circular activities**
7. **Awards for the University rank holders**

At the time of admission slow learners identified by conducting

a test in English and Mathematics. The following measures are taken to improve their learning abilities

i)Seminars, Presentations, and Group Discussions where in the slow and advanced learners are combined in groups which helps the slow learners to learn a great deal from the advanced learners

ii) Department of English and Mathematics conducts remedial classes

iii) Simplified notes are given

iv) Personality development sessions are conducted to build up confidence

v) Peer learning encouraged

vi) Personal counseling carried out by the mentor

vii) Video lectures

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=Fp03Mlzw1Hg
Upload any additional information	View File

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

Number of Students	Number of Teachers
3650	140

File Description	Documents
Any additional information	View File

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

Experiential Learning: The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students –

Add on courses are conducted for all students

Summer Internship -Students get hands on training while working in the company.

Add-on Courses on NPTEL encouraged

The students acquire experience through internships.

Participatory Learning: This methods enables the students to understand the concepts easily.

Students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills

Through Students Council various events are organized every year and students from different colleges participate and learn from each other.

Cultural program organized every year for the students develop their creativity and acts a platform to exhibit their talents

Problem-solving methods: Departments encourage students to acquire and develop problem-solving skills. During the pandemic, students were supported and helped through personal counseling.

Various webinars were conducted in the departments and the sessions helped them to understand the present conditions and equip them to face challenges.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.youtube.com/watch?v=PB3_S4E5kMk

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Due to the pandemic situation the education community around the global with numerous challenges is continuing the learning/teaching process. The education system has also experienced an irreversible learning during the pandemic.

Information and Communication Technology (ICT) enabled tools were used to render teaching. The faculties use Zoom, Webex meeting, Google meet to teach and train their students.

Our college has laboratories relevant to the subjects taught. The laboratories fortify the knowledge acquired in traditional classes. Software available online is integrated with faculties explanation and students are encouraged to learn and practice through interactive activities. The departments have LCD projectors which are used for screening educational movies, documentaries and for making power point presentations.

Faculties prepare modules on important topics which are produced and recorded by the Institutional Media Centre and made available for students online.

Internet and Wifi facility is made available to all the students and Staff of Hindustan Campus at free of cost.

The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Photocopying facility is also provided. Hostels are also equipped with Wifi facility to encourage learning.

Every faculty is necessarily required to upload students' attendance, internal assessment marks and term end assessment marks in addition to the feedback on the course and the class that they taught in ERP portal. On the other hand, the students' get all their academic information on their Mobile App provided by Hindustan. The students are also required to provide online feedback on the curriculum and teaching-learning environment on every course in every semester.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

126

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

140

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

54

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

726

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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

Mode of assessment

The internal assessment is designed according to the pattern as stipulated by the University of Madras norms. The continuous assessment test consists of Test, Assignment, Seminar and Marks for attendance.

Test and model exam

The test component of Continuous Assessment consists of two Continuous Assessment Tests and one Model exam. The first CAT is conducted after 30 working days covering 2 units of

respective curriculum and second CAT after subsequent 30 working days and completion of two 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 the component. The students who miss any test component of CAT due to genuine reasons are given one more opportunity.10 marks are awarded for the Test component. Questions are given in 3 sections for CAT and Model examination. Section A consists of short questions which tests the thinking skill of the students. Section B consists of paragraph questions which make a way to demonstrate knowledge, skills, and abilities of a student in a variety of ways. Section C consists of Essay questions that can be used to improve the writing skill of the students.

Assignments

In the segment component of continuous assessment test every student is given a topic area of study on which he or she is expected to prepare a comprehensive essay on critical analysis on the subject the completed assignments are submitted to the course teacher for evaluation. 5 marks are awarded for the assignment component.

Seminars

The seminar component has so many advantages apart from acquiring knowledge . A topic from their curriculum will be given for each student and the students have to present it in front of the class. By taking seminars in front of their teachers and friends, the students will be able to talk before a crowd later in their life without any difficulty. Also they can learn from their mistakes and can improve their seminar presentation skills. It is actually a great chance for the students to improve their skills within their curriculum.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. 5 marks are awarded for the seminar component.

Marks for attendance

The attendance grading scheme is as prescribed by University.5

marks are awarded for attendance component. Students with 91-100% attendance earn 5 marks, 76-90% attendance earns 4 marks, 60-75% attendance earns 3 marks and students who are less than 60% are not awarded any marks in this component. The Class tutor encourages the regularity of the students in order to avail maximum marks in this component.

Soft skill examination

Soft skills are as important as Hard skills and Technical skills. 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.unom.ac.in/webportal/uploads/academics/regulations/ugpgcommreg.pdf

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

The College ensures transparency, time bound and efficient mechanism to deal with exam related grievances. The college conducts two Continuous Assessment Tests (CAT) and one model examination for each semester. Consolidated mark statements are prepared by the class tutor and presented to the students to endorse the correctness of the marks. In case of any discrepancies, the students can represent it to the tutor and get it rectified. The internal mark split ups are maintained in the respective departments and in the Principal's office. The marks of these internal examinations are sent to the University of Madras. For any grievances related to the internal examination, students can represent it to the Head of the Department / Principal and get it redressed.

Remedial classes are conducted for the students in order to provide the correct foundation to rectify past mistakes and improve future learning.This involves the students who need special help to improve in a particular subject. Slow learners are given few assignments to ensure that students get benefits

to the fullest by preparing good teaching learning materials.

The two Continuous Assessment Test and Model exam are conducted as scheduled in the academic calendar. After the examination, the subject teachers submit the mark statements to the class tutor who consolidates and maintains the same. Review meetings are conducted within four to five days after the exams so that the problems can be solved as early as possible. The internal marks are entered on the university website during October and march.

The performance of the students are analyzed in the review meeting conducted after the CAT exams. Pass percentage of each department is discussed and analyzed in the presence of Principal, Deans and Heads of various departments. Grievances from the students are discussed and solutions are drawn to effectively address the same. New and innovative methods could be introduced through this discussion which results in efficiency.

Any grievances related to the university exams(retotalling, revaluation) are forwarded to the Controller of Examination, University of Madras and they are directly attended and resolved by the university. Immediate steps are taken towards exam related grievances. Any other grievances are solved through the exam cell of the college. The students' grievances are attended to with utmost care and are resolved efficiently within the proper time frame ensuring transparency.

Ensuring transparency

- For robusts implementation of internal assessment orientation is given to both parents and students about the internal assessment components by the authorities.

- To ensure transparency, a Parent-Teachers meeting is conducted every semester in which the performance of the students regarding Regularity, Test & Attendance is shared with parents.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/2.5.2.pdf

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.

Programme outcome has a set of goals and objectives that are to be achieved at the end of the course. It aims at the overall development of students in the aspects of competencies, knowledge and skill. Programme outcome ensures to establish the clear communication to the learners.

Programme Specific Outcomes are program specific, to be achieved at the time of graduation. The Programme Specific Outcomes are designed by the Head of the Department along with the subject coordinators.

Course Outcomes are the set of goals that explains what students are expected to know at the programme and what students are able to do at the end of the programme. Course outcomes intends to bringout the knowledge, skill and abilities of the students as they undergo specific courses.

The Po/Pso of all the programme is clearly stated and published in the college website. The detailed syllabus and the course outcomes are publicized for the beneficial of teachers and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/files/2/HCAS-PROGRAMME%20OUTCOME.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

Course outcomes identify the unique knowledge and skills expected to be gained from a given course. Program outcomes are one step broader statements that describe what students are expected to know and be able to do upon the completion of a specific program. These relate to the skills, knowledge, and behavior that students acquire.

Program Outcomes (POs) contain creating and developing among students' aptitude/ skill/ ability/ capacity for

1. **employment**
2. **research**
3. **critical thinking**
4. **social Awareness and Interaction,**
5. **political Consciousness,**
6. **ethics and Responsible Citizenship,**
7. **awareness of and Sensitivity to Environment and Sustainability**

Program Specific Outcomes (PSOs) and Course Outcomes (COs) include producing among students:

1. **knowledge and skill of the subject**
2. **awareness of and sensitivity to local, national, and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices.**
3. **interest and capacity for research and**
4. **employment capacity**

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods

Two assignments are given for each subject. The students refer to the textbooks, websites, research articles, and reference books to find out the answers and understand the expected outcome of the given problem. Also, three internal tests are conducted in each semester which ensures that the students have achieved the desired level of competencies. Group discussions and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group discussions, the thinking process of the students is also

assessed and the skills and knowledge are tested. The knowledge and skills are assessed by the course outcome through the university examinations. The analysis of students' performance in semester examination is done to know the levels of attainment of POs, PSOs, and COs. Through co-curricular activities, the behavioral outcomes of the students are assessed.

The feedback from the alumni ensures the relevance of the curriculum in accordance with the industrial demands.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/files/2/HCAS-PROGRAMME%20OUTCOME.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1179

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://hcaschennai.edu.in/files/2/2.6.3.2.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://hcaschennai.edu.in/files/2/survey2020-2021.pdf

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

.10

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.sciencecongress.nic.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem involves in the knowledge dissemination through various platforms.

The Pandemic and lock down created tough time. The Information and Communications Technology (ICT) emerged as an important tool to resolve the challenges evolved during pandemic. The ICT based virtual platform based teaching methodology helped a lot during the lockdown. Our institution utilized letzconnect India's largest intranet and networking platform for conducting the online class, FDP, webinar, workshop, and department and college meetings for students, researchers and faculty. In addition to the letzconnect our institutionis also involved in usingother virtual platforms like Google meet, Zoom, Telegram, WebEx to conduct International conference and National conference.

In addition to the regular curriculum, the Institution offers several certificate courses catering to the needs of industries and to add an incremental qualification for our students to have asuccessful career.

The faculty is encouraged to publish research article, contribute book chapter and publishbooks and the institution reimburses the processing charge.

The institute also took the initiative of organizing awareness program on COVID-19 vaccination, environmental issues, self-defense awareness programme for girls for their personal safety and security. To develop a transparent and responsive

administration the college authority organized a computer and Tally, addon Training Program.

The institute has well equipped central Library (E- Library) laboratories, safe drinking water facility, hygiene canteen, waste disposal management, Bio gas plant etc.

The institution provides Wi-Fi throughout the campus with Internet facility of 35 Mbps is available to staff.Computing facility is available and adequate licensed software is also available.

Well-furnished Seminar halls with a seating capacity of over 200/500 audience are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies.

IQAC at regular intervals conducts FDP programmes for the faculty. Each department has its Department association and club to motivate the students.

MoUs with international and national Universities, institutions and industries have been an important innovative strategy to provide more opportunities for the students for their higher studies and career growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=cKfDRTVhBrg

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

15

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	https://www.hcaschennai.edu.in/crd
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

76

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

03

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Go Green initiative was initiated by students of Bachelor of Social Work, HCAS. Central Industrial Security Force (CISF) donated 800 saplings for Go Green Initiative. BSW was established in 2018, aims to prepare students to be sensitive to the needs of the community through experiential learning. The department takes a lot of initiatives for the professional growth of the students and encourages them to be responsible individuals. The students are given international level exposures and internships in Social Work Practice at Taiwan, Thailand, and Vietnam; apart from state and rural level exposure. Workshops, Conferences, and Guest Lecturers are conducted periodically.

CISF is a unique organization in the paramilitary forces of India, which works for seaways, airways, and some of the major installations in India. In the CISF there are some reserved battalions that work with the state police to preserve law and orders. The CISF plays a major role in Disaster Management also. Along with Born to Win, HCAS donated 500 N95 masks to CSIF to face the pandemic.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs 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 organized in collaboration with industry, community and NGOs) during the year

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

14

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The College has adequate infrastructure facilities with spacious classrooms which can accommodate maximum of 70 students in each class room. The college has three blocks namely Main Block, K.C.G. Knowledge Center and the Elizabeth Block. There are 10 classrooms with LCD Projector, laboratories are spacious to accommodate 50 students to perform experiments and equipped with ICT technology. Every department is provided with computer systems, with high speed internet connectivity and one printer. The School of Sciences, School of Computational Studies and School of Media Studies have their own fully equipped laboratories to upgrade the technical skills in their field.

Particulars

Description

Existing number

Class Rooms

Good ventilated rooms

103

Smart room

Class room with smart board and internet connections

3

Seminar Halls

Seating capacity 250 students with LCD projection and Public Address system and white board

2

Conference Hall

15 Seating capacity for with LCD projection and white board

2

Computer Centre

Equipped with latest Configuration Desktops and software

6 Centres

Language Lab

A dedicated space for language learning where students access audio or audio-visual materials.

1

Drawing Hall

A spacious Hall with latest drawing tables and apparatus

1

Audio Studio

Fully equipped with a separate voice booth & separate working room

1

Photography Studio

Equipped with facilities to develop the ability of the students in the photography skills.

1

Edit suite

1. A room containing equipment for editing film or video material.

1

Library

Equipped with reference books and collections of books in all subjects

1

E-resource centre

Computer systems with internet connections

1

Laboratories

Well equipped with multiple sets of apparatus.

1.Microbiology

2.Biotechnology

3.Electronic Science and Communications

Administrative facilities

Well furnished Administrative offices to support of all units of Facilities Services

Accounts

Administrative office

IQAC

Alumni Associations & students council

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

Details of facilities for sports, games, and cultural activities

This institution places a high value on the students' general development and hosts a variety of sports, games, and cultural activities on campus on a regular basis. To help with this, the institution has the following facilities, which are open to students and employees outside of working hours. The Physical Education department organizes several sports and games competitions for these four houses (Orion, Hercules, Pegasus and Phoenix), which motivate the students to participate in various inter-collegiate and open tournaments.

HCAS has adequate facilities for sports, games, and cultural activities. The total area of sports and games fields is 40 sq.m. This institution has provision for multiple games, such as, Volleyball, Basketball, Kabadi, Throw ball and Kho-kho.

List of Sports Grounds

S. No

Sports Name

Quantity

1.

Volleyball

2

2.

Basketball

1

3.

Kabadi

1

4.

Throw ball

1

5.

Kho-kho

1

Volleyball: Since 2010, the college has two volleyball courts with a play area of 18 metres in length and 9 metres in breadth. The volleyball court has a length of 30 metres and a width of 17 metres.

Basketball: Since 2014, a basketball court with a play space of 28 metres in length and 15 metres in breadth has been in operation. The basketball court's real dimensions are 34 metres long and 21 metres wide.

Kabadi: Students have been encouraged to play kabadi since 2012, with a play space measuring 13 metres in length and 10 metres in width. The actual kabadi court has a length of 22 metres and a width of 16 metres.

Kho-Kho: The size of the play area is 27 metres long and 16 metres wide. The Kho-Kho ground measures 32 metres in length and 21 metres in width.

Throw ball: The play area of court has a length of 18.30 metres and a width of 12.20 metres. The actual area of court has a length of 20.30 metres and a width of 15.20 metres.

Indoor games: Chess and carom are regularly played by students in our institution.

Gym: A well-equipped Multipurpose Gym is available for all students to develop their physical wellbeing. It has modern Multi Gyms for boys’ and girls’ students and staff usage. It contains the equipment such as, Dumbbells, Barbells, Pullup Bar, Cables, Pulleys and Punching bags to improvise the students’ physical strength.

Culturals:

As cultural activities are an integral part of the study, the students are permitted to participate in various cultural activities inside and outside the campus. It provides personal growth by learning skills, to meet new people and to pass on the cultural traditions.

Students are encouraged to compete in inter-house cultural competitions to showcase their talents. Orion, Hercules, Pegasus, and Phoenix are the four houses in which the pupils are split. As a stress reliever during the pandemic, online competitions like solo singing, classical, western & folk dance events are conducted. Our College understands that energy in young individuals is meant to be high and they need to be rhythmized as per trends and patterns. Almost all students seek active participation in these activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.2..pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

92

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1006

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Library Automation facilities Library services fully automated in the year of 2012 with Docbiblio ERP Integrated Library Management System and augmented with Barcode system.

Name of the ILMS : Docbiblio ERP

Version : 3

Year of automation : 2012

Nature of automation : Fully automated

- **Library housekeeping activities such as Accession, data entry, issue and return and renewal of books, member logins, online book reservation, report management, acquisition control systems, articles indexing system, e-resources linkage through remote access, serial control systems Report generation, User rate analysis, User data Maintenance, Storage and retrieval of data.**
- **Books are classified according to Dewey Decimal Classification.**
- **Multimedia Supplements of Text Books and Reference Books in CD format**
- **Huge number of videos of NPTEL are available in Hard Disc**
- **HCAS provides Identity card with Barcode Technology to all students and staff members, which can be utilized for**

borrowing library resources.

Facilities at Library

- Reprographic facility
- Accessing internet
- Accessing e-resources in e-resource centre
- Old question bank
- Projects reports

ACCESSING DIGITAL RESOURCES

https:// nlist.inflibnet.ac.in.

https:// ndl.iitkgp.ac.in

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://hcaschennai.edu.in/files/2/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.3

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level. The description of the same is provided below.

Internet Connection:The institute regularly updates the internet connection every year and as of now, the available internet bandwidth is 30 MBPS provided by Spectra..A second line by Tata is provided with bandwidth of 50MBPS.

No. of Systems:Institution has a total of 328 computers for students& staff.

Firewall/Security:Institution uses firewall service from Sophos-XG230and the support license is latest renewed in 2020 to 2023.

Wifi Facility: Institution has provided 36Nos Sophos Access point in and around campus for all staffs and students.

Networking Peripherals:Institution has networking switch provided by CISCO SG 300 &DLINK of speed 1 GBPS.

Remote Centre for IIT:The audio-visual setup enables the institute to often arrange workshops conducted by IITs via video conferencing. The equipment ofaudio visualsetup was upgraded in 2015.

Licensed version of OS:The institute has license copies of Windows OperatingSystemand alsoworks withopen-sourceoperating systemslikeUbuntu OSand other software tools.

I/O Devices:The institute purchases printers as per the requirements given by the departments. The institute has in all 21 laser printers.

Media Lab/Video Lecture makingFacility:Theinstitute has awell-equippedmedia lab where faculties can prepare their video lectures. This has been very useful during the initial phases of pandemic.

LCDProjectors:Upgradingof IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD.

ERP System:The institute is also in the process of automating all its manual work in various departments like Accounts, Administration, Library, Admission, Record room etc. via Docbiblo Customised package from B2E Technologies.Enterprise Resource Planning (ERP) is an online portal and mobile app that enables Parents / Students / Staff access to information regarding the student's progress in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.3.1.pdf

4.3.2 - Number of Computers

328

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

117.67

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The college has a blend of classical and modern buildings. The College firmly believes that the adequate infrastructure is an essential requisite for academic excellence and efficient administration. The College is committed to ensure that adequate infrastructure is made available to fulfill the requirements of teaching learning and other processes both in

terms of quantity and quality.

The college focuses on the following with respect to infrastructure facilities:

* Purchase of tools and equipment that meet the quality standards at reasonable cost through the purchase committee

*Proper maintenance and periodic verification of the inventories

*Up gradation of the infrastructure on a time bound basis

*Up keeping of all physical resources through infrastructure maintenance team, AMC, insurance and other appropriate timely measures.

Mechanism for the infrastructure creation and maintenance

While introducing new programmes/courses the infrastructure requirements of the departments concerned is assessed and the college shall initiate actions to augment the resources. The college shall periodically improve infrastructure by modernization and replace damaged and/or worn out furniture, fittings and other equipment. Whenever needed, major renovation or overhauling shall be carried out to enhance the longevity of the infrastructural resources. Record of all the equipment is maintained by the respective departments and at the end of the academic year, various teams shall be formed and entrusted with the responsibility of inventory auditing. Outdated and worn-out assets which are transferred to other needy institutes shall be written off from the asset register by appropriate authority. The college shall undertake preventive and corrective maintenance of infrastructure and upkeep cleanliness with the help of technical and non-technical teams. The college follows systematic procedure in purchasing, maintaining and utilizing the equipment.

Overview of infrastructure facilities in the college

The campus is maintained by the Maintenance team which includes the Chief Engineer, Site Engineer, Electricians, Plumbers and other supervisory staff. The Housekeeping and Security work have been outsourced and supervised by the Maintenance Team. Classrooms and laboratories are well maintained, and purified RO water is provided to the staff and students on all the

floors.

All the assets are maintained as per the resource requirement guidelines of the UGC. The Annual budget is prepared based on the respective department's requirement, forwarded by the heads of the department and the administrative in-charges. The consolidated budget is forwarded by the Principal for the Management's approval. After which, quotation from various companies is provided and the best is purchased and installed.

Overview of Laboratory Management

- Laboratory Stock Register is maintained in all departments to enter items regularly
- Trained lab-assistants are appointed in laboratories
- Internal stock verification is done every year by a committee constituted by the Principal.
- Follow up action is taken on the committee's recommendations.
- Whitewashing the labs and maintenance of materials is done every year.
- Fire extinguishers are installed and maintained in all laboratories.
- Instruments and equipment are serviced under AMC / per call scheme.

Computer laboratory management

- In the Laboratory, required computers and other requirements must be kept safe, secure and ready for the use of observation and experimentation as and when required to do so

- Here the different systems are properly arranged and locked in specific tables and places to save time and energy of the students and teachers.
- The laboratory environment encourages students to perform their practical sessions carefully in a congenial environment.
- The name of the students, and their group consisting of a specific number should be presented in the lab. Students' time table and date on which the laboratory work conducted should be kept in the laboratory. The name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained.

- The period of duration of the practical sessions are maintained.
- Updated Antivirus software is provided in all the computer systems.

Life Science Laboratory Management

- The equipments are thoroughly washed with soap and water for basic cleaning. Wire brush is used to remove some residue and is rinsed with purified water to ensure that all soap residues are removed.
- Boiled and purified water in the lab is used to remove caked-on materials like solidified agar or other gelatin-like products.
- Traces of organic materials including soap residue are removed by rinsing with acetone.
- To remove all bacteria and other micro organisms the equipments shall be wiped with ethanol for sterilization.

Library

- The library is situated in the KCG knowledge center which has books, journals, magazines and daily newspapers.
- The students & staffs are facilitated to use e-resources in the library.
- An entry register is maintained which records all the names and details of students and staff who enters the library for accessing. The time they leave the library is also to be recorded.
- Complete list of library books are maintained in the system, which facilitates the users to browse and find for books and journals.

Sports

- Regular maintenance of outdoor courts, sports surfaces is crucial to prolong the life of court and maintain ideal playing conditions.
- Water sprayed in the sports ground as a daily routine practice.
- Outdoor courts or sports surfaces are professionally cleaned every 12 to 18 months to prolong the lifetime of the surface. Keeping grass and any other plants or vegetation cut back from the court surface (monthly once).
- Measurements for practice lane markings will be done

weekly.
- Basket ball court and posts are well maintained and damages are immediately rectified.
- Playing materials (balls, net, rackets, etc) are fully utilized till it is worn out.
- Disinfectants prevent the spread of germs and illness
- Proper disposal of waste and recyclable materials keeps play areas clutter-free.

Classrooms

- Civil department of the college performs the building maintenance and the repair works inside the campus.
- All classrooms have adequate furniture, LED lights, fans and multiple electrical points.
- Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out at every year.
- Academic blocks are installed with pure RO water supply.
- Every academic block is provided with power backup using generator.

Record and verification of Infrastructure

Complete record of all infrastructures, software, and other maintenance work is maintained by each department. A periodic verification is carried out to find out and replace any missing or obsolete items. The in-charge committees will take necessary action for the missing and obsolete assets.

Depreciation

Annual depreciation is provided to the assets, based upon its type, the rate of depreciation differs. The amount of depreciation shall be annually written off from the balance sheet.

Insurance

All assets of the institution are safeguarded with a proper insurance against damages and theft.

Maintenance of Infrastructure

- Housekeeping staff are in-charge of maintaining the premises and rest rooms, clean and tidy.
- Pest control treatment is regularly made.

- Apart from regular maintenance and upkeep of the plumbing and electrical works, the Plumbers and Electricians promptly attend the complaints, if any.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

242

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

355

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://hcaschennai.edu.in/files/2/ccapacity.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1896

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

105

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

95

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

209

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

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) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Various committees formed including the student's representation and participation in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings and organize programmes. The following is the list of Committees having student representation and engagement

1.IQAC (Internal Quality Assurance Cell)

2.Students Council

3. Class representatives committee

4. Department Association Committee

5. Sports Committee

6. Cultural Committee

7. Anti-Ragging Committee

8. Anti Sexual Harassment Committee

9. Grievance Redressal Committee

10.Representatives in various Clubs and Units like NSS, NCC,

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/scouncil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The college has a registered Alumni Association. They support the institution financially and also extends other support services like

- **The Alumnus are invited as Guests of Honour in various Departments during their Technical meet, Symposium, and Film Festival. By this, the students interacted with the Alumnus and get a greater understanding of the scope of their study.**

- **deliver invited talks, guest lectures, and seminars.**
- **provide counseling to students for employment.**
- **are active members in IQAC.**
- **act as judges in cultural events**

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=oTtFT2WSqoI
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision

To develop an institution of excellence in education, training, and research at both UG and PG levels in Arts & Science.

Excellence in education

The college focuses on student learning and on personal support for students and their development, rather than on formal teaching; It empowers the competency in the interpersonal.The college aims at empowering the students to be professionally competent in interpersonal, decision-making skills and updating their knowledge in different fields of specialization, familiar with the new technologies, develop their understanding of the emerging areas and the requirements of society thus enhancing the scope of employability

Excellence in training:

The college addresses the issues of competency and provides adequate practical exposure through hands-on training. Development of teamwork and building up of leadership qualities among the studentsto meetsocietal challenges with passion and maturity aregiven priority. The vision and mission statements

are given concrete expression through the provision of excellent teacher-student relationships and to make teaching student-friendly.

Excellence in research:

Research is essential for economic and social development. To inculcate research and innovation skills among the students, Science and Commerce departments have research programmes. On the basis of sustainable development, students are empowered to develop critical thinking as well as effective analytical, research, and communication skills that are globally sought-after and incredibly beneficial. The staff and students are motivated to participate in national and international seminars, conferences, and workshops. A culture of research is promoted at all levels.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/about
Upload any additional information	View File

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

The institution promotes practices in decentralization and participative management. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. Believing in decentralization, the Management takes policy decisions, finance, and infrastructure with the help of administration committee, academic committee, student council, alumni association and special cells.

ADMINISTRATIVE COMMITTEE

The administrative committee is lead and guided by management and Principal. For the effective administration under the able leadership of principal the entire college is divided into five schools namely school of business studies, school of humanities, school of sciences, school of computational sciences and school of media sciences. Each school is under the leadership of a Dean.

This committee is responsible for planning and executing of day today administration activities with the help of the following committees for the effective functioning of the institution. The various committee to do plan and implementation of the effective quality are:

- Internal Quality Assurance Cell
- International Organisations for Standardization (ISO)
- NIRF
- College Calendar
- Discipline Action Committee
- Student Council
- Alumni Association

ACADEMIC COMMITTEE

Academic committee enhances the teacher learning process. The committee recommendation for academic programs to under the leadership of principal and it also formulates guidelines rules and regulations of all Academic affairs of the college. The various committees functioning under academic committee are

- University Course Affiliation / Approval
- Timetable
- Internal University Examination Cell
- Placement cell
- College Scholarship
- Minority scholarship
- Hostel Committee
- Canteen Committee

EXTRA- CURRICULAR ACTIVITIES AND CLUBS

The extra-curricular activities and special clubs create opportunities for the students to identify and develop their inner talents and sports activities. It offers them an opportunity of thinking critically and getting the innovative ideas of their own. The following clubs and activities enable the students to involve actively

- NSS/ NCC/ RRC/YRC/CCC
- Entrepreneurship Development Cell
- Anti Ragging Redressal Cell
- Prevention of sexual harassment cell
- Grievance and Redressal cell
- Counselling cell

- **SC/ST Cell**

Each club and cell consists of efficient convenor and members. They conduct regular meetings of for effective improvement in the governance. The committee activities are monitored and brought substantial improvement.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1njebKr_rLDdetpoY6B0tMoGK8azxRVHD/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

S.No.

StrategicPlan

ImplementationStrategies

1

Teaching andLearning

- **Effective mentoring, tutoring, and counsellingtoenhancethequalityofteachingandlearning.**

- Set up separate labs for department of psychology
- Grooming the students with Leadership Skills
- Development of more smart class rooms with state- of- art facilities
- Facilitate students to qualify NET/SLETand other competitive exams.

2

Research

- Set up separate research labs for science/
- Promotion of publication in indexed research journals
- Conduct more International Conferences and Workshops
- Motivate faculty to apply for Patents
- Promote participation in international conferences/ seminars/workshops/symposium

3

CommunityServices

- Strengthen the community-based services of students to address socio-economic issues.
- Adoption of more Villages

4

Human resource

planning anddevelopment

- Faculty development programmes for enhancing the quality of teaching.
- Introducing faculty exchange programmes.
- Skillbased training programmes for staff.
- Welfare schemes for Students and faculty.
- Enhance student participation in curricular, non curricular, and extra curricular activities.

5

Improvement ofsustainableresources

- · Enhancing e-learning facilities.

  · Enhancement of ICTfacilities

6

Industry Interaction plan

- Invite Industry experts for motivating students and provide practical knowledge
- Strengthen Campus placement and training facility by making more industry linkages
- Promote student to work on real projects for industries

7

Alumni Interaction

- Alumni association to increase their participation,Sponsorships/scholarships/fund generation
- Data base creation, Regular interactions with alumni and networking
- Recognition of successful alumni for appreciation and felicitation

8

Mounting Physical Infrastructure

- **Infrastructure building development &modification**
- **Safety & Security management**
- **Hygiene, zero plastic & green campus**
- **Recycling of water**
- **Modernization of Laboratory &equipment**
- **Library infrastructure upgradation**
- **System upgradation**
- **Development of sports (indoor/outdoor) facilities**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.2.1.pdf
Upload any additional information	View File

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.

FUNCTIONS OF VARIOUS BODIES The Governing Body The Governing Body is responsible for the development and approval of the College programs and forthe policies under which the institution operates. The Governing Body comprises of Chairperson, Directors, Secretary, University Nominee, Academic Council Dean, and other members. The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, and domestic arrangements. The major duties of Governing Body are: i. To ensure that the College is administered well, ii. To always act in the best interests of the College, rather than that of the individual, and to avoidconflicts of interest, iii. To ensure that the finances are used appropriately, prudently, and in accordance with the objectives of the College, iv. To take overall responsibility for student academic progress and welfare and, v. To frame need-based policies and resolutions. The Principal

i. The Principal shall be the Head of the institution and has the power of administration andcontrol for the betterment of the institution. To coordinate various activities connected with admissions, teaching, the conduct of examinations,

collection of fees, publishing course files and manuals. 1. To identify and recruit suitable persons in various departments and administrative units. 2. To develop laboratories, Computer Centre, library etc., 3. To maintain a cordial relationship with the university authorities. 4. To maintain a healthy relationship with the management and conduct meetings of the governing counciland Management Committee as and when necessary. vii. To plan functions like Convocation, Annual Day, Fresher’s Day, and so on.

Vice Principal i. To assist the Principal by providing support wherever needed. ii. To consult with the Principal on all important matters related to Institution. iii. To monitor the various managerial and organizational tasks. iv. To look into the Student disciplinary issues Deans i. Deans lead individual schools, which consist of two or more allied departments. ii. To ensure that their school meets its goals to educate students. iii. Leading, and coordinating college strategic planning and curriculum development. iv. Coordinating in organizing Seminars, Conferences, Workshops, and symposiums. Evaluating overall Departmental/School productivity in their contribution towards academic progress andresearch.

Heads of Departments i. Administer the department in respect of regularity, punctuality, distribution of teaching work, and laboratory work among the staff and ensure completion of work as per the schedule. ii. Ensure compilation of students' attendance and internal marks as and when required duringSemester/Academic Year and maintain the relevant files and records for future reference. iii. Coordinate the work in connection with the preparation of course files, laboratory manuals, and other documents and update them from time to time. iv. To arrange for regular maintenance, updating of the laboratories, and plan for the conduct ofworkshops and guest lectures. v. Extend all possible help to the students of the department in academics/training/project work/ professional employment. SERVICE RULES The Governing body has formulated the terms and conditions of service for regulating the variouscategories/levels of employees employed in the Institution. These conditions of service are wellformulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to impart high standard and quality education in the field of Arts &Science. Having set the aforesaid goals, it is necessary for the Institution to frame conditions of employment, whichare clearly just and fair to the interest of

both the employees and the Institution. These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institution and its progressand to put their best talents in the discharge of their responsibilities. The power to implement or to amend the rules and regulations vests with the Management, which is empoweredto issue such administrative instructions or orders as may be necessary to give effect and tocarry out the provisions of these rules and regulations. Appointments, Probation & Termination of Service 1. Teaching Staff 2. Non-Teaching staff including administrative, supporting technical staff, and non-technical employees. Appointments of Teaching Staff The appointment of the teaching staff is according to the norms of the University of Madras. The appointmentwill be valid only if the selection has been made through a duly constituted selection committeecomprising of the Management, Principal, University Representative, and Subject Expert. Joining Formalities At the time of joining, the new recruit would have to furnish the following to the HR Department: · Joining Report · Original Certificates supporting qualification/experience for verification with copies to be furnished. Probation Employees who are appointed to the posts in the organization under the control of the Managementdirectly on a regular basis shall be required to be on probation for a period of one year. The probationaryperiod shall stand automatically extended until confirmation orders or otherwise, are issued in writing by theManagement. The services of an employee on probation may be terminated either by giving one month'snotice to the other party or one month's salary in lieu thereof. Resignation and Termination If an employee at any time after confirmation intends to resign, he/she shall give three months' notice inwriting or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at theirdiscretion to terminate the services of any employee by giving three months' notice. Appraisals There will be a system of annual performance appraisal of Institution employees on a regular basis by therespective head of the departments. The main objective of this scheme is to evaluate the performance of an employeesystematically. Obviously, the performance appraisal report will have an important bearing onthe: · Promotion as well as the sanction of increments · Confirmation of service. Discipline Every Staff is expected to maintain a certain standard of discipline as envisaged by the Institution policiesin force from time to time, failing which, he/she renders himself liable for such action as may be takenagainst him/her. Every employee shall take all possible steps as may be

required of him/her to ensure andto protect the interests of the Institution and perform his/her duties with utmost integrity, honesty, devotion, and diligence. Every employee shall strive to develop and impart such an education to the students to develop expertise intheir respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty, and integrity towards the organization wherever they are going to be employed. Dress Code for Teaching Staff · All male staff are advised to wear formal shirts and formal pants. · All female staff are advised to wear Saree. Attendance and Punctuality Each employee in the Institution has an important role in ensuring smooth and efficient handling ofclassroom and maintenance of discipline as well required for the smooth functioning of the Institution. Employees are expected to be present for duty on all working days, except on the days of authorized leave. Leave Rules The leave year will be the calendar year i.e. January to December. No leave can be claimed as a matter ofright, and the discretion shall rest with the Management to grant/refuse leave. The principalis the leave sanctioning authority for all Teaching, Non-Teaching, and other staff members. Every The staff members should apply for leave at least three days in advance. Alternate arrangements made by the staff should be certified by the HOD. If any leave is required for unforeseen emergencies it shall beinformed to the HOD and Administrative Manager before 9.15 a.m. Leave information will not beentertained after 9.15 a.m. and such absence will be treated as unauthorized leave. Staff members, who absent themselves without prior sanction due to circumstances stated above, mustsubmit their leave applications before resuming work on the next working day. Staff members will not be permitted to join duty without submitting the leave application. All leave letters with the completed compensation class details have to be submitted within one week ofreporting back for duty, latest by 23rd of every month duly attested by the HOD, to Admin. Department to facilitate salary preparation. Staff may be permitted 6 days Casual Leave in a year.CL will not be granted for more than 2 continuousdays in a month. The minimum CL that can be availed at a time is half a day. Prior sanction is essential. CL cannot be combined with any other type of leave except Compensatory Off. CL will be credited in advancefor each leave year for those who have completed one year of service. CL cannot be carriedforward to the next academic year and it will lapse at the end of the Leave Year (December 31st). Staff may be permitted 6 days Sick Leave in a year. SL will not be granted for more than 2 continuousdays in

a month. The minimum SL that can be availed at a time is half a day.SL cannot be combined withany other type of leave. SL will be credited in advance for each calendar year for those who havecompleted one year of service i.e. regular staff. SL can be carried forward to the next academic year and itwill lapse at the end of the next Calendar Year. Taking leave on Friday and not reporting to work on Monday too will be considered as four days leftwhich automatically will include Saturday and Sunday. Staff isnot allowed to take leave on the day when important functions are conducted by the College likeIndependence Day, Republic Day, College Day, Founder's Day, Convocation Day etc. Strict monitoring ofattendance will be done and suitable action taken. Staff on probation can avail CL only one per month (max. 6 CL/Yr) and cannot be clubbed together. SLcannot be carried forward and lapses at the end of the probation period. In case of resignation, 1 month noticeperiod is required otherwise in lieu of this 1-month salary should be surrendered. During probation, noexperience or salary certificate will be issued. Staffs are eligible for 3 days of medical leave in a year after completion of one year. Staff availing ML shouldproduce Medical Certificate from a Registered Medical Practitioner on the day of resuming duty. Those who have completed 1 year of service are eligible for 5 days of Marriage Leave. After availing of themarriage leave, staffs have to work at least till the end of the academic year. Teaching Staff – not eligible (no leave for paper correction/ attending normal duties associated with thepost) . Non-Teaching Staff is eligible with HOD's approval. Those who have completed 3 years of service are eligible for 45 days of Maternity Leave with a basic salary.

Male staff who have completed 3 years of service are eligible for 2 days Paternity leave with salary. The eave could be availed within one week of the delivery. Voucher Staff and house-keeping staff are not eligible for leaveOn Duty (OD)Teaching and Non-Teaching Staff before availing OD should submit their OD forms to the Administration Office with due approval of HOD and the Principal. In return, OD slips are to be submitted, signed by an officialwho was visited. The principal is the sanctioning authority for OD leave for all Teaching and Non-TeachingStaff. Staff members pursuing part-time higher education in M.E. / M.B.A. / M.Phil wishing to appear for theexamination can avail a maximum of 2 days/semester as On Duty and appear for their examination. The staffmembers should inform in advance of their registration / joining the course by producing the relevant ID cardto HR Dept. Those wishing to avail of this OD should produce their copy of

Hall tickets and get prior sanction from HOD/ Principal. If pursuing Ph.D. minimum 3 years commitment to HCAS on Completion is mandatory. A maximum of 5 working days/semester will be given as OD. The decision by Management / Principal will be final on any issues relating to the same. PROMOTIONAL POLICY The promotion policy of the institution meets the specific aspects and requirements of the management.The Institution has a Committee to decide on the designations and promotions of the faculty members. This Promotions Committee consists of Management, Principal, Vice Principal, Dean, and HR. This Committee maintains a continuous check on the institutional criteria for promotions. The review processfor promotion decisions is sequential and cumulative. The promotional policy depends on various criteria such as educational and professional qualification, faculty teaching effectiveness, years of experience, seniority in the department, ability to organize conferencesand workshops, assessing students' performance, academic achievements, involvement in thecollege activities, and contributing towards the qualitative development of the college. GRIEVANCE REDRESSAL MECHANISM To realize the primary needs of the student and staff and to secure the civil liberties of everybody, a GrievanceRedressal Cell has been constituted with three faculty members. The final responsibility of GrievanceRedressal rests with the Principal of the College. The objective of this Cell is to develop a responsive and accountable attitude among all the stakeholders tomaintain a harmonious educational atmosphere in the College. The Cell deals with grievances received inwriting from the students and staff with respect to academic matters, financial matters, personal issues, hostel accommodation matters, and other matters related to sanitation, food, transport etc. The Cell is intended to find solutions to students and staff-related problems, if and when they arise. In case of any grievance, the members of the cell along with Vice Principal are empowered to analyze the problems at their level through discussion with students/staff, and the final report is passed on to the Principal. In case of members fail to find out any solution, the matter is referred to the Principal for final comment onthe matter. In certain cases, when the grievance directly goes to the Principal, the Principal directs theGrievance Redressal Committee to analyze the issue and submit the report for final recommendations. In all cases, the Principal would be the primary authority for the final decisions and recommendations. Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion, the matter is solved. If

any student is found to be guilty of any kind ofnuisance, punishment is given by the Principal. The nature of punishment includes verbal as well as writtenwarning, informing the student's parents, or expelling from college. In case of staff found to be guilty, memos are issued as a letter of warning. The subsequent issue of threememos to a particular staff may lead to termination of service from the college. The Grievance Redressal Cell of the College functions with the following purposes: To ensure a healthy and smooth environment in the campus, · To acquaint all teachers about their rights and duties, · To solve the various personal and educational related grievances of the staff and students, · To ensure qualitative and quantitative development of the institution.

File Description	Documents
Paste link for additional information	http://hcaschennai.edu.in/files/2/6.2.2.pdf
Link to Organogram of the institution webpage	https://hcaschennai.edu.in/files/2/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Non-teaching staff

The teaching and non-teaching staff of the college is covered under various welfare schemes, which reflects on the output and selfless contribution towards tremendous growth of any institution.

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.**
- **Faculty are granted On Duty (OD) to participate in career enhancement activities such as presenting papers, participating in seminars, workshops and conferences both in India as well as abroad.**
- **50% of reimbursement for MOU, publication of research articles in reputed Journals and for presenting papers.**
- **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 is provided.**
- **Deans are provided with laptops to ensure timely submission and record of all academic reports**
- **All faculty members are provided a Wi-Fi facility to promote paperless administration**
- **Library is equipped with internet facility to facilitate research work**
- **30 days - Summer and Winter Vacations for faculty members**
- **All the faculty members who upgrade their research work through quality publications during the academic year are honoured by management and institute through research incentive scheme every year.**
- **In and around campus, various food centres has been established which are accessible by staff during the working and extended hours.**

Common Welfare

- **TATA AIG accident insurance policy for teaching & non teaching staff**

- Distress aid fund is provided both for students & staff to meet medical expenses
- Educational loans, travel allowance, vehicle, housing loan and provision for salary advance are granted.
- Transport on reasonable cost and free for few staff members.
- Employee gets fees concession for their ward.
- Salary advance for non-teaching
- Gym is accessible for the staff.
- A common staff welfare fund is created through contribution from faculty and used for common obligations.
- 6 days of Casual leave, 6 days of Special Leave and 3 days of Medical leave are been granted.
- Maternity Leave is provided for 45 days with salary.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.
- Gratuity for the non-teaching staff of our institution.
- Teaching and Non-Teaching Staff Club organizes one day trip, and sports activities for the staff. Staff sports and matches for various games are organized and prizes are distributed.
- Worker engagement is a key perspective which helps to comprehend and portray, both subjectively and quantitatively, the nature of the connection between an association and its representatives.
- Motivation through counselling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.
- Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.
- In a nutshell, the Institution strives hard to keep our staff happy and healthy.
- 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	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

54

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

End of each academic year, the staff members need to submit a self-appraisal form. In this scheme, the performances are classified into three categories

- Teaching, Learning, and Evaluation related activities
- Awards and recognitions, Extension and Professional Development related activities
- Research Publications and Academic Contributions

Through this Staff appraisal system, their performance is assessed and evaluated,the staff members teaching are evaluated through students' feedback at the end of each semester. This feedback is systematically analyzed and the report is submitted to the Management and necessary action was taken against the defaulting faculty. Periodical analysis and updates are done in it. Student feedback plays a vital role in analyzing the teaching outcome of the staff members which is given great importance in the staff appraisal.

Training programs are organized for the updating of knowledge on recent trends in the subject. The Covid-19, pandemic gave a new opportunity for handling students through online classes by using different educational apps like google meet, zoom, and Webex. They enriched their knowledge by using electronic gadgets for their online classes and enhance the quality of their work

Non-teaching are given periodical orientation and counseling by the institution which would enhance their quality of work. A report furnished by their immediate authorities about their attendance and performance.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts internal and external financial audits regularly.

External Audit: External Audit is conducted by the Registered Chartered Accountant of the Institute

Internal Audit: Internal Audit is conducted by an Internal Auditor. The Internal auditor is appointed by the management to look into the daily account transactions of the college and should report the audit findings to the management on a periodic basis.

The internal audit is performedday by dayat the week days. The inner auditor looks after the subsequent Cash payment verification

Bank payment verification

Verification of purchases

Verification of fixed asset purchases

Verification of payroll processing Verification of TDS payment

Verification pf vehicle running expenses

Verification of vendor payments

The documents after verification from internal auditors the same might be submitted to a better authority for the approval of price. The paymentis made to involved carriers after verifying inventory entries by the internal auditor and additionally after the approval of the higher officials. Such sort of audit focuses on controlling weaknesses of the existing monetary gadget, fraud or abuse if any, and also to hold the accuracy and appropriateness of the financial transactions for the smooth functioning of the Institution.similarly, the internal audit system also paves the way for error-free accounts and it is easier for the external auditor to conduct the external audits very smoothly

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.4.1..pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.64

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial resources mobilization is also an important aspect from the point of view of Management to economize its expenses to the specific and priority area of the Institutional development and thereby fulfilling the objectives of the Institution

Resource mobilization is also carried out by the following means:

- **Students fees**
- **Interest on corpus fund**
- **Funding from alumni**

The College adopts different mechanisms to monitor the effective, productive and efficient utilization of these resources raised externally from the individual as well as corporate sources Optimum utilization of funds is ensured through:- Adequate funds are allocated for effective teaching-learning practices that include

· Conduct academic activities: Webinars, lectures in the academic channel uploaded to youtube, Orientation Programmes, Workshops, Interdisciplinary activities, training programmes, Refresher Courses are conducted that ensure quality education. Adequate fundingis provided for academic activities.

· Purchase and maintenance of fixed assets. Funds were provided forthe library, laboratories and ICT tools,Campus maintenance. Adequate funds are utilized for development and maintenance of infrastructure like play grounds, canteen, drinking water. Also organic and herbal gardens maintained in the campus.

Other activities. Funds are allocated for social service activities as part of social responsibilities through CCC,NSS and NCC.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.4.3.pdf
Upload any additional information	View File

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

Learner oriented pedagogy is the key term in today’s academia. IQAC has ensured an integrated practise of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches. Information technology (IT) has indeed revolutionised the contemporary educational standards. ICT methods and tools have enhanced the educational models, upgrading the approach, method and assessment. ICT tools entertain, educate, engage the students with the curriculum. It enhances learners’ potential and provides free access to vast resources and references available. It saves time, builds competency and enhances skills involving all sensory receptors. Language labs, projector- smart board teaching, CDs, Audio podcasts, Power point slides, movies and multimedia labs are being used as a part of instructional materials.

Online platforms open up the world of learning opportunities. students encouraged to registered for NPTEL online certification courses. The students use INFLIBNET database to widen their learning expertise. ICT acts as a platform for the teachers to upgrade their knowledge easily across the technology- gadget driven student community.

Regular Guest lectures on Emerging trends in Teaching, Learning

and Research promote professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate, present and publish research papers and articles at National and International Conferences. Few faculty members have contributed chapters to the Research books. The lectures of eminent research scholars, scientists and academicians have pruned the professional growth of the faculty in the institution. The following activities were carried out to ensure quality education in the institution.

File Description	Documents
Paste link for additional information	http://hcaschennai.edu.in/files/2/3.2.2%20ipr%20workshop%20doc.pdf
Upload any additional information	View File

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

Review on Teaching Learning Process

Teaching plans, strategies and models are the most fundamental and integral part of quality education. IQAC has regular quality check on lesson plans which would be reviewed periodically. The lesson plan is the backbone of any pedagogical approach. It is set to tune with the learners' needs and workload requirements. Peer review, intra and inter departmental reviews are conducted to identify the lacuna in lesson plans. The instructional component is reviewed for the learner's interest and requirements, understanding their psychological needs and difficulty factors. The difficulties in the lessons are analyzed and remedial measures are suggested. The lesson plan is made flexible, adopting and adapting to the learners needs. Regular reviews enable to identify the gaps and guide classroom learning. The essential gaps between the learners' needs and institutional requirements are identified at initial stages and rectified at all levels, for quality assured teaching strategies.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://hcaschennai.edu.in/files/2/Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

HCAS strategy for the Promotion of Gender Equity believes that it promotes a vision for the future of society. It aims in closing the gender credit gap by addressing a number of structural problems. Significant differences between men’s and women’s work by sector, occupation, and type, (vertical and horizontal gender segregation) have also emerged, which needs to be modified by proper education. In order to be effective in

achieving and sustaining gender equality, the institutionhas planned to engage in investments and policy dialoguewith relevant stakeholders at the national, regional, and municipal levels as appropriate and to guarantee equal access to services. Students are taught to follow, seek help if you or someone you know is affected by an abusive relationship, support mothers and parents, help women gain power, listen and reflect. Students are even made aware and taught a lot about the brain and behavioral sciences, about our unconscious biases, based on race, religion, sexual orientation, and gender.

File Description	Documents
Annual gender sensitization action plan	https://hcaschennai.edu.in/files/2/7.1.1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.1.b.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R’s – “Reduce, Recycle, Reuse”.

Solid waste management:

- Dustbins were kept in different places across the campus to provide a dust free atmosphere in the campus and also to collect the wastes, which is then disposed off at identified place for recycle and manure conversion.
- Vermicompost unit was set up and maintained. Vermicompost units helped to convert all the plant and animal based wastes into organic manures. This is healthy way of solid litter waste management in the campus. Kitchen wastes also converted to vermicompost, organic manure which is initiative towards green campus. Manufacture of Vermicompost and using it in the garden along with other organic manure and fertilizers helps to keep the campus more of organic ecosystem. These biocompost which is utilized for cultivation of plants in the campus enhances the health of soils and population density of beneficial microorganisms to a greater extend.
- Incinerator also set up in rest rooms for the disposal of used napkins.
- Some of the solid wastes need to be professionally handled. A biogas unit is under construction.
- Non degradable wastes such as plastics, thermocoal etc., separately collected, segregated and stored at dumping site and later transported by cart to the municipality.
- Paper wastes, metals were considered as scrap and sold to the authorized traders.

Liquid waste management:

- Sewage Water Treatment Plant (STP) is established and maintained.
- Recycled water used for garden maintenance.

Biomedical waste management:

- In science labs, autoclave machines were set up for the safe disposal of biological wastes (microorganisms). An autoclave is a machine that uses steam under pressure to kill all the living microorganisms such as bacteria, viruses, fungi, protozoa and spores on items that are placed inside a pressure vessel. The items are heated to an appropriate sterilization temperature for a given amount of time. The moisture in the steam efficiently transfers heat to the items to destroy the protein structure of the bacteria and spores.

- Some biological waste materials should be disinfected with liquid detergents and disinfectant solution and then poured down the drainage after dilution with water.

E-Waste management:

- E wastes or electronic wastes comprises old and end of life electric and electronic appliances such as telephones, computers, air conditioners, laboratory instruments etc.,
- E wastes are considered as scrap and sold to authorized traders.

Waste recycling system:

- Vermicompost is used as organic manure in the garden to promote plant growth.
- Treated water from sewage treatment plant used for garden maintenance.

Hazardous waste management:

- The various departments of biological sciences uses the various acids, solvents, salts and reagents routinely for conducting practical experiments, research activities and routine analysis of various samples.
- Acids and reagents carefully mixed with large amounts of water and poured down the sink, flushing with large amounts of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	A. Any 4 or all of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **1. Restricted entry of automobiles** **2. Use of bicycles/ Battery-powered vehicles** **3. Pedestrian-friendly pathways** **4. Ban on use of plastic** **5. Landscaping**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

The college has consistently been at the vanguard of sensitizing students to the regional, cultural, linguistic communal and socioeconomic diversities of the state and the nation. The institution believes in equality of all cultures

and traditions as is evident from the fact that students belonging to different castes, religions, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The College always encourages the students to organize and take part in different programmes organized by college, inter-college, university and other Government or nongovernment organization to make them sharpen towards cultural, regional, linguistic, communal and socio economic diversities. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement, but also to create the feeling of oneness and social harmony. The college and its teachers and students jointly celebrate cultural and regional festivals. Some of the major programmes organized by the college in this connection are listed below:

Fresher’s Day: Every year it is customary in our college to celebrate fresher’s day as an institutional effort towards communal socioeconomic diversity. The motive of the day is to welcome new students from different social economic back grounds in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where students from various socio economic back grounds make a bond and unite to celebrate being a part of the college.

Women’s Day, commemorated the birthdays of Subramaniya Barathiyar, Dr.A.P.Abdul Kalam, Ramanujar Religious festivals like Onam,Pongal and Christmas Festival was celebrated online to relax the students and staff during the pandamic

Hindostav (Annual Cultural event): The College organized online cultural meet of February to promote cultural harmony among students and staff. Students were performing various traditional/classical arts form of different states of the country.

NCC & NSS Units of our college participate in various programmes related to social issues organized by other colleges. Students have wider opportunities to explore their talents and skills through these units.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India is known for its UNITY and DIVERSITY which includes individuals with different backgrounds like cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion and race sex.

Hindustan College of Arts and Science as an institution establishes policies that reflect as core values on the students and staffto sensitizes the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The Institution organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. It designs various activities to create awareness about the national identity and symbols.

HCAS celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, Hoisting of Flag organized followed by recitation of the National Anthem. The Chief Guest talks about the importance of freedom and the glory of Indian freedom struggle. Different cultural programs and events are performed which aim at highlighting the constitutional spirit of liberty equality justice and fraternity. In addition, special programs are also organized by NSS volunteers to brief students about the freedom struggle.

And it all starts with the constitution of India which we celebrate on 26th November every year to commemorate the adaptation of the Constitution of India. The programme initiates with Preamble reading of the constitution followed by lectures by respected dignitaries on the sensitization of students on responsibility towards the constitutional values,

rights, duties and responsibilities of citizens for the betterment of the country. Students are encouraged to participate in activities like essay, paintings, rangoli and various other competition on the related themes to portray their feelings as a responsible citizen of this country through online

Every year on 26th January, HCAS celebrates Republic Day with great gratification to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution which we respect with the core of our heart.

The institution organized several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens like blood donation where every member of this institution donates the blood to ensure that precious lives are saved.Also the constitution values displayed in the institution.

The institution was also a part of Covid Vaccination Centre for the betterment of the students, staff and nearby local people which is to ensure the safety of the people in the institution and the nearby local people.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hcaschennai.edu.in/files/2/7.1.9.pdf
Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.9.b.pdf

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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,	A. All of the above

teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Various events celebrating national festivals and birthdays of great national leaders are an annual practice in the institution.

Independence Day and Republic day are celebrated every year with the spirit of freedom, unity, and strength. The event starts with flag hoisting and singing of the national anthem followed by the motivational speech by the chief guest. The speeches include a background of all leaders who sacrificed their lives for an independent India. Patriotic songs are sung by the college choir. NCC students have a march past and show their respect to the National Flag.

World Students day As a mark of respect to the former President and missile man of India Dr. APJ Abdul Kalam, his birth anniversary is celebrated on 15th October with great enthusiasm . Speeches were delivered about his struggles, sacrifices and how he faced them with determination

Teacher’s day Every 5th of September, Teacher’s day is celebrated to pay tribute to the contributions made by the teachers to society. In remembrance of the great teacher. Dr. Sarvapalli Radhakrishnan, we celebrate his birthday every year as Teachers Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices -I

ENVIRO CLUB GREEN INITIATIVES

The context

Mankind has contributed to global warming which has led to catastrophic climate change in many parts of the world. People have to work for the benefit of the planet and reduce carbon emissionin whatever way they can. Colleges have a responsibility to instill green lifestyle among the young and impressionable students by undertaking green moves which can help to lower the global temperature. Global emissions of carbon dioxide (CO2) have increased by almost 50 per cent since 1990. Emissions grew more quickly between 2000 and 2010 than in each of the three previous decades. It is still possible, using a wide array of technological measures and changes in behavior, to limit the increase in global mean temperature to two degrees Celsius above pre-industrial levels. Major institutional and technological change will give a better than even chance that global warming will not exceed this threshold. To combat such an alarming situation, the college has taken several green initiatives.

Objectives

- **To Establish a Green Campus Environmental Ethic Awareness campaign**
- **To conduct Outreach and education regarding the environmental issues and sustainable developments**
- **To Spell out goals to address issues such as pollution**

prevention, waste minimization, regulatory compliance & energy conservation
- To evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency—reducing, reusing, recycling, and repairing wherever possible.

The Practice

i. Green buildings:New buildings in college campus have been constructed in accordance to sustainability principlesand methods. Water recycling, rain water harvesting system and recycled materials based projects are in place.

ii. Environmental degrees: All under graduate course curriculum has environmental studies as one of the mandatory subject and which would help the students to understand and work in the field of environmental conservation. We are teaching sustainable agricultural methods to help future farmers to farm without the use of pesticides and chemicals. Natural resources conservation and environmental conservation are examples of programmes which we have conducted to empower young people to innovate and implement eco-friendly strategies.

iii. Energy supply: Colleges need a lot of energy to run their services. One of the green initiatives for college campuses is to start using sustainable energy to supplement their energy needs. So students have been given enough training on water power and biofuels which would pay off in time.

iv. Composting program: A green campus project could be a composting project. We have vermin composting unit to produce vermi compost. Other waste foods from the dining halls and kitchen services have been utilized for biogas production. We are teaching those technologies to students in the form of value added courses.

v. Organic farming: We have huge tracts of land in the college premises. Our college is serious about going green should cultivate organic farming, and using the produce in their kitchens. This kind of sustainability activities might entail the participation of students who might learn how to create healthy meals, right from growing pesticide free, chemical free food. An activity such as organic gardening to students is creating awareness about having their own organic farms/gardens later in life.

vi. Recycling: The College has kept recycling bins which in abundance all over the campus, as it would make it easier for students to give materials for recycling.

vii. Water bottle refilling stations: One of the most important and best green initiatives for college campuses is to install water bottle refilling stations. Reverse osmosis based water purifiers are kept in all the blocks to fill purified drinking water. Plastic water bottles are one of the most hazardous items for the environment. These have choked up the oceans and the landfills creating a huge problem for the planet. Plastic takes hundreds of years to break down, and remains in the environment for years.

Obstacles faced if any and strategies adopted to overcome them

Though many initiatives have been taken and implemented, we are facing some hurdles yet to be sorted out and the obstacles are listed out as follows;

- Recovering the energy efficiency by improving the thermal insulation of existing buildings;
- Considering architectural technologies in the design and construction process of new developments aiming passive energy savings;
- Adjustments of the internal electricity grid of the college and the main feeder post
- Modification of natural gas pressure-reducing and metering station
- Controlling and redesigning main structures of older buildings to make them resistant to earthquakes.

Impact of the practice

1. Green buildings

Solar panels- Power consumption reduction has great significance

Water recycling – treated water is used for gardening purposes hence water comsuption rates reduced.

Rain water harvesting system - The soil in the college campus has a good infiltration rate. For the gardening purpose, water is required daily. For the washing of vehicles large quantity

of water is required. This requirement is satisfied by the water stored by rainwater harvesting.

2. Environmental degrees

Environmental studies are a mandatory subject for all the undergraduate students. And the students could able to; Understand core concepts and methods from ecological and physical sciences and their application in environmental problem-solving.

- Understand key concepts from economic, political, and social analysis as they pertain to the design and evaluation of environmental policies and institutions.
- Understand the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.
- Understand that one can apply systems concepts and methodologies to analyze and understand interactions between social and environmental processes.

3. Composting program

We are generating revenue from the vemi-compost and also ensuring organic vegetables and fruits production within the campus.

5. Organic farming

Staff and students are enjoying the benefits of organic garden.

6. Recycling

Recycling practices are very much victorious and waste to value addition is successful.

7. Water bottle refilling stations

Students are benefited from water bottle refilling stations. Reverse osmosis based water purifiers are kept in all the blocks to fill purified drinking water. Plastic water bottles accumulation is reduced.

Resources required

Bar-coding experts and water quality examination kit facilities

must be incurred.

Best practices - II

Community Service to dropouts

Context :

We live in a competitive world today wherein people,especially the youth, are constantly striving to attain success in various fields. And,often times, a lot of the youth do not get opportunities despite the talent they possess. Keeping this in mind as our noble motive, we have started the Hindustan Community College in 2010 under Indian Centre for Research and Development of Community Education(ICRDCE) headed by Fr. Xavier Alphonse for the school dropouts, women and rural students. The college is affiliated to Tamilnadu Open University. This noble venture aims at giving a chance and opportunity to all those with dreams and talents of reaching the higher rungs of the societal ladder but have been denied the chance because of economic or cultural problems.

- Objectives:

1. To serve the school dropouts, college dropouts,women and students from rural backgrounds.
2. To impart social, ethical, and moral education and to develop value based education.
3. To generate employment in order for socially and economically backward students to feel financially stable.
4. To educate women and socially backward students, to empower them and enable them to imbibe new technical employable skills.

- The Practice:

Hindustan Community College is a righteous venture that works for the benefit of upliftingthose sections of society for whom education, especially college and higher education itself is a struggle to attain. We, however, with HCC have prepared to serve society by providing an opportunity for the socially and economically weaker sections of society including dropouts from schools and colleges and women as well. This inclusiveness definitely breaks away any apprehension the student may have

about being a dropout and would only instill him or her with the strength and confidence to move ahead.

The courses offered in HCC under Tamil Nadu Open University are Vocational Diploma in Computer Hardware Servicing (VDHS), Vocational Diploma in Computer Applications (VDCA), Vocational Diploma in Beautician (VDIB), Vocational Diploma in Desktop Publishing (VDTP), Vocational Diploma in General Duty Assistant and Diploma in Fashion Designing and Garment Making. The courses are designed in such a manner that it prepares the students to face the competitive world with confidence and self esteem. The students are also able to gain financial independence and thereby also possess the talent and skills to provide not only for themselves but also for the family.

Not only does Hindustan College of Arts and Science have a social responsibility and commitment towards establishing a Community College but also works to continuously fund its growth and development. To improve the mind and body, sports events like volleyball, cricket, kabaddi, throwback, kho kho and carrot are conducted annually. Thus an overall environment of holistic education is fostered by the College for the upliftment of these students.

- Obstacles faced:

One of the foremost and common obstacle faced was the enhancing of confidence and boost up if morale in the minds of students. Due to the fact that students are mostly dropouts and from economically weaker backgrounds of society, they possess low self esteem. In order to tackle this issue, we resort to conducting sessions making them speak up and mingle with one another,thereby breaking barriers and encouraging them. Though initially, students struggle, they are not demotivated but encouraged through competitions and value based education.

- Impact of the Practice:

The Hindustan Community College has proven to be highly beneficial for the students as it has resulted in a lot of them getting employed in big firms and thereby earning financial freedom and stability. Some of the firms that have hired students from HCC include Toni and Guy parlor, Naturals Beauty Salon, Health and Glow Store, Smart Vision and Diabetes Clinic And Amazon. It is of worth to mention that students who possess

the flair to teach also gain employment as faculty members in Hindustan College of Arts and Science which gives them the further opportunity to serve other students as well. Not only are students trained academically but also trained to face the world with a competitive spirit and outlook.

- **Resources Required:**

At present, Hindustan Community College offers six courses mostly based on computers, technology and fashion. Yet other courses focusing on several other fields like finances, management, photography, etc could be brought forth and much newer infrastructure supporting these courses should be enhanced.

File Description	Documents
Best practices in the Institutional website	http://hcaschennai.edu.in/files/2/best%20practices.pdf
Any other relevant information	https://www.hcaschennai.edu.in/organic#

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution accomplishes its particular priority and thrust by educating students from underprivileged rural backgrounds. Individuals' success via education is signified by the development of the college. By providing high-quality education, the institution aims to accomplish socioeconomic transformation. The institution is committed to improve rural literacy by providing free education to a group of students who are first-generation graduates.

Open house is a public awareness campaign in which we expose collegiate programmes, in which we showcase collegiate courses to high school pupils. This encourages rural kids from low-income families to pursue higher education. To promote its courses, each Department holds a variety of competitions. The advantages of the courses are clearly presented to school kids, assisting them in overcoming the uncertainty of selecting the

appropriate course based on their interests.

The practise of boosting our economy through literacy improvement has a significant impact on the wealth dimension of our society. To do this, the institute offers free training programmes or courses, such as "Digital Marketing," to government school and college students. These kind of programmes foster a love of learning in pupils, which benefits them by providing them with self-employment alternatives. Students are encouraged to work while they learn in order to support themselves and their families financially.

Hindustan Group of Institution also launched the Hindustan Community College for uplifting poor students. The Community College is a non-profit, non-commercial, community-based organization and another type of education system to serve the underprivileged, rural students who passed/failed from 8th Std to 12th Std, School Drop-outs, Women and existing work force, aspiring to update their skill-based and need-based education at an affordable cost, leading to employment in collaboration with industries. Thus, we consider that in order to make a positive impact on society, it is vital to work for the common good by promoting and supporting social activities.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

The college has developed a long-term strategic plan for the institution's overall development, with the needs of rural students at its core. The college has established the following future plans

1. To improve research and innovation by getting funded projects, publishing more research articles and to create a Center for Research & Development

2. To strengthen the IPR cell – by increasing more patents
3. To enhance the quality of teaching and learning effective mentoring, tutoring, and counseling
4. To increase National & International MoUs
5. To start PG course in Visual Communication Department
6. To strengthen the community-based services of students to address socio-economic issues
7. To preserve the environment and improve renewable energy sources
8. To increase the industry interaction plan by having collaboration with academia and industries
9. Mounting physical infrastructure by creating eco-friendly environment, by implementing solar panels, biogas plant and recycling of waste
10. To develop innovation and Incubation center and Entrepreneurship Development Cell
11. To enhance placement, job oriented add-on courses to be increased
12. Community development through, public health, education and cultural diversity