Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**HINDUSTAN COLLEGE OF ARTS & SCIENCE**
Name of the head of the Institution	**Dr. S. Thirumagan**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**044-27474671**
Mobile no.	**9841066895**
Registered Email	**hcaspadur@yahoo.co.in**
Alternate Email	**iqachcas@gmail.com**
Address	**Rajiv Gandhi Salai, Padur, Kelambakkam**
City/Town	**Chennai**
State/UT	**Tamil Nadu**
Pincode	**603103**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. K. Malarvizhi**
Phone no/Alternate Phone no.	**04427475249**
Mobile no.	**9444430173**
Registered Email	**hcaspadur@yahoo.co.in**
Alternate Email	**iqachcas@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://hcaschennai.edu.in/files/2/IQAR%202020-.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://hcaschennai.edu.in/files/2/Calendar20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.69**	**2013**	**05-Jan-2013**	**04-Jan-2018**
2	**B++**	**2.88**	**2018**	**16-Aug-2018**	**15-Aug-2023**

6. Date of Establishment of IQAC	**08-Nov-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting - I	**15-Jul-2019** **01**	**15**

AISHE Preparation	01-Oct-2019 10	5
IQAC Meeting - II	10-Jan-2020 01	15
AQAR Preparation	06-Mar-2020 20	22
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	Conference	TNSCST	2019 01	15000
Department of Biotechnology	Conference	Indian Science Congress Association	2019 01	20000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Workshop on Intellectual Property Rights for students and faculty ? Developed ICT modules for teaching and learning ? Conducted awareness programmes on various social issues like environment protection, child rights etc. ? Encourages Faculty to participate in conferences and publish their research articles in National and international journals ? Conducted University Result analysis and collected feedback from the stake holders

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

Plan of Action	Achivements/Outcomes
Applied for 2(f) status	Received the 2(f) status from UGC
Strengthening the placement cell	Placement Officer has been appointed and regular Training, Campus Interviews arranged
Research activities to be promoted	To promote Research M.Phil in Commerce started and Initiatives taken to start Ph.D. in Commerce
Green Initiatives in the field of energy to be developed	Replaced diffused bulbs and lights with LED bulbs and lights
Strengthening the alumni association	Alumni Association Registered and Organized Mega Alumni Meet
Remedial classes for core subjects	Remedial classes for English and problem oriented subjects
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body Meeting	06-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	12-Oct-2019

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Parents would be able to access all the details of their ward online with regard to complete marks history, attendance, fee history, subject details, time table and exam schedule for the student, student's feedback from teachers and library usage.

Student's hostel related details. Leaves taken from the hostel would also be displayed. Parents would also be able to view student's resume and details furnished to the Training Placement department. Students will have access to all the features of Parents corner. They can update their details for use of Training Placement department Resumegeneration online. Messaging system through online portal between AdminStudents, AdminParents, TeacherParents and TeacherStudents. Students and Parents would be able to view the attendance details online at any point of time. Complete history of all the marks would be maintained in the system.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college encourages the faculty to make use of ICT and multiple methodologies for effective implementation of curriculum. Facilities like INFLIBNET and Journals are available in the college for reference. So the faculty and students can access international and national Journals and other e-resources. To improve quality of faculty Members, college encourages them to update their knowledge by obtaining higher qualifications in their respective field and to participate in FDPs, Workshops, Seminars, Conferences and Refresher courses. The college provides open access to books and international journals, to enable teachers to ensure delivery of curriculum. All the departments organize special lectures, in addition to regular classes, and also arrange workshops for hands on training, and seminars by experts in the field for better understanding of subjects and create awareness about the current trends in respective fields. Innovative teaching methods like presentations, seminars, case studies, projects, visual demonstrations, audio visuals, etc apart from traditional black board teaching methods used to deliver the lecture. Change in the curriculum, will be intimated to the College and the same is communicated to the respective departments. For effective implementation of the curriculum the institution directs all Staff members to prepare lesson plan for each subject & execute it effectively. The execution and completion of syllabi is monitored by the Head of the departments under the supervision of the Deans. Students' feedback is also obtained regarding effectiveness of delivery and completion of the portions. Bilingual teaching is adopted till the majority of the students get accustomed to the medium of instruction. Assignments are given to the students based on their syllabus to increase the learning capabilities of students. Two Continuous Assessment Tests (CAT) and one Model Examination are conducted every semester. Based on the test internal marks are awarded. This helps the concerned departments to take necessary initiatives and changes to be made for a better outcome in the future performance of the students. All students are motivated to take seminars, in order to improve their presentation skills within their curriculum. 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. Advanced learners are provided further guidance. To supplement the curriculum, the college offers certificate courses and Add on courses for the students and communication skill and personality skill development courses are held.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
PROGRAMMING IN PYTHON	Nil	27/07/2019	60	EMPLOYABILITY	COMPUTER

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MPhil	Commerce	14/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Microbiology	17/06/2019
BSc	Biotechnology	17/06/2019
BSc	Computer Science	17/06/2019
BSc	Maths	17/06/2019
BSc	ECS	17/06/2019
BSc	Visual Communication	17/06/2019
BSc	Electronic Media	17/06/2019
BCA	Computer Application	17/06/2019
BA	English	17/06/2019
BBA	Business Administration	17/06/2019
BCom	General	17/06/2019
BCom	Computer Application	17/06/2019
BCom	Accounting Finance	17/06/2019
BCom	Corporate Secretaryship	17/06/2019
BCom	Bank Management	17/06/2019
MSc	Biotechnology	17/06/2019
MSc	Applied Microbiology	17/06/2019
MSc	IT	17/06/2019
MSc	Computer Science	17/06/2019
MCom	General	17/06/2019
MSW	Social Work	17/06/2019

MA (Journalism)	Mass Communication	17/06/2019
BSW	Social Work	17/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	440	25

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Vermi compost	05/08/2019	50
cyber security	28/08/2019	130
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Life Sciences	58
BCom	Corporate Secretaryship	55
BCom	Computer application	50
BBA	Business Administration	90
BSW	social works	30
BSc	Media Studies	17
MCom	Commerce	9
MSW	Social Works	63
MA	Journalism	11
MSc	Computer Science	29
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from the stakeholders enable to enhance the teaching -learning experience to monitor and review the quality in deliverance, to measure students satisfaction and to inculcate innovative practices in the institution. The institution collects feedback from 1. Students 2. Alumni 3. Parents and 4. Teachers. Each and every aspects of the curriculum is systematically evaluated and the same is provided to the University of Madras for reconstruction through

the members of Board of studies and academic council members. The feedback has been analyzed based on the following parameters: Course content, Learning resources, Real life application, Higher education, employability, moral values, personal and professional ethics, efficiency of teacher and teaching methodology. The overall feedback from various stakeholders about curriculum. Availability of resources for learning. Communication skills and employability skills. Apart from questionnaires, surveys, feedback from class representatives, Students Council and other informal mechanisms also used. If any issues identified, it will addressed directly and discussions at various levels will be conducted and action will be taken accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Literature	70	50	31
BCom	Commerce	490	426	379
BBA	Business administration	140	75	73
BSW	social works	70	30	29
BSc	Computer Science	150	135	123
BCA	Computer Application	200	135	130
BSc	Biotechnology ,Micro biology, elctronic communication science,maths	200	144	125
BSc	Viscom, Electronic media	100	84	68
MSW	social works	40	58	36
MCom	General	40	15	12

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3057	262	121	13	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
144	144	10	10	3	1

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution follows mentoring system to establish a better and effective student-teacher relationship and guide the students in Academic matters • All teachers work as Mentors to the students alloted to them. Students will have to go and meet their Mentor regularly for guidance. The students freely discuss with their Mentors, their Academic problems. • The students will have to meet the Mentors with their parents when they are called for. • The students have to submit a leave letter for the absence for a day / days to the Mentor. The condonation of shortage of attendance will be recommended on the basis of leave records and recommendation of Mentor. • The Mentor will note the performance of the students in tests and examinations and also the behaviour of their wards. • The Principal will recommend the name of students for Fee Concessions, Free ships, free mid-day meal on the basis of the reports of Mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3319	144	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
144	144	Nill	Nill	36

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Assistant Professor	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	CPZ	I,II,III year	19/03/2020	14/10/2020
BA	ARA	I,II,III year	19/03/2020	14/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college, as per the guidelines of University of Madras evaluate the

internal assessment. The following are the evaluation processes implemented by the college: 1. Seminar: Seminars are conducted for all students at UG level and PG level. Students assigned with topics from each subject and asked to present seminars in classroom on the assigned topics .The subject teacher evaluates the students on the basis of their Presentation skills, subject knowledge and communicative ability. 2.Assignments: Students are assigned with current issues and important topics relevant to their subjects. Evaluation will be based on the Student's subject knowledge, general awareness, presentation skills, social awareness etc. marks are given accordingly. It helps to develop their presentation skills and in-depth subject knowledge. 3. Continuous Assessment Tests: Every semester two continuous assessment test and one model examination will be conducted to assess the test marks. As a reformatory initiative, the institution has made it compulsory for the students to pass at least any one of the internal tests, to get his/her minimum internal marks. After the internal tests, review meeting will be conducted to assess the performance of the students and remedial measures to be undertaken. Progress reports sent to the parents and PTA will organized for each semester to discuss about the progress on their ward.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by Principal, in consultation with Deans and Heads. The calendar provides important dates scheduled for continuous assessment test, model examination, tentative dates for university theory and practical examinations and events like academic audit, association activities, PTA, IQAC meetings, conferences and seminars/workshops. It also provides details of working days and day order, list of holidays scheduled for the year. The college follows the activities based on these planned scheduled dates. The calendar prepared and circulated to the students and staff in the beginning of the year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://hcaschennai.edu.in/files/2/PO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ARA	BA	English literature	41	41	100
CPZ	BCom	General	181	181	100
SAE	BSc	Computer Science	129	129	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://hcaschennai.edu.in/files/2/sss.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	00	0	0	0
Minor Projects	00	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Biotechnological advances in biomedical, environmental agricultural technologies	Biotechnology	13/09/2019
Gene therapy advancements, current options and future prospects	Biotechnology	13/08/2019
Intellectual Property Rights Policies	IQAC	19/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	08/08/2019	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	07/04/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

National	Microbiology	3	0.5
International	Microbiology	4	0.5
International	Biotechnology	8	2
International	Management	22	6.5
National	Management	6	5.7
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biotechnology	1
Microbiology	1
Management	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impact of sand organic and climatic changes on the population density and morpho metric characters of Emerita asiatica in the East Coast of Southern India	Dr.L.Krishnasamy	Indian Journal of Biochemistry and Biophysics	2019	0	HCAS	Nill
Bio Prospecting of Multipotent Bacterial Biosurfactant for the Remediation of Hydrocarbons	Dr. C. Elizabeth Rani	International Journal of Emerging Technologies and Innovative Research	2019	0	HCAS	Nill
Impact	Dr. C.	Indian	2019	0	HCAS	Nill

of sand Organic carbon and climatic changes on the population density and morpho metri characters of Emerita asiatica in the East Coast of Southern India	Shanmuga Sundaram	Journal of Biochemist ry Biophysics				
In Silico Analysis of the Phe nylephrine from the Sand Crab (Emerita asiatica) for its An timicrobia l Activities	Dr. C. Shanmuga Sundaram	Research Journal of Pharmacy and Technology	2019	0	HCAS	Nill
Isolation and Charac terization of Microbial Flora from Dental Plague Patients	Dr. C. Shanmuga Sundaram	Internat ional Medical Journal	2019	0	HCAS	Nill
Gymnemic acid mitigates hyperglyce mia by att enuating the hepatic glucose metabolic enzymes in high fat diet fed- low dose s treptozoto cin-	Dr. C. Shanmuga Sundaram	Research Journal of Pharmacy and Technology	2020	0	HCAS	Nill

induced experimental rodents						
Different formulations of PGP cells and challenge inoculation of Scelrotium rolfsiion the enhancement of growth, yield parameters and induced systemic resistance (ISR) in Arachis hypogaea	Dr. T. Srinivasan	Agricultural and Forest Meteorology	2019	0	HCAS	Nill
Experimental human root canal IrrigantNaOCl against Enterococcus faecalis and3T3, and Determination of Cytotoxicity Effect	Dr. A. Ganesh Kumar	Biomedical Pharmacology Journal	2019	0	HCAS	Nill
Prospective liver shielding activity of marine red algae on aflatoxin-induced toxicity in rats	Dr. A. Ganesh Kumar	Drug Invention Today	2019	2	HCAS	Nill
Inhibitory studies of HepG2 and human immune cells using	Dr. A. Ganesh Kumar	Bioinformation	2020	0	HCAS	Nill

Solanum nigrum						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Isolation and Characterization of Microbial Flora from Dental Plague Patients	Dr. C. Shanmuga sundaram	Research Journal of Pharmacy and Technology	2019	Nill	Nill	HCAS
Different formulations of PGP cells and challenge inoculation of Scelrotium rolfsiion the enhancement of growth, yield parameters and induced systemic resistance (ISR) in Arachis hypogaea	Dr. T. Srinivasan	Agricultural and Forest Meteorology	2019	Nill	Nill	HCAS
Prospective liver shielding activity of marine red algae on aflatoxin-induced toxicity in rats.	Dr. A. Ganesh Kumar	Drug Invention Today	2019	2	Nill	HCAS
Inhibitory studies of HepG2 and human	Dr. A. Ganesh Kumar	Bioinformation	2020	Nill	Nill	HCAS

immune cells using Solanum nigrum						
Gymnemic acid mitigates hyperglycemia by attenuating the hepatic glucose metabolic enzymes in high fat diet fed-low dose streptozotocin-induced experimental rodents	Dr. C. Shanmuga Sundaram	Research Journal of Pharmacy and Technology	2020	Nill	Nill	HCAS
In Silico Analysis of the Phenylephrine from the Sand Crab (Emerita asiatica) for its Antimicrobial Activities	Dr. C. Shanmuga Sundaram	Research Journal of Pharmacy and Technology	2019	Nill	Nill	HCAS
Impact of sand Organic carbon and climatic changes on the population density and morphometri characters of Emerita asiatica in the East Coast of Southern India	Dr. C. Shanmuga Sundaram	Indian Journal of Biochemistry Biophysics	2019	Nill	Nill	HCAS

Bio Pros pecting of Multipoten t Bacterial Biosurfact ant for the Remedi ation of H ydrocarbon s	Dr. C. Elizabeth Rani	Internat ional Journal of Emerging T echnologie s and Innovative Research	2019	Nill	Nill	HCAS
Biodegra dation of pesticides from the isolated microbial flora of crop field contaminat ion soil	Dr.L.Kri shnasamy	Research Journal of Life Sciences, Bioinforma tics and Clinical Sciences	2019	Nill	Nill	HCAS
Effect of Gratelo upia lithophila (sea weed) extract as biofertili zer on edible plant Amaranthus tricolor v ar.tristis	R. Eswar alakshmi	IJRAR	2019	Nill	Nill	HCAS

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	7	269	9	7
Presented papers	5	4	Nill	1
Resource persons	1	Nill	Nill	1

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Hazards of mobile	NSS unit	1	21

phone usage			
Literary visit	Anna Centenary Library	1	37

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Mahakavi Bharathiyar's birthday	Madras University	Rally	2	50
International day against drug abuse and illicit trafficking	Advent Christian Middle School	Rally and Awareness program.	2	50
International Yoga	Indian Red Cross society	yoga	2	45

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Combined publications	Dr. C. Elizabeth Rani and Dr. K. K. Kavitha	Tamil University	30
Webinar	Dr. C. Elizabeth Rani and Dr. K. K. Kavitha	Tamil University	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Herbal Technology	Aaranya Bioscienes	24/04/2019	08/05/2019	8

Internship	Diagnostic Methods	Venus Diagnostic Service	13/05/2019	23/05/2019	3
Workshop	PCB Desiging	Precesions Tools and Machines	13/07/2019	13/07/2019	7
Workshop	IOT- Sensors and Cloud	Pantech Solutions	09/07/2019	09/07/2019	11
Workshop	Android Apllication Development	Pantech Solutions	31/08/2019	31/08/2019	1
Workshop	Machine Learning using PYTHON	Pantech Solutions	21/09/2019	21/09/2019	2
In-Plant Training	Broadcasting	Prasarbharati	09/12/2019	13/12/2019	2
In-Plant Training	Networking	BSNL	25/11/2019	29/11/2019	2
Training Programme	SCADA	Prolific Systems and Technologies	27/01/2020	28/01/2020	2
Internship	Plasma antimicrobial resistance	UNI BIOSYS	24/04/2020	08/05/2020	1

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dheepam Hospital, Chennai	19/06/2019	internship/joint research	24
Golden Jubilee, Biotech Park for Women Society to create women entrepreneurs.	13/09/2019	Birac funding scheme training	6
Vidhya Rupa business school,Cochin	19/02/2020	CMA Course	100

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300	300

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Campus Area	Existing
Laboratories	Existing
Class rooms	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
dbDocBiblio	Fully	4.0java My SQL 2012	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16452	1773025	4	1244	16456	1774269
Reference Books	2248	1678910	6	4877	2254	1683787
Journals	2	7440	22	67780	24	75220
e-Journals	6237	34500	Nill	Nill	6237	34500
CD & Video	240	Nill	2	Nill	242	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	04/11/2019
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	355	297	200	24	4	14	16	10	0
Added	0	0	0	0	0	0	0	0	0

Total	355	297	200	24	4	14	16	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio Recording Theater	http://hcaschennai.com/sites/default/files/media.mp4
Photography Studio	http://www.hcaschennai.com/Gallery/index.php/Lecture

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
15	15	10	5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college provides a multifaceted infrastructure in all functional areas to ensure that the requirements of teaching learning and other processes specified by the statutory bodies are met with excellence. Overview of infrastructure facilities in the College The campus is taken care of the maintenance team, which includes the chief engineer, site engineer, electricians, plumbers and other supervising staff. Housekeeping and security work have been outsourced and is keenly supervised by the maintenance team. Class rooms and laboratories are properly maintained. Purified RO water is provided to the staff and students on all the three blocks. All the assets are maintained as per the resource requirement guidelines of the UGC. Annual budget is prepared based on the respective department's requirement, forwarded by heads of the department and the administrative incharges. The consolidated budget will be forwarded by the Principal for the Management's approval. After which quotation from various companies is provided and the best is obtained. Laboratory management • In Laboratory required computer other requirements may be kept safe, secure and ready for the use of observation and experimentation as and when required to do so. • Different systems are properly arranged and properly locked in specific tables and places to save time and energy of the students and teachers. • The lab environment, encourage the students to perform their practical's carefully in a congenial environment. • Name of the students, their group consisting of a specific number should be presented in the lab. • Students time table and date on which the laboratory work conducting 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. • In Science laboratories, with a view to impart quality education and excellence, a widespread policy in infrastructure is framed and implemented. This policy is need based and is formulated based upon the guidelines provided by the statutory bodies, considering the developments in educational skills, procurement, upgradation and proper maintenance of infrastructure, upkeep and maintenance of

laboratories, equipments, furniture, records of maintenance and writing off depreciated assets. Library • Enter your name and Sign in the register kept at the entrance counter before entering library. • Textbooks, printed materials and issued books are not allowed to be taken inside the library • No discussion permitted inside the library. Please do not disturb others. • Silence should be maintained in the library. Strict action would be taken against any student creating uproars for any reason. • Pick up the book from rack which you need, unnecessarily do not pick up more books. • Do not replace books on shelves, keep the used book on " BOOK ON TABLE" • Library borrower ID card is not transferable. The borrower is responsible for the books borrowed on his/her card. • Students must present their current ID card to check out books – library books and textbooks - or to use a computer.

https://hcaschennai.edu.in/files/2/Procedures%20and%20policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit/sports/local quota/Alumini	125	1861050
Financial Support from Other Sources			
a) National	university of madras fee scholars hip/SC/ST/Minority	285	798000
b)International	0	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	10/07/2019	850	Department of English
Softskills development	06/08/2019	600	Placement cell
Language Lab	06/01/2020	800	Department of English
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	career development	Nill	800	Nill	15

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
AGS Health ,HCL,TCS,OPP P	1023	96	Capgemini	190	29

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	English	Chettinad College	BL
2019	3	BA	English	HCAS	MSW
2019	1	BA	English	Chellammal Womens College	MA
2019	1	BA	English	Madras School of Social Work	MA
2019	1	BA	English	Kerala University	MA
2019	1	BA	English	Vels University	MA
2019	7	BA	English	SRM Institute of Technology	MA
2019	10	B.Com	Commerce	Hindustan college of Arts &Scienc e,Madras University	M.Com
2020	15	B.Com	Commerce	CA	CA
2019	12	B.B.A	Commerce	University of Madras,AMIT, HIT, SATHYABAMA	MBA

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	Nill

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Hindotsav Cultural Nill	State level	1500
Hindosparkz Nill	Inter-departmental	600
Hindosports Nill	Inter-departmental	900

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	International Heros Taekwondo Cup 2019,	International	1	Nill	U7BG105	Began
2019	All India InterUniversity tournament	National	1	Nill	U6EN144	R.Arvind
2019	National Taekwondo Championship,	National	1	Nill	U9BG114	R.Gurumoorthy
2019	Youth National Volley Ball tournament	National	1	Nill	U7AF134	Pirai Sudan
2019	Rural Indian Silambam Championship Trophy,	National	1	Nill	U7CA403	Arun .A
2019	Youth National Badmittan Championship	National	1	Nill	U6CS723	Ramachandran.K
2019	National	National	1	Nill	U7CS316	Kishore

	Weight Lifting Ch ampionship Tropy						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council is the formal body of student representatives elected by the representatives of respective departments and by a panel of staff members which includes the vice principal and the dean of student affairs based on certain criteria like academic performance with nil arrears, extracurricular sports achievements etc. Elected students represent the student fraternity of the college and work towards the betterment of the students and the college. The council comprises of various posting like President, Vice President, General Secretary, Women Secretary, Cultural Secretary, Sports Secretary, Nss Secretary , Editor Foreign Student Representative . These members report to the Dean of student affairs. The Dean serves as a primary administrative contact and advocate for students in both undergraduate and postgraduate programs. Also he/she handles disciplinerelated matters. Vice president executes the duties and power of the president in his/her absence. Editor prepares reports of every event that occur at college and documents it for future reference. Cultural secretary takes care of cultural activities, teachers day, fresher's day, Founder's day, orientation programs and college day.Also conducts auditions for various events by leading media channels. Sports secretary takes up the role of organizing various events like republic day, annual sports day hindosparx, independence day and also segregates students into college houses namely Pheonix, Orion, Pegasus and Hercules. This encourages them to bring out their competitive spirit. NSS secretary coordinates blood donation camp and special camps, awareness programs (AIDS, alcoholism and narcotics), plantation program conducted annually at college. Women secretary plays a vital role in the organization of Women's Day and "Women safety program" an exclusive event for promoting self defense in girl students. A women welfare organization was initiated in the academic year 2017 to solve the problems faced by the women population of the college. Foreign student representative remains a person to coordinate the international students of various cultures around the world such that a healthy relationship is inculcated among the students to understand each other and also plays active role in organizing the international students day, international youth day. These members not only address the immediate needs of students, they also ensure that various college activities and initiatives are executed in the best possible manner. Their academic contribution is well proved by the editorial committee which contributed in the publication of the college journal "Campus Blaze" brought out each semester

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Rehash -Mega Alumni Meet was conducted to celebrate the 25th Silver Jubilee celebration. The meeting was held on 14th December 2019 at Gopinath Gardens, Akkarai ECR. More than 700 alumni students from abroad and various states of India, participated. Funds were raised for educating the needy students of Hindustan Community College. This Silver Jubilee Mega Alumni Meet REHASH25 aims to "Reunite, Rejoice and Refresh" the bond between alumni and College. In the meeting, Executive Committee - Office Bearers are nominated for the year 2019-2022 Chairman : Mr. S. Surendar Kumar, Human Resource Manager, Hindustan College Of Arts Science Vice-Chairman : Mrs. Chitra Sreedhar (Batch 2012-13)

Secretary : Mr. Jeyachandran (Batch 2014-17) Joint Secretary : Mrs. Subashini(2000-03) Treasurer : Mrs.Hepcy Prasanna(2005 – 2008) Joint Treasurer :Uthra Lakshmi (Batch 1995-98) Assistant Professor, Sathyabama University Executive Committee Members: Dr.A.Ganesh Kumar, Scientist, NIOT, Palikkarnai, Chennai Dr. Lakshmi Priya, Assistant Professor, M.G.R.Janaki College Of Arts Science Ms. Vidhya, Assistant Professor, M.G.R.Janaki College of Arts Science

5.4.2 – No. of enrolled Alumni:

3000

5.4.3 – Alumni contribution during the year (in Rupees) :

200000

5.4.4 – Meetings/activities organized by Alumni Association :

Rehash Alumni meet conducted 2 meetings during the year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College follows the policy of decentralization. The College has the following Committees University Course Affiliation and Approval, Anti Ragging, Redressal, Disciplinary Action, University Examinations, Hostel, Time table, NSS/RRC/YRC, Canteen, Alumni, IQAC, Grievance Redressal and Student Affairs The Principal assigns staff members for each committee and they discharge their responsibilities. In the time table committee, the System administrator prepares time table for laboratories for the departments who use computers so that there is optimum usage. After receiving time table from Language Department and System Administrator, each staff responsible for Time Table prepares their department Time Table and gets approval from the Head of the Department. The Head of the Department submits to Dean and the Dean submits to the overall in charge of the time table committee. The overall in charge of the time table committee checks the entire time table of the College and submits to the Principal. The time table work is decentralized and is carried out effectively. The college promotes a culture of participative management. The departments and various committees organize activities that help to achieve the college goals/mission. At the department level, Heads of the Departments hold meetings with students and staff periodically and discuss the points to be brought forth to the Principal. The Students Council is a body that is elected by the student representatives from every class. The Principal has regular meetings with these members at which issues related to teaching learning, activities, examinations and facilities in the college are discussed. Students express their views on issues pertaining to the college and also point out deficiencies in the system as well as the improvements in infrastructure they require. Students are in charge of organizing various college events, mega intercollegiate events. Students assist staff members in organizing department seminars/conferences/workshops. Students, who have any grievance with regard to the marks scored in tests, take the matter to the staff teaching that subject and who has given the test. If it is not solved the grievance is addressed by the Head of the Department. Only in few cases the matter is taken up by the Dean. It is very rare that the Principal has to be consulted to sort out a grievance of this nature.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Underprivileged sections of the society and meritorious students are recognized through fee concession and scholarships from the institution and government. To encourage sports admission for sports quota considered.
Industry Interaction / Collaboration	Various MoUs signed with nationally and internationally renowned institutions and doing collaborative academic work, sharing knowledge and internship with the industries, and applied for project proposals for research to various funding agencies.
Human Resource Management	As per the UGC norms, faculty and staff requirement is followed. The vacancies in the various departments advertised in the leading news papers. Recruitment committee consisting of Deputy Director (Academics), Principal, Vice Principal, Dean and HOD. Orientation programmes for both teaching and nonteaching faculty members organized every year.
Library, ICT and Physical Infrastructure / Instrumentation	The College has equipped with good infra structure like class rooms, laboratories and library. Library is the nerve centre of study, teaching and research in the college. It is also an institutional member of the British Council Library and INFLIBNET. The holdings of the library include more than 16,000 core books, a large number of journals and magazines and 13 news papers. Water coolers and RO plants are installed in the college campus .Internet access is provided to the staff members in the department.
Research and Development	Seminar, workshops and conferences were organized to disseminate knowledge. Faculties were provided with financial assistance for participating in Seminars / Conferences, presenting papers and attending training programs in India. Institution has a research committee to monitor and address issues pertaining to research. The committee provides recommendations for the implementation of improvements such as modernization of Laboratory. The management has approved the amount requested by each Department to modernize their labs. New equipments

	for each laboratory have been purchased to carry out research within the campus without any interruption. Microbiology ,Biotechnology. and Commerce has M.Phil and Ph.D programmes in Microbiology and Biotechnology.
Examination and Evaluation	In every semester two Continuous Assessment Tests and one Model University Exam are conducted and transparency is ensured. Any grievance in the evaluation is addressed immediately. Every year the College produces good number of University ranks in all major subjects
Teaching and Learning	Highly qualified and dedicated faculty members work hard to achieve academic excellence. ICT method of teaching is widely used. It provides good academic environment that helps all students to study and achieve success. To fill the gap between the curriculum and knowledge various measures like Seminars, Guest Lectures, Workshops, Conferences, other department activities have been conducted by the College for the students. The course outcomes of all the courses communicated to the students through websites
Curriculum Development	The College affiliated to University of Madras and the syllabus designed by the University of Madras. Along the with this, the college provides certificate and diploma courses to meet the challenges of skill development and employability. Faculty Members also serve as a member of Board of Studies in various Universities

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The institution keep the record of employees and regularly plans for the training and increment in salary. Welfare measures also decided.
Administration	Staff attendance maintained through biometrics and are monitored. Teachers would mark their attendance online using their login. Teachers can apply for leaves online. HOD would be the approving authority for the same. Teachers would get to know their leave history and status of their leave application online.
Finance and Accounts	Administration would be able to add

	various types of fee for the students, like tuition fee, hostel fee, mess fee, exam fee, fine etc. Fee collection official would be able to update the fee details when a student pays the fee. Draft and cash both modes would be allowed, and respective details would be captured. Fee alerts would go to students and parents as and when a new fee is added. Complete history of fee paid and due would be maintained online for all the students.
Student Admission and Support	Student enrolment done through ERP. E governance is adopted in the usage of library by the students and issue of books to them.
Examination	University exam time table will be available in institutional website. Registration for exams and internal marks of the students are entered online by respective staff.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	DR.K.MALARVIZHI	Role of information and communication technology (ICT) in higher educational institutions	0	1000
2019	0	0	ICT academy	20650
2019	0	0	Chamber of Commerce	5900
2020	Dr.S.STEPHEN RAJ	International conference on Recent Trends in Stochastic Modelling and its Applications(ICRTSMA - 2020)	0	1800
[View File](#)				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	Workshop on IPR	vermicom posting	30/09/2019	30/09/2019	140	50

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Journalism in the Digital Era	1	24/04/2020	30/04/2020	7
Emotional Intelligence by ICT ACADEMY, Chennai	1	06/05/2020	11/05/2020	5
Latex technical report writing by Kakatiya University	1	25/05/2020	30/05/2020	5
Certain Discrete Structures with Applications	1	14/05/2020	14/05/2020	1
Evolution from Offline to Online Teaching organised by Satish Pradhan Dnyanasadhana College, Thane	1	30/05/2020	03/06/2020	5
PYTHON 3.4.3 - IIT SPOKEN TUTORIAL Sri GVG Visalakshi college for women, Udumalapet	1	01/01/2020	05/01/2020	5
Conquering less attended areas in NAAC Outcome based education	15	01/06/2020	03/11/2020	3
"Tackling COVID 19 – A Biblical Perspective" organised by Women's	3	01/05/2020	01/05/2020	1

Christian College, Chennai,				
ICT TOOLS – IIT SPOKEN TUTORIAL Sri Vidyaniketan Engineering college, Tirupati	2	11/05/2020	16/05/2020	6
User Experience Design User Interaction Design- Kalasalingam University, Krishnankoil, Srivilliputhur	1	25/05/2020	31/05/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
144	144	40	40

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Group insurance covering accidents and unexpected demise. • Provident Fund and ESI available Support Medical expenses • 50 of the registration fee is reimbursed for the attendance and participation of the International, National Conference, Refresher Course, etc. This fund is included in the annual budget of each department. • Teaching faculty are motivated by providing them awards to the 100 results, attendance as a sign of appreciation along with the cash price. Emergency first aid for the staff are provided in Campus clinic • Staff picnics are organized in the commencement of every	• Group insurance covering accidents and unexpected demise. • Provident Fund and ESI available Support Medical expenses • Staff picnics are organized in the commencement of every year to refresh them • Casual, Sick, special leave for wedding and sudden demise of their family members leaves including maternity and paternity leaves are given to the staff members.	• Group insurance covering accidents and unexpected demise. • Transport facilities • Ro purified water facilities provided in the campus • Campus clinic for first aid

year to refresh them • Casual, Sick, special leave for wedding and sudden demise of their family members leaves including maternity and paternity leaves are given to the staff members.	

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution conducts internal and external audits regularly. The internal audit is led by the internal auditor having wide experience in this field. The Internal qualified auditor is appointed by the management to look into the daily accounting transactions of the college and should report the audit findings to the management on periodic basis. The internal audit is done daily in the week days. The internal auditor evaluates and assess the financials and accounting practices of an organization. Internal Auditors are responsible for offering recommendations to decision-makers on ways to improve the financial performance. Also the auditor looks after day today activities receipts (fee collections), payment vouchers and petty cash. External audit is also undertaken quarterly. The overall audit is undertaken during the period June to September every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr.Elizebeth Verghese	25000	School construction Project
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6.4.3 – Total corpus fund generated

1200000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Quest certification	Yes	Inter department
Administrative	Yes	Quest certification	Yes	Auditor, Hindustan Group of Institutions

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents Teachers meeting organised every semester to discuss about the attendance and performance of their ward. Orientation for the I year students parents conducted every year beginning Feedback collected from the parents and this provides an opportunity for further improvement and development . Counseling sessions conducted needy for students and parents

6.5.3 – Development programmes for support staff (at least three)

Basics of computers, training conducted for the supporting staff every year. Awareness programming for banking operations for the housing keeping staff Activity based learning to develop health and hygienic working environment

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Efforts taken to strengthen alumni coordination and the association registered under Societys Act. Through the alumni association, Alumnus invited for guest lectures and placement support • Remedial classes were conducted for Accountancy, Mathematics, and English and thereby improved the pass percentage for all programmes. • Introduced M.Phil and PhD program in Commerce, as a part of research development activities . .

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC Meeting	15/07/2019	15/07/2019	15/07/2019	15
2020	IQAC meeting	10/01/2020	10/01/2020	10/01/2020	14
2019	AQAR submission	14/10/2019	18/09/2019	14/10/2019	10
2020	Academic audit	10/03/2020	09/03/2020	10/03/2020	30
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
World Breastfeeding Week	01/08/2019	07/08/2019	75	Nill
Silambattam	10/12/2019	10/12/2019	50	30
Mensural hygiene	12/12/2019	13/12/2019	200	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Drugs down awareness program organised by the Rotaract Club of college on 26.06.19 2. Awareness session on Corona Virus by Rotaract Club on 14.03.20 3. Tree sapling plantation on 14.03.20 by Rotaract Club in remembrance of World

Rotaract Week 4. Tree sapling plantation on 17.07.19 by Rotaract Club as a tribute to Nelson Mandelas birth anniversary

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Provision for lift	No	Nill
Braille Software/facilities	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	30/09/2019	1	Awareness programme in Velichai village	Malnutrition	52
2019	1	1	01/10/2019	1	Blood Donation	Public health	102
2019	1	1	12/12/2019	1	coastal cleaning camp	clean environment	103
2020	1	1	15/02/2020	1	community service	oru kai pidi	10
2020	1	1	14/03/2020	1	community service	siruthuli(distributing water bottles to Police)	10
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students, teachers and governing body	03/06/2019	The college adopts all the measures possible to have transparency in the financial, academic, administrative and other

operations. The admission process is transparent and the college brochure carries all the details needed by the students. The fee structure is informed well in advance to the students and the dues to be paid would be displayed on the college notice board to avoid late payment and fine imposed. The funding received, the sponsors given are credited to the department bank account, and utilized for the welfare of the students. The College Calendar clearly shows the academic programmes, cultural and sports events for every academic year and this is strictly adhered to by the committee. The brochures and manuals and invitations received from the other institutions are displayed on the notice board for the staff and students. The competitions to be held and the scholarship announced are intimated to the students through circulars, making all the eligible students to benefit. The Examination cell functions meticulously to helps the students and staff to know things in advance and plan accordingly. The recruitment of staff is carried out with a transparent interview and then with the consent of the Deans and HoDs the appointment is processed by the core committee. Leave rules and privilege off are clearly informed to the staff in the meeting.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

World Day against Child LabourDay	12/06/2019	12/06/2019	300
Rally on Child helpline	03/08/2019	03/08/2019	200
Independence Day Celebration	15/08/2019	15/08/2020	150
Birth Anniversary of Saint Mother Teresa	26/08/2019	26/08/2019	350
Ramanujam Gold Medal Award	03/12/2019	03/12/2019	47
137th birth Anniversary of Mahakavi Bharathiyar	11/12/2019	11/12/2019	350
Nelson Mandelas Birth Anniversary	17/07/2019	17/07/2019	200
Iyarkai Thiruvizha(Pongal Festival) celebrated in Orphanage byRotaract Club	12/01/2020	12/01/2020	700
International Mother Language Day	21/02/2020	21/02/2020	200
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Organic Garden-- to produce chemical free fertile organic vegetables to the faculty
2. Azollo Production Unit--a bio-fertilizer unit in zero budget
3. The Enviro club --to maintain the eco-friendly envrionment of the campus.
4. Go Green- a sapling planting event on every celebrations of the college to enhance the purpose of the Enviro Club
5. Bio- Gas Unit--produced biofuel from the organic material of the campus
6. Palm Tree planting -Water

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTISE I Title of the Practice : SERVICE LEARNING Objectives of the Practice • Service learning are the combine learning goals and community service which enhance both student growth and the common good. • Integrates meaningful community service to improve students learning capacity.In the process, students link personal and social development The Context: The programme ensures the students are taught the vital skills and fundamental knowledge in Mathematics. The outline of the programme is to explain the basic mathematics skills, shortcuts in adding, multiplying large numbers and also help the students to solve the difficult problems in their syllabus. Apart from that to motivate and create an interest in Maths and to understand its core value to them. The college motivates and provides opportunity to the staff to work and participate actively in the community service and neighborhood service

The Practice: The institution extended their service to the society by taking mathematics to 1 to 12th class students of Government Adi-dravida Welfare Higher Secondary School, Thaiyur, for the period of six months, from September 2019 to February 2020. Evidence of Success: • Positive impact on students' academic learning • Improves students' ability on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development • Improved ability to understand complexity and ambiguity Problems Encountered In the beginning, some groups of the students find it difficult to cope up with the Mathematics. BEST PRACTISE II Title of the Practice : Scholarships to deserving students Objectives of the Practice: • To support financially all the deserving poor and meritorious students without any discrimination of caste, creed or gender. • To promote the 'equality' among the students • To sensitize the values of 'generosity' and a 'sense of social responsibility' among the students The Context: • To verify the students financial back ground is a challenge. • Students from the rural areas with low economic back grounds identified and provide them with scholarship Practice: The institution focus special attention on economically backward students in and around Padur, Pudupakkam,Kelambakkam, and Thaiyur villages.Special and free quota allotted to these villages students to develop the local community. Also students with outstanding performance in sports given full scholarship on tuition fees and hostel facilities to excel in their sports. Students secured with more than 90 marks in previous academic record 50 scholarship will be given.Their academic performance are monitored and tracked to continue their scholarship. Evidence of Success: The students availed the opportunity and performed well in the University examination and well placed after their graduation. Most of these students are the first generation graduates in their family. Under the effective supervision the students gave their best and continued their higher studies.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://hcaschennai.edu.in/files/2/BEST%20PRACTISE%202019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The main objective of the college is to give the students right exposure to pursue and achieve excellence in their studies. Our college has always been very encouraging in fostering qualities in students that promotes activities which address social needs of the society and supporting the vulnerable members of the society through the Rotaract Club, NSS Unit and NCC Unit and thereby fulfillng their obligations to family ,society and the nation. HCAS has a unique way of identifying any kind of socio economic problems that hamper students from getting quality education and provides impetus for addressing such issues through its Outreach Program. The organization constantly plans before engaging in such project activities and other interventions. It's recognition by the local communities and School authorities have further placed us in a strategic footing to undertake this Outreach Program of constructing a classroom in the Government School at Kelambakkam. There is high potential that this achievement will be replicated in the Kelambakkam Community as a whole. The project site is approximately ...5... km from HCAS. The project was identified to be the priority for infrastructure support to socio economic development. The prime problem affecting the students of this school, is lack of classrooms, which becomes more predominant during the occurrence of rains and especially when the ground gets inundated with water.Expressing concern over lack of classrooms, HCAS has therefore, concluded that good classroom condition enhances the academic achievement of students. HCAS which is a

pioneer institution known for offering quality education has come with this massive effort to change this current scenario by providing adequate classroom and infrastructure.The main objective of the project is to alleviate the problem of lack of classrooms existing in the Government School located at Kelambakkam, by constructing one smart classroom with all facilities that will benefit 100 students studying in that school, the teachers, and by and large the local community itself. The strategy is to construct a block with a classroom of 750 sq.ft . Implementation will include construction, provision of furnitures like a 3 seater desk, staff chair,table, Cupboard, computer table, Desktop computer, Interactive board and projector. The classroom will be used to teach the students thereby avoiding sitting in hot sun under the tree that inconveniences both school children and teachers. This project will also make the local community people to appreciate the importance of sending their wards to school . This small initiative will help the underprivileged children to experience ,enjoy and reap all the benefits of being taught in a good classroom ambience that is made available to them at a very nominal fee that they usually pay in government schools rather shedding lot of money in big schools which these kids cannot afford to pay. The total budget for this outreach program is 15 lacs and the same was generated by the College by way of Crowd funding and the amount was handed over to the school authorities on 14.02.2020

Provide the weblink of the institution
http://hcaschennai.edu.in/files/2/InstitutionalDistinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

• To promote research activity, a Doctoral programme in Computer Science needs to be initiated. • To meet the demands of psychological issues undergraduate programme in Psychology to be introduced • To strengthen the academic activities in research and exchange programmes, National and International MoUs need to be increased. • To promote ICT methods of teaching for virtual classes. • Certificate and diploma courses to meet global competitiveness • Improvement and extension of library facility with special attention to e-resource • Strengthen the placement cell