



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**HINDUSTAN COLLEGE OF ARTS AND SCIENCE**

**RAJIV GANDHI SALAI (OMR), PADUR**

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**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**The Hindustan College of Arts & Science** was founded by late educationist, philanthropist and a great visionary **Dr. K.C.G. Verghese** in the year **1995**. It's a unit of Hindustan Group of Institutions, affiliated to the University of Madras and is accorded the Minority Status by National Commission for Minority Educational Institutions, Govt. of India and 2(f) status by UGC. The College offers 16 Under Graduate courses, 7 Post Graduate courses, 3 M.Phil. and 3 Ph.D. Research programmes.

### Objective

- To develop the overall character and personality of our students and mould them as good citizens with integrity and morality for nation building.
- To provide appropriate guidance for students in quest for higher knowledge.
- To provide excellent laboratory and infrastructure facilities, meeting the best standards as laid down by the government.
- To provide an atmosphere in which students can realize their fullest intellectual potential through discipline, spiritual values and dedicated hard work.
- To promote college – industry interaction, provide professional counseling and ensure placements for our students, in meeting their career challenges.
- To provide research and entrepreneurial skill development.
- To provide oppourtunities for joint collabrative activities with reputed institutions aboard.

The College pursues academic excellence in teaching, learning and research, to serve the local, national and international communities. The college consists of dedicated faculty members unstinting in their pursuit of acheiving academic excellence. The institution strives its best to impart education with the highest standards of knowledge, academic freedom and integrity, and an expanded sense of the potentiality of the individual. The college strongly believes on the words of the Founder Chairman "**To Make Everyman a Success and no man a failure**" Every community benefits from individuals who have been taught to pursue excellence. Therefore, the successful Christian institution must be committed to academic excellence, maximizing each student's potential, in order to prepare them for achieving future success and reaching their God-given potential.

### Vision

The college's vision is to create a centre of excellence in education, training, and research for undergraduate and postgraduate levels in arts and science. All of our young minds receive excellent education and wisdom from our institution. The undergraduate programmes offer advanced skill development classes and field trips to help students advance their knowledge and become more competitive. For their final project in postgraduate programmes, students have to take part in an industrial internship.

To achieve the vision, the college focuses on the following strategic priorities:

1. Enhancing Academic Excellence: The College strives to provide the students with a world-class education, that prepares them to succeed in their chosen careers. It focuses on recruiting and retaining

- top-quality faculty, improving the curriculum, and investing in cutting-edge research and innovation.
2. **Strengthening Community Engagement:** The institution works to build stronger relationships with local communities, collaborating with organizations and individuals to address social, economic, and environmental challenges. It also engages in community service and outreach, education, to promote a better understanding of the issues facing society.
  3. **Promoting Diversity, Equity, and Inclusion:** The College creates an inclusive and welcoming environment that values diversity and promotes equity. It strives to retain a diverse student body, faculty and provide support and resources to ensure that everyone has an equal opportunity to succeed.
  4. **Improving Operational Efficiency:** The institution optimizes our processes and systems to improve efficiency, reduce costs, and enhance the ability to deliver high-quality services to our students and staff. The college also invests in technology, infrastructure, and training to streamline the operations and better the satisfy the needs of our stakeholders.
  5. **Fostering Innovation in Research and Entrepreneurship:** The college encourages creativity, entrepreneurship, and innovation among our students, faculty, and staff to support the development of new ideas, products, and services, and provide resources and mentorship to help bring them to market.

By focusing on these strategic priorities, the college believes to achieve the vision of becoming a leading institution of higher education. We need to provide our students with the skills, knowledge, and resources they need to succeed.

## **Mission**

The mission of the institution is to provide world-class education to all the students, advance knowledge through research and innovation, and promote social and economic progress through community engagement. It believes that education is a powerful force for positive change, and is committed to provide the students with the knowledge, skills, and resources they need to succeed.

The institution is dedicated to delivering high-quality education that prepares the students for success in their chosen careers. It also offers a wide range of academic programs that are designed to meet the needs of our students, and the demands of the global marketplace.

In addition to delivering high-quality education, the college is also committed to advancing knowledge through research and innovation. The faculty and students are engaged in cutting-edge research that addresses some of the most pressing challenges faced by our society today. It encourages interdisciplinary collaboration and the exchange of ideas, we provide funding and resources to support research projects that have the potential to make a real-world impact. The students are encouraged to undergo intensive internships programme in various organisations. The institution creates an ambience in which new ideas, research and scholarships flourish, and from which the leaders and innovators of the future emerge.

The institution has a responsibility to promote social and economic progress through community engagement. The college aims to sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect for them. The college provides opportunities for our students, faculty, and staff to engage in community service and outreach, and we support entrepreneurship and economic development initiatives that promote job creation and economic growth.

The institution creates opportunities and facilities for holistic teaching learning environment. The college is committed to cultivating a diverse and inclusive community that values equity and respect for all individuals. It

also is in the forefront in its commitment to excellence, integrity, and social responsibility. The institution believes that education is a transformative experience that we can change lives and make the world a better place.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Lush green campus.
- The Institution has obtained 2(f) status from the University Grants Commission.
- Active participation of students Council in management
- Certificate courses are offered for students to develop their professional and employability skills.
- The College awards scholarships for the first generation learners, outstanding students, students from the economically weaker sections and sports students.
- The institution provides a platform for online teaching and learning apart from regular college hours.
- The infrastructure of the institution comprises of well-furnished, ventilated, spacious classrooms with ICT enabled facilities, smart classrooms.
- Qualified and experienced faculty.
- Received Grants from the governmental and non-governmental organizations for project and research oriented works.
- Collaboration with institutions of national and international repute.
- Bus routes operates for students and staff connecting all the places in Chennai.
- Provides Placement opportunities for the welfare of students.
- Centre for Research and Development Cell has been established.

### Institutional Weakness

- Rigidity in curriculum as given by the University of Madras to which we are affiliated.

### Institutional Opportunity

- To apply for permanent affiliation from the University of Madras to attain an Autonomous status.
- To be a nationally recognized Institution.
- Registered an Alumni Association through which students are given opportunities to connect with the expertise from different fields.
- Research Opportunities are offered by the college for students and faculty. These opportunities involve intense research, publishing papers, and contributing to the advancement of knowledge in various disciplines. Highest Degree Ph.D in Commerce, Microbiology and Biotechnology are offered. Funds from various NGO's and organizations are raised for project works to motivate students to involve in innovative research.
- Internships and Collaborative Programs are offered by the institution to provide opportunities for students for industrial exposure in their respective fields. It moulds the students for building professional networks and enhancing employability skills.
- Signed numerous MOU's across the globe for diverse exposure of the students. Faculty and Student exchanges are active through which students are exposed to varied cultures, backgrounds, customs and

traditions.

- Extracurricular Activities like culturals are organized by the institution to highlight the talents of the students apart from Academics. These activities contribute to the personal development, leadership skills, teamwork, and a well-rounded experience for the students.

### **Institutional Challenge**

- Students with diverse background with diverse needs.
- Enhancing number of students opting for entrepreneurship.
- To make a large number of students proficient in communication skills.
- Maximum number of first graduate Candidates.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college follows Choice Based Credit System, which is framed by the affiliating University. The courses aims in inculcating human values, gender equity and value education which helps in creating a positive attitude among the students. This ensures improving the overall development and moulds them to become good citizens of high integrity and morality for nation building. The college provides appropriate guidance for students in quest of knowledge through Add-on courses, as well as practical exposure through internship and field visits. Add-on courses are a regular feature of the college to edify the students in various fields. The college provides excellent laboratories for the steadfast delivery of curriculum through web tech, language, psychology, media and other infrastructure that meets the standards stipulated by the University. This ensures learning through an interesting platform. The course outcomes and program outcomes are listed on the departmental WebPages. The internal assessment strictly follows the University norms that include attendance, test marks, assignments and seminars by the students. Students are encouraged to participate in certificate courses offered by reputed institutions. Productive feedback system is mapped out and data are collected separately from the stake holders which are systematically analyzed and reported. Feedback system paves way for quality enhancement of faculty and students. Through Academic Audit, performance of each department is audited and the expert's recommendations are noted for future growth. The Academic Council member and Senate member represent the college in the University of Madras and facilitate the revision of syllabi and other developments.

### **Teaching-learning and Evaluation**

Academic excellence is the goal which the faculty of the college strive to accomplish. The use of ICT tools in education is prioritized. Students are equipped for industry through application-oriented learning with specially curated certificate programmes and Add-On courses. The students' capacity is enhanced and their employability skills are developed through these courses. Second Language learners are supported through a series of activities that enhances the fluency of language and promote finesse. Periodical progress is monitored through Learning Speaking Reading Writing( LSRW) Skill test. This provides a platform for students to overcome the anxiety of speaking a foreign language. Reading club, Oratorical club and Theatre club are formed for students to promote maximum participation. Differently abled students are given special attention. .

Through mentor system, students succeed in gaining confidence for facing challenges like stress, anxiety and depression. As a result, they become more capable of handling activities that may have an impact on their academic and career growth. Two Continuous Assessment Tests and one model exam are conducted each semester in order to monitor academic performance. The college consistently produces a good number of University ranks across all major subjects in all disciplines. The College organizes seminars, guest lectures, workshops, conferences, webinars and other departmental events for the students to help them bridge the knowledge gap between the curriculum and industry expectations. Students are informed of the course outcomes for each course through a webpage.

### **Research, Innovations and Extension**

The college introduced Ph.D, programmes in Microbiology, Biotechnology and Commerce departments. The college fosters an enriching ecosystem for inculcating research and innovation amongst the students and staff through financial, technological, and infrastructural support. The college has developed research labs in Biotechnology and Microbiology. These include: Bioinformatics, Genetic engineering, Immuno-technology, Bioprocess technology, Medical microbiology, Plant tissue and Industrial biotechnology. Guest Lectures, Seminars, workshops and conferences are organized to disseminate current knowledge. Faculty are provided with financial assistance for participating in seminars / conferences as well as presenting papers and attending training programs in India and across the globe. Institution has a Cell for Research and Development to monitor, promote and address the issues pertaining to research. The committee supports staff to publish research articles and obtain copy and patent rights. New equipments for each laboratory have been purchased to carry out research within the campus without any interruption. In 2020, an Entrepreneurship Development Cell was established and in 2022, a new Innovation and Incubation Centre was formed. Both of these groups are registered with the Government of Tamil Nadu. **Twenty-seven MoUs** were signed with national and international institutions and collaborative activities like technical events, participating in doctoral committee and project proposals are done periodically. Student volunteers are involved in teaching organic farming, vermicomposting, biogas technology etc. to nearby villagers. Neighborhood community are highly benefited by the extension activities carried out by the students which includes AIDS awareness programme, blood donation camp, visiting orphanages, old age homes, etc., Awards are received for the same.

Through extension activities, the college caters to the needs of the community by providing library and smart rooms, restoration of lakes, beaches, and medical camps, especially during the pandemic conditions, and disaster management during floods and cyclones.

### **Infrastructure and Learning Resources**

Buildings, classrooms, laboratories, libraries and equipments are crucial elements of the learning environments in higher education. The college has a firm belief that high-quality infrastructure facilitates better institution, improves student outcomes, and reduces dropout rates. The college possesses a high-tech campus with a built-up area of 1, 45, 240 square feet on 11.90 acres. Three blocks make up the institution's structure: the Main Block, K.C.G. Knowledge Centre, and Elizabeth Block. **A good infrastructure, with spaces for practicing sports and cultural activities, class rooms, and lush green campus makes learning interesting.** Support facilities including separate hostels for girls and boys, canteens, bus services and a infirmary clinic are made available in the campus. The college is well-equipped with ICT facilities in classrooms, labs, staff rooms, and seminar halls. ICT facilities such as WiFi, LCD projectors, smart board, LAN, and audio/video recording options are available in the campus. It is well equipped and secured with 62 numbers of CCTV cameras.

Library covering an area of 4120 sq.ft. comprises a collection of 8992 titles and 2071 volumes in various subjects, 40 journals & magazines, and 10 newspapers. The library has two floors and is designed to hold numerous books catering to the needs of students from various disciplines like administration, computational studies, business studies, science, media studies, and humanities. The college is also in the process of automating all its manual work in various departments like Accounts, Administration, Library, Admission, Hostel, Transport, Online payment, Record room, etc. via Docbiblo Customized package from B2E Technologies.

### **Student Support and Progression**

Meritorious students and members of the underprivileged community are acknowledged by the institution fee waivers and scholarships. Counselling and career guidance centre for students functions actively with an objective to bring about a transformation in the student. To support the students in post-covid, scenario adequate motivational and counselling sessions are organised to help the students resolve their problems in academic as well as personal life. To assist first-generation learners and students from rural backgrounds in gaining confidence, special steps have been undertaken. The students have progressively excelled in examination through constant efforts made by faculty and students together. The students over the years have brought laurels to the college in academic and extra-curricular activities. Every year University ranks are bagged by our students. For the upliftment of students in and around Padur, fee concessions, free seats, merit quota and sports quota, are provided. The students are empowered through various curricular and extracurricular events which create a platform for developing their leadership and bringing out their hidden talents. Different committees have been constituted for the welfare and involvement of students such as Student Council, Grievance Redressal Committee, Anti-ragging Committee, Internal Complaints Committee, SC/ST and OBC committees are functioning to cater to the needs of the students. The institution has a structured mechanism for career guidance and placement. The Alumni Association was registered on 25th of November 2019. This association has a charter of duties and office bearers to carry out the activities. Frequent Alumni gatherings “**Rehash**” establishes a positive relationships between Alumni and the college.

### **Governance, Leadership and Management**

The vision and mission of the institution is displayed in all the buildings and website. The College Governing Body, College Committee, and Finance Committee play a major role in advancing its mission. The college has a robust and effective system of governance, leadership, and management. The college administration follows the system of decentralized authority where in the Principal oversees the functioning of the college by delegating responsibilities in the order of the hierarchy amongst the Vice Principal's, Deans, Head of the Departments, Staff, and Student Council share in the responsibilities for the welfare of the college.

The IQAC is in charge for identifying and implementing incremental improvements to the college's quality of education. IQAC monitors and evaluates the academic results, students skill development, placement support, Faculty Development Programs, Research and Development, and interaction with the industries. Academic inspections are carried out periodically to assess the quality. The self-appraisal evaluation motivates the faculty and supporting staff to progress professionally. Various welfare measures for staff are adopted for a cordial environment.

The college enhances the professional development of the teaching staff by encouraging them to participate in Faculty Development Programmes, training programmes, seminars, workshops, and conferences for achieving

academic excellence. The Principal encourages faculty regarding their involvement in improving the effectiveness and efficiency of the institutional processes. The college has a well structured IQAC which plays an important role in taking the developmental decision of the college.

### **Institutional Values and Best Practices**

The institution creates space for equality, ruling out discrimination against caste, religion, and gender. It provides a safe working space for staff, students and other stakeholders in the campus. The college celebrates plethora of events and festivals pertaining to patriotism, public sensitization, and awareness programmes.

The institution emphasizes various facilities pertaining to biogas, solar panel, LED lights, water recycling plants and facilities for the disabled. The institution conducts Environmental audit, Energy audit, Green audit and also received 'Best Green Campus Award'. The institution has taken initiatives in making the campus green and in keeping the environment sustainable. Miyawaki forest and sustainability of the campus conform to green standards. The institution also facilitates environmental protection practices to sensitize students about the growing environmental issues. The college initiates several methods for the management of degradable and non-degradable wastes. The institution has conducted a number of entrepreneurship development programs for the student community by building scalable enterprises. The entrepreneurship programmes helped faculty and students to gain exemplary knowledge about the relevant products in future.

The institution organizes various programmes for the promotion of constitutional values, rights, duties and responsibilities of the citizens. Fundamental rights of the citizens are displayed in the college to sensitize the individual rights and responsibilities. The college emphasizes inclusive environment for all, with tolerance and harmony by celebrating festivals like Christmas, Pongal and Onam .

The institution follows two best practices for the betterment of the student community through Service Learning Programmes and Green initiatives with eco friendly approaches.



## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	HINDUSTAN COLLEGE OF ARTS AND SCIENCE
Address	Rajiv Gandhi Salai (OMR), Padur
City	Kelambakkam Chennai
State	Tamil Nadu
Pin	603103
Website	<a href="http://www.hcaschennai.edu.in">www.hcaschennai.edu.in</a>

<b>Contacts for Communication</b>					
<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Principal	S. Thirumagan	044-27474671		-	
IQAC / CIQA coordinator	K.malarvizhi	044-27474013	9444430173	-	hcaspadur@yahoo.co.in

<b>Status of the Institution</b>	
Institution Status	Private and Self Financing

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Day Evening

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Christian Minority Certificate.pdf</a>
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

<b>Establishment Details</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Tamil Nadu	University of Madras	<a href="#">View Document</a>		
Tamil Nadu	University of Madras	No File Found		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	06-11-2019	<a href="#">View Document</a>		
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Rajiv Gandhi Salai (OMR), Padur	Rural	11.9	24831

## **2.2 ACADEMIC INFORMATION**

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Higher Secondary	English	70	27
UG	BBA,Business Administration	36	Higher Secondary	English	140	103
UG	BCom,Commerce	36	Higher Secondary	English	70	69
UG	BCom,Commerce	36	Higher Secondary	English	280	250
UG	BCom,Commerce	36	Higher Secondary	English	77	74
UG	BCom,Commerce	36	Higher Secondary	English	70	70
UG	BCom,Commerce	36	Higher Secondary	English	70	64
UG	BCA,Computer Application	36	Higher Secondary	English	220	210
UG	BSc,Computer Science	36	Higher Secondary	English	166	163
UG	BSc,Microbiology	36	Higher Secondary	English	50	35
UG	BSc,Biotechnology	36	Higher Secondary	English	50	33
UG	BSc,Mathematics	36	Higher Secondary	English	50	6
UG	BSW,Social Work	36	Higher Secondary	English	50	25
UG	BSc,Electronic Media	36	Higher Secondary	English	50	4
UG	BSc,Visual Communication	36	Higher Secondary	English	100	60

UG	BSc,Psychology	36	Higher Secondary	English	50	24
PG	MCom,Commerce	24	Under Graduate	English	40	14
PG	MSc,Computer Science	24	Under Graduate	English	26	22
PG	MSc,Computer Science	24	Under Graduate	English	26	23
PG	MSc,Microbiology	24	Under Graduate	English	26	23
PG	MSc,Biotechnology	24	Under Graduate	English	26	15
PG	MSW,Social Work	24	Under Graduate	English	40	40
PG	MSc,Visual Communication	24	Under Graduate	English	25	16
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	Post Graduate	English	3	2
Doctoral (Ph.D)	PhD or DPhil,Microbiology	36	Post Graduate	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Biotechnology	36	Post Graduate	English	4	2
Pre Doctoral (M.Phil)	MPhil,Commerce	12	Post Graduate	English	2	0
Pre Doctoral (M.Phil)	MPhil,Microbiology	12	Post Graduate	English	2	0
Pre Doctoral (M.Phil)	MPhil,Biotechnology	12	Post Graduate	English	2	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				5				138			
Recruited	1	0	0	1	1	4	0	5	61	77	0	138
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						29
Recruited	21		8		0	29
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	7	1	0	8
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	4	0	26	18	0	50
M.Phil.	0	0	0	0	0	0	18	31	0	49
PG	0	0	0	0	0	0	11	34	0	45
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2492	33	0	1	2526
	Female	1188	12	0	0	1200
	Others	0	0	0	0	0
PG	Male	214	6	0	0	220
	Female	128	8	0	0	136
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	7	0	0	0	7
	Female	15	2	0	0	17
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	207	168	209	228
	Female	79	96	138	135
	Others	0	0	0	0
ST	Male	8	3	1	11
	Female	5	2	1	2
	Others	0	0	0	0
OBC	Male	509	482	486	522
	Female	198	179	231	217
	Others	0	0	0	0
General	Male	211	98	265	274
	Female	97	46	124	111
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1314</b>	<b>1074</b>	<b>1455</b>	<b>1500</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The institution focuses on the best of education in the arts and sciences, developing young minds into all-around personalities and meeting the growing challenges of the industry and the social needs of a tech-oriented global community. The institution enables the students to adapt to the constantly evolving, time period-oriented environment by providing expertise based on an intensive programme. The task of the organization is to increase excellence in academics, and knowledge in multiple disciplines. The institution offers programmes and training to the students that are knowledge and skill-based to help them keep up with the rapidly changing, technologically driven</p>
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	<p>workplace. The mission of the institution is to develop educational excellence each year and produce university ranks in various fields. Integration of humanities and science with Science and Technology, Engineering and Mathematics (STEM) goes beyond the traditional curriculum to include training and research for undergraduate and post graduate students through industrial collaborations. The college offers the following degree courses integrating humanities and science with STEM Computer Science with mathematics, Computer Application (BCA) with Accounts, Commerce with Computer Science , Commerce with Statistics and Mathematics, Biotechnology with Biostatistics, Microbiology with Biostatistics, Visual Communication with Computer graphics, Social Work with Statistics, Psychology with Statistics, and English with Quantitative Aptitude. To enable students to achieve a holistic and multidisciplinary education, the institution offers adaptable and innovative curriculum that include credit-based courses and projects in the areas of involvement in the community and service, environmental education, and value-based education. The college adheres to the curriculum designed by the University of Madras. The college offers various programs in Arts and Science and all the programmes are offered under CBCS(Choice Based Credit System). All the under graduate degree courses curriculum include Environmental Studies and Value Education. Also, Soft Skill which includes Computing Skills, Personality Enrichment and Professional English are offered. Non Major Elective(NME) subjects opted from interdisciplinary education can be selected for all the first years. Students in their final year are required to participate in community development activities in order to earn their credit points.</p>
2. Academic bank of credits (ABC):	<p>Undergraduate and Postgraduate students who quit the course during the stipulated period can join in any other college and continue their studies. Students can seek admission as lateral entry directly in the second year at any college under the same or any other University. Since the College is affiliated to the University of Madras, the procedures of admission prescribed by the University are to be followed. So far the college is not registered under ABC. To implement the ABC scheme, the Institution must</p>

	receive approval from the State University, i.e. University of Madras.
3. Skill development:	<p>The process of skill development involves identifying the skill gap amongst the students and provides skill development courses. The programmes' objectives are to recognize their potential and provide them with the necessary infrastructure, opportunity, and assistance to enable them realize their goals. Employability skills are emphasized at the college. Add-on-courses in various subjects are provided to the students in order to match the industrial requirements. This covers the accounting software programme on Tally, Python, the production of Vermicompost, and Communication Skills. Additionally, Personality Development Programmes and Entrepreneur Development Programmes are organized to help the students to be driven as future focused. Through a variety of seminars, workshops and career guidance programmes students can gain knowledge about current trends that will help them secure a better way of life. Regular orientations for competitive tests are held to inspire students for high profile jobs. Under graduate students are encouraged to enroll in club activities like NCC, NSS, YRC, RRC, CCC, Eco Club, Rotaract and Toast Master Club. These clubs enable them to involve in social activities and gain positive attitudes.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The rapid changes in the global knowledge economy with the advancement in science and technology have led to dramatic changes in the society. In this scenario, it is very important to retain our glorious ancient past. The institution organizes debates and oratorical competitions on various topics sensitizing about the culture of the country. The college facilitates to teach Tamil language for the non Tamil students in the UG programme. Whereas, students of our state are taught Hindi language to communicate across states.</p>
5. Focus on Outcome based education (OBE):	<p>Outcome Based Education is a system where all the parts and aspects of education are focused on the outcomes of the course. This helps the Faculty students and stakeholders to understand the Outcome Based Education (OBE) system implemented at Hindustan College of Arts &amp; Science. It serves as a valuable guideline for the faculty to develop an assessment plan in the process to measure the</p>

	<p>outcome of the students during their course of study and also after their graduation. Also, it outlines the process involved in developing a constructive curriculum development and content delivery or teaching plan. The programme and courses prescribed in the syllabus have specific programme and course outcomes. In curriculum design and development, the affiliating University through BoS meetings to lay greater emphasis on the course outcomes. The assessment for measuring Course Outcomes include Continuous Assessment Test I and II, Model examination, Seminar presentation and Assignments. PO, PSO and COs are displayed in the institution website for the students to understand the programme designed for them.</p>
6. Distance education/online education:	<p>Due to the lockdown, students were not able to attend a traditional classroom. So, the college decided to start online classes for the students so that their studies can be continued without any sort of hinderance. Online education becomes a great source of education for the students to help them pursue careers as professionals, there are many internet sources through which the teachers and students get connected. Some of the social media platforms such as: Google meet, WhatsApp, Zoom, etc., are used for online education. These sources provide training in Soft skills and online certificate programmes. Through the YouTube channel - 'Hindustan Academics', students can access audio, video, and virtual training from their teachers. These are the methods of conveying the skills and knowledge to the students. By using these sources the teachers can connect to a large number of students at the same time. These sources make it easier for the teachers to teach a large number of students at a single period of time. Webinar series are conducted using experts from national and international level. Also, the college is the approved learning support center for MBA distance education at the University of Madras.</p>

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club established in the college. The club aims at initiating the following events 1. Awareness about the registration procedures for the
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	eligible voters and inculcating democratic values among the students. 2. Awareness about the democratic values by participation in casting votes as a community service.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The College appointed Coordinators for Electoral Literacy Club Faculty Coordinator: Mr. Elanchezhiyan, Assistant Professor Student Coordinator: Mr. Joshua Sam - II B.Com(General) Ms. Shivani - I BBA Mr. S. Sudharsan - I B.Sc (Computer Science) Mr. S. Jayaseelan - I B.Sc (Microbiology)
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Programmes designed to raise awareness of the value of casting votes and oath taken by the students and staff to participate in casting votes with honesty.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	To create voter awareness, campaigns were conducted in the neighbouring community promoting the ethics in voting.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The eligible students motivated to enroll as voters and explaining the procedures to be followed for registration.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3819	3520	3204	3351	3362

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 244

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
144	144	144	144	144

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
501.67	424.55	611.09	730.93	580.18

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

###### Response:

At the commencement of each semester the subjects are allotted by the Head of the Department after which a consistent lesson plan is planned and drafted by the faculty incharge for the better delivery of the curriculum to the students. Choice Based Credit System is followed in UG and PG programmes as per the University guidelines. The college prepares academic plan for all programmes. College provides ICT facilities like smart classrooms for effective curriculum delivery. Combination of conventional and modern teaching methodologies are employed in teaching. In addition to this, videos, youtube hcasacademic channels, specimens, models, audio visual aids etc., are also used. The college is keen on implementing outcome-based education which helps in the comprehensive development of the students. The department faculty create and maintain an intrinsic workload for the courses. Guest Lectures from senior faculty and eminent scholars are arranged to create profound insights into the courses. The institution also provides students with smart classrooms, language labs and computer labs. Periodically, webinars, seminars, national and international conferences and workshops are organized by each department. The institution follows a student-centric approach to get the best possible outcome from its students, by concentrating on their needs and concerns. The Institution has signed MoU with several organizations and institutions of national and international repute. The course outcomes and program outcomes are listed on the college WebPages. The outcome focuses on student development, moral values, and employability. The Continuous course module is divided into theory, practical, and internal assessment.

PARTICULARS	INTERNAL	EXTERNAL
Theory- English	50%	50%
Theory- Language, Core & Allied	25%	75%
Practicals	40%	60%

Assessments and valuation are strictly based on the student's performance in internal and externals. Continuous Assessment Test is conducted twice a semester. The model examination is conducted once every semester. The internal assessment strictly follows the university norms that include attendance, assessment test marks, assignments and seminar by the students. Students' performance reports are updated to their parents regularly. Students are encouraged to participate in academic activities by giving seminars and presentations which motivates them to learn more by developing their confidence and enables them to think critically. Add-on courses helps the students to develop their skills and gain subject knowledge effectively. The institution offers several workshops for students to acquire new skills. Students are encouraged to participate in workshops offered by other departments and other institutions. Value education and other professional courses helps to create a positive attitude among students. The college publishes an annual magazine which serves as an effective platform for the students in publishing their articles, poetry, and art. The institution also maintains various clubs, that focuses on education and social welfare to make them learn and maintain a healthy lifestyle and foster an unbiased environment.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</b>	
<b>Response:</b>	
File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

<b>Other Upload Files</b>	
1	<a href="#">View Document</a>

<b>1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</b>				
<b>Response:</b>				
<b>1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</b>				
2021-22	2020-21	2019-20	2018-19	2017-18
1638	1809	1870	1881	1723

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

#### Response:

The purpose of education is to help students become aware of the challenges they will face in the future and equip them with the skills they need to meet those challenges. Hindustan College of Arts & Science adopts the University of Madras curriculum, which is designed to help students become knowledgeable and responsible citizens. Our college is incorporating academic programs to keep up with the latest advances in science, technology, trade, and politics. We ensure that our curricular and co-curricular programs cover a variety of important issues related to gender, professional ethics, environment, and human values.

#### Professional Ethics

Professional ethics are vital because they help establish trust and confidence in professional services and promote the welfare of individuals and the society. Professional ethics refers to the moral principles and guidelines that govern the behavior and conduct of professionals in a particular field or industry. These ethics are designed to ensure that professionals uphold standards of integrity, competence, and responsibility in their work, and that they prioritize the best interests of their clients, customers, or the public. Students are taught and trained to incorporate these ethics into their respective disciplines with the aid of the syllabi framed by the University of Madras.

#### Gender Equity

The College has Prevention of Sexual Harassment Cell and Grievance Redressal Cells to promote gender equity among students and also deal with the issues related to safety and security of women students and staff. Women students are given information about hygiene and health-related issues. Men students are taught about the dangers of consumption of drugs and other substances. Guest lectures are organized to sensitize students to the other genders and instill in them the values related to their personal and professional life. The college campus is secured with CCTV and high level security. There are separate hostels for Boys & Girls (In-campus) and provides safe environment to all the students. Webinars and workshops are conducted to provide counseling and educate legal provisions on human rights.

#### Human Values

Human values provide a foundation for ethical reasoning, interpersonal relationships, and the overall well-being of individuals and communities. To inculcate human values, University of Madras has prescribed a course '**Value Education**' included in the curriculum for all the UG programmes. This course helps the students learn about sympathy, empathy, altruism, mindfulness, and other aspects helps them live

peacefully and cooperatively with others. To create awareness on the human values various programmes are organized. Students are sensitized to serve the society with values and social responsibility.

### Environment and Sustainability

The College aims to promote sustainable practices, conservation, and the preservation of natural resources for the future generations. Environmental Studies course as prescribed by the University of Madras is conducted for all UG programs. Our college facilitates a safe and secure ecosystem for our students, with an emphasis on environment and sustainability. The college has an organic and herbal garden. The College has an integrated rain water harvesting system along with Sewage Treatment Plant. The waste water is recycled and reused for gardening in the campus. The college aids extensive tree plantation program. The institution observes the '**Environment Day**' every year to ingrain the magnitude of environment protection among our students. The college organizes workshops and seminars on ecology to help students learn how to use natural resources more efficiently.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:**

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1406

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website**

**Response:**

<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:**

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
1500	1455	1074	1314	1314

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1783	1691	1614	1614	1567

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### *2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:**

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
1029	970	862	953	900

**2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1230	1167	1114	1114	1082

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**2.2 Student Teacher Ratio****2.2.1 Student – Full time Teacher Ratio  
(Data for the latest completed academic year)****Response:****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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process****Response:**

The college emphasizes student-centered learning, which requires students to be active, agile and responsible participants in the learning environment. When students are the focus, learning takes place at their own pace, and help them to get the best. Each School offers unique learning experiences that are separate from the traditional classroom learning. The School of Business Studies helps students learn more effectively by providing them with real-life experiences. Skill training acquired during internships,

industrial visits, conference presentations etc., helps our students in the design and development of projects and business plans. As a result, our students gain the requisite skills to be successful in life. In order to provide real-time experiences to the students, our college has sent students to reputed companies like Butterfly Gandhimathi Appliances, Lucas Indian Service, and Celebrity Fashions Ltd. The School of Sciences and Humanities makes learning more interesting and entertaining by providing students with engaging activities, and abundant opportunities to learn and grow in their skills. They help to reduce the fear of stage performance among students.

In an effort to motivate and appreciate students' skill set, the Schools of various disciplines organize competitions and club activities to exhibit their excellence in writing short stories, poems, public speaking, and drama. They encourage and facilitate students with real-time learning experience through industrial visits, educational tours, and field work/ visits.

### **Participative Learning:**

The institution facilitates students to learn and share ideas together so they can develop their aptitude, knowledge, and skills which help them to enhance their professional value. The School of Sciences, Business Studies, Computational Studies, Media Studies and Humanities apply different methods of teaching, to impart discipline specific skills and knowledge among the students. Traditional teaching is supplemented with ICT tools like audio-visual aids and power point presentations. Student engagement is ensured by assigning them with group activities and projects, presenting seminars, publishing department newsletters and magazines and organizing academic events. Students learn from each other, and encourage them to actively participate in all their School's activities. To protect the environment, students are encouraged to participate in maintaining the herbal garden and ensure the eco friendly campus. As part of their curriculum, personality and soft skill development programmes are conducted to enhance the students to develop leadership quality and capacity building.

### **Problem Solving:**

The teaching methodology helps the students to enhance their critical thinking and problem solving skills. The current trends and issues faced by the business and technology are discussed among the students through case studies, role plays, reports etc., Discussions through brainstorming, generate new ideas to solve the problems are initiated among the students. Due to personal issues of students their academics are affected to a greater extent. Under the supervision of faculty from the Department of Psychology, these students are provided with peer counseling services. Peers help students deal with psychological issues like anxiety, stress, and relationship problems. Students help them with simple therapy techniques like yoga, meditation, breathing exercises, laughter therapy and relaxation therapy which helps them come out of their distress.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>



## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:**

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
144	144	144	144	144

#### File Description

#### Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

**Response:**

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
95	105	100	89	84

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:

The internal assessment is done as per the University of Madras regulations. The college evaluates the performance of the students on a regular basis. At the beginning of each semester, students are informed about the evaluation methods of the assessment. The internal assessment dates are set in advance in the college academic calendar, and a circular is sent to the students.

The internal assessment are conducted in a well planned and systematic manner. The internal assessment marks are based on the marks obtained on two continuous assessment tests and a model examination. The best two of the three tests are used to calculate the internal marks. In addition, assignments, seminars, and attendance percentage marks are also considered for calculation of internal marks.

Internal and External marks allocated for Theory and Practical Exams:

PARTICULARS	INTERNAL	EXTERNAL
Theory- English	50%	50%
Theory- Language, Core & Allied	25%	75%
Practicals	40%	60%

The students will receive their test marks and their corrected answer scripts within the week after the exam. The teacher will discuss the answers in class and give individual attention to the students who need to improve their performance. The coordinators help students to understand the concept and clarify their doubts. Transparency is ensured in providing the internal marks to the students.

At the end of each semester, the subject coordinator will give the student's split-up marks based on their performance in tests, class assignments, seminars, and attendance. Ten marks are awarded for Tests, Five marks are awarded for Assignments, Five marks are awarded for Seminar. Five marks are awarded exclusively for attendance. Students are informed about their attendance percentage before they

appear for the university end-semester examination. The practical internal assessment marks comprise a series of tests, attendance, and records. The teacher will give review of experiments at the end of practical exams. The exams are administered by the department faculty and keeps track of the student's performance.

The end-semester timetable and the notifications regarding the examinations are provided by the University of Madras. The college adheres to the rules and regulations prescribed by the University of Madras and ensures that the external examination runs smoothly, and the college exam cell also maintains a record of internal and external examination details. University Practical examinations will be conducted by the Internal and External examiners as per the prescribed norms. The end-semester examination results are published on the University portal after external evaluation.

Students having grievances in the internal assessment due to absence on medical grounds will be considered and test will be conducted separately. Students having grievances with regard to external marks, can apply for re-evaluation or re-totalling to the university, through the institution. The University of Madras provides an opportunity to verify the evaluation process. The result of the revaluation is published on the University website. The notifications about all of the examinations and the results are sent to the students in an offline and online way. Thus, the college follows a transparent and time-bound mechanism in the evaluation process.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website**

### Response:

The institution provides all relevant academic information to the students through the college website. The effective plan and strategy to disseminate knowledge by teachers and efficient learning by students is effectuated by the information like Program Specific Outcome available on the website.

**Program Outcomes (POs)** relates to skills, knowledge, and behaviour that students acquire through the programme. These statements describe the professional accomplishments which the program aims at, and these are to be attained by the students on completion of the program. **Program Specific Outcomes (PSOs)** are statements that describe what the graduates of a specific program should be able to do. The statements defines the outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course have direct implication for the betterment of the society and its sustainability. **Course Outcomes (COs)** A Course Outcome is a formal statement of what students are expected to learn in a course. They are developed by each course teacher before the start of the academic year. In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes

(POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) and are framed by the department offering the concerned program after rigorous consultation with all stakeholders. PO, PSO and CO are included in lesson plans, course files, alumni survey etc. The syllabus of each programme is available on the webpage of said programme.

The introductory interaction between students and faculty centers around PO, PSO and CO of the program, so that the significance of outcome based attainment is emphasized. In all the interactions with the students, awareness on POs, PSOs and COs are consciously promoted. Decision making skills, interpersonal skills, and domain skills are improved through various courses offered. Critical thinking enables students to identify problems and come up with suitable courses of action. The practical approach adopted facilities preparedness for employment even as skill requirements of the industry are considered and courses are framed to suit the same. With the growing eco-system around entrepreneurship, courses are framed to create an interest in self-employment, and to train students to come up with viable business plans.

**Display and Communication** :POs, PSOs and COs are displayed in websites.

The updated syllabi with the respective PSOs and COs are also made readily available on the webpage of the respective School and programme. Hard copy of the syllabus is made available in the respective departments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

**Response:**

#### Mapping of courses

All the courses together must cover all the POs (and PSOs). Each course must be mapped with the COs to POs through the CO-PO matrix and to PSOs through the CO-PSO matrix as shown below.

#### Levels of Outcomes

There are three levels of outcome such as Course Outcome (CO), Program Outcome (PO) and Program Specific Outcome (PSO). Course Outcomes are the statements that declare what students should be able to do at the end of a course. POs are the statements about the knowledge, skills and attitudes, In Graduate Attributes(GA). Graduates Attributes (GAs) are the components indicative of the graduate's potential to acquire competence to practice at the appropriate level. GAs form a set of individually assessable outcomes of the program.

The attainment of POs contribute to the attainment of Program Educational Objectives which will help the

graduate to perform his/ her duties, professional responsibilities, design, development, production and testing of novel products.

Program Specific Outcomes are the statements that assert what the graduates of a specific program should do and what they can be able to do. Program Educational Objectives are the broad statements which describe in detail about the career and professional accomplishments after significant years of graduation that the program prepares the graduates to achieve.

After CO statements are developed by the course in-charge, CO will map with any possible PO's based on the relationship existing between them. But the PO's are not necessarily mapped with any one CO and it may be left blank. Anyhow, it is mandatory that all POs should be mapped with any one of PSO and PEO which are specified in the program.

### **Attainment of Program Outcomes and Program Specific Outcomes.**

#### **The following are the Assessment Tools:**

Several tools are described for assessing course outcomes. The program outcomes are based on the course outcomes. Thus, the tools remain the same for assessing the program outcomes. In addition, the tools broadly are:

- End of course surveys (semester)
- Student exit surveys
- Alumni surveys yearly
- Staff surveys – yearly

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **2.6.3 Pass percentage of Students during last five years (excluding backlog students)**

#### **Response:**

#### **2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
828	1183	1152	653	541

#### **2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1002	1183	1152	974	956

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
File Description	Document
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:**

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

2021-22	2020-21	2019-20	2018-19	2017-18
4.42	15.5	0	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

Intellectual Property Rights (IPR) serves as a resource hub, providing guidance and assistance to students. By bridging the gap between theory and practice it ensures that students can effectively leverage their innovations while complying with legal requirements. The Incubation Centre supports student startups, offering mentorship, funding, and industry connections. The incubation centre's collaborative and supportive environment has nurtured a new generation of entrepreneurial leaders, poised to drive positive change through their innovative solutions.

**Institution's Innovation Council (IICs):**

The College has Innovation Council under Ministry of Human Resource Development (MHRD), Govt. of India and it has been established by 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst the students. The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes. Start-up supporting mechanisms have been created and various innovations, entrepreneurship-related activities prescribed by Central MIC in time bound fashion were organized. Periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and a mentor pool for student innovators have

been organized. The centre facilitated four start-up companies and the companies have been registered under MSME- Udyam. Our students have won Tamil Nadu Students Innovator Award in the year 2021 for their novel prototype. The main products of the start-ups are Herbal Band-Aid, Spirulina, Natural dyes and Vermi-compost.

### **Entrepreneurship Development Cell (EDC )**

Entrepreneurship Development Cell was established in the year 2021 and registered under EDII- University of Madras. Several awareness programs organized and provided platform for the budding entrepreneurs to learn about entrepreneurship. One million Idea program was conducted by the college and 54 project ideas were submitted to EDII. The college hosted the final TNSI pitch in the year 2022 and 55 different teams from various parts of Tamil Nadu took part in the competition.

### **Intellectual Property Rights (IPR)**

All the faculty members and final year post graduate students were given appropriate training on IPR programs. Experts and patent attorneys were invited to give them hands on training. Few programs were supported by TNSCST.

### **Centre for Research & Development (CRD)**

Centre for Research & Development (CRD) was initiated in September, 2021 to engage faculty, scholars & students to involve in cutting edge research to excel innovations, collaborations and pioneering works.

### **Indian Knowledge System (IKS)**

Indian Knowledge System (IKS) is a part of innovative cell. It is established to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal applications. The college has an organic garden to conserve the environment and natural resources, re-establishing ecological balance, encouraging sustainable agriculture, improving soil fertility, conserving flora and fauna, increasing genetic diversity, and putting an end to chemical pollution and toxic residues. The college is maintaining the herbal garden to educate students in identifying different types of herbs and their medicinal uses. There are 40 different varieties of medicinal herbs cultivated inside the garden. Seven new bacterial strains with industrial importance have been submitted in Gen bank (NCBI). The CRD has got a patent approved; Six patents published and have five copy rights.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### ***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:**



### 3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	9	13	4	7

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

**Response:**

#### 3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
49	35	36	36	18

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:****3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
67	1	55	4	26

File Description	Document
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

The college has always given emphasis to extension activities to create a sense of social responsibility among the students. Each department identifies one community service project and they collaborate with non-governmental organizations to complete the project. The various activities conducted by the students are tree plantation, teaching in schools, visiting old age homes and orphanages, distribution of flood relief materials and others. The students were given orientation on role of self help groups and based on the research done by them they organized a session on importance of savings and empowerment for the women in the community.

The Students planted saplings in the Government Higher Secondary School, Kelambakkam and local community and conducted sessions on promoting green environment. An Academic Block and restrooms was constructed for the school in the Kelambakkam. Periodically flood relief activities in the nearby communities were organised. They raised sponsors and distributed clothes, basic necessities for the victims. The students' organized environmental awareness programmes in and around villages in Thiruporur block. To develop employabilty skills and safety measures sessions were conducted for the

welfare of women. The competitions were conducted for the children in primary and middle school to sensitize the importance of environmental issues and personal hygiene. Students initiated not only flood relief programmes in the communities in and around the college but also sent the relief materials to Kerala during the floods. The students continuously worked in Irular community in Kayar village and organized flood relief programme including, Christmas gifts distribution for the children, provision of mats, essential needs and provisions for the community.

In collaboration with Cancer Hospital, our institution organized a program on “the prevention of drug abuse in the community”. They created awareness among the public on harmful effects of consuming tobacco and smoking. The programmes conducted by students created an opportunity to understand the ground realities of poverty and hunger among the marginalized community and created sensitivity towards the societal problems. The extension programme gives the students an opportunity to learn, plan and execute need based programmes.

After the pandemic, COVID Vaccination camps were organised to ensure that everyone in the college vicinity get their dose of vaccine. The plantation drives are organised every year which witnessed plantation of around 500 saplings in Kelambakkam & Kayar village for a green environment. Campus cleaning programmes were organised in and around the college campus as a part of Swachh Bharath Abhiyan. The volunteers take part in events like Marathons, Rallies, Walkathons and various educational and life skills programs organised in collaboration with the University of Madras.

Special camps are regularly organized at the Kayar village every year. The volunteers clean the premises of the village and the local pond. Various sessions about the folklore, first aid, health and hygiene were organized to secure people from future pandemic and to improve their mental health. Over 4 lakhs young U-Reporters were invited to participate in the Young Warrior campaign in which many student volunteers participated.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

Every year, the Departments adopts a village and provide social services. Apart from the curriculum, final year students are encouraged to engage in this extension activity. National Service Scheme and National Cadet Corps render notable services to society by running different programs and camps.

Outreach programs and special lectures are given to the community to raise awareness about various social problems. The students learn more about social values and responsibilities, which can help achieve social justice and help them deal with other responsibilities in life.

### Recent Awards and Recognitions for the College

- Award of Appreciation received from National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan) (NIEPMD)
- Award of Appreciation was given by Rotaract Club of Chennai Spotlight for conducting national and international awareness program on COVID-19.
- Award of Appreciation was given by YRG CARE AIDS for conducting AIDS Awareness program during the COVID-19 pandemic.
- Green Campus Award was given by Alchemy Green Energy Company for the achievements in implementing green initiatives and conserving resources by maintaining an organic garden, a vermi-compost unit, and effective waste management.
- Award of Appreciation was given by The Say Trees Organization in 2021, for the efforts taken to plant and grow Miyawaki Forest.
- Hindustan College of Arts & Science was given the Best Award by ROTARACT CLUB OF CHENNAI SPOTLIGHT in 2020, for COVID-19 Vaccination Camps
- Certification of Appreciation was awarded by Greater Chennai Corporation in collaboration with Urbaser Sumeet for our earnest efforts and outstanding service that made Coastal Cleanup Drive 2022 at Marina Beach.
- On the occasion of Dr. J Balasubramaniam Memorial Day, Certificate of Appreciation was awarded by ROTARY CENTRAL-TTK –VHS BLOOD CENTER for organizing regular blood donation camps at the campus.
- Appreciation Letter was awarded by the Indian Science Congress Association for conducting virtual national conference on ‘Understanding the Impact of Covid-19 Waves and attempting Innovative Solutions towards the Restoration in Health, Food, and Environment Sector’.
- Global Peace Award in 2022 was given to Dr. K. Malarvizhi, Dean, Business Studies for Positive Contributions in the Society.
- Certificate of Appreciation was awarded to our college for contribution to the community through their outreach activities in 2021 & 2022
- Three Awards of Appreciation – 2022-2023 were given to our college by Government Adhi-Dravidar Welfare Hr. Sec. School, Thaiyur Village for rendering Service Learning Program.
- HCAS bagged various awards given by Nature Science Foundation in the year 2022. They are Best College Award, Best Principal Award, Best Women Scientist Award, Best Women Leadership Award, Best Faculty Award, Best Social Worker Award, Best Women Faculty Award, Best Scientist Award and Best Young Scientist Award.
- After a thorough audit for green campus on energy and environment, the ‘Best Green Campus Award’ given by the Nature Science Foundation is considered noteworthy.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.**

**Response:****3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
23	5	10	11	18

<b>File Description</b>	<b>Document</b>
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.****Response:**

<b>File Description</b>	<b>Document</b>
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

#### **Response:**

The institution has adequate infrastructure and physical facilities for the teaching-learning process. The college encompasses well-furnished, well-ventilated, spacious facilities with more than 80 classrooms for the conduct of theoretical classes. The Departments of Microbiology and Biotechnology have ten laboratories. Few important ones are namely Virology, Immunology, Molecular Biology, Mycology and Biochemistry. The Psychology lab provides hands on training for the students. There are five computer labs and one language lab with LAN and LCD projectors facilities. The Department of Media having multimedia lab, audio lab, edit suite, video recording facilities. The institution has ICT facilities such as Wi-Fi, LCD projectors, smart boards, LAN, and audio/video recording options are available in the campus. Laboratories have sufficient licensed software and open-source tools to cater to the requirements of curriculum & industry-enabled teaching. The entire campus is Wi-Fi enabled with 24/7 internet facilities for the students and staff.

The college has adequate facilities for sports, games, and cultural activities. The total area of sports and games fields is 9916.56sq.m. The institution has provision for multiple sports and games, such as Chess boards, Carrom boards, athletic events, volleyball, football, basketball, throw-ball, kabaddi, cricket, and kho-kho (boys and girls) respectively.

**Volley ball:** The Volleyball court is available in the campus with the play area of 18m in length and 9m in width. The total area of the volley ball court is 30m length and 17m width. Every day 30 to 35 students utilize the facility.

**Basket ball:** The basket ball court is with the play area of 28m length and 15m width. The actual space available for the basket ball court is 34m in length and 21m in width. 35 students are practicing every day.

**Kabaddi:** The students are encouraged to play kabaddi everyday. It has a play area of 13m in length and 10m in width. The total area available is 22m in length and 16m in width. 30 students practice every day.

**Kho-Kho:** The play area is 27m in length and 16m in width. The total area of the Kho-Kho ground is 32m in length and 21m in width. 35 students practice every day.

**Throw ball:** The play area of the court is 18.30m in length and 12.20m in width. The actual area of the court is 20.30m in length and 15.20m in width. Nearly 25 students utilize this facility.

**Chess:** Around 40 students are regularly practicing.

**Carrom:** Playing Carrom is encouraged. Around 60 students are practicing every day.

The college possesses a high-tech campus with a built-up area of 1,45,240 sq. m. on 11.90 acres. Three buildings make up the institution's structure: The Main Block, The K.C.G. Knowledge Centre, and The Elizabeth Block. The college has an Open Air Theater with 120 seating capacity, an AC auditorium, Newton hall with 200 seating capacity and a Seminar hall with 70 seating capacity for conducting various symposia, seminars, and academic programs. Additional facilities include hostel, canteens, seminar, and conference hall. Other utilities are pure RO drinking water, restrooms, and power generators. Physical infrastructure encompasses computer labs, chemical laboratories, libraries, Biogas plant, waste management plants, solid waste recycling facilities, and agricultural farms. The campus is secured with CCTV cameras for the safety of students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### **4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

**Response:**

##### **4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
245.52	150.08	248.54	199.1665	283.02

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**



**4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students**

**Response:**

The college has a library covering an area of 4120 sq.ft. comprising a collection of 8992 titles and 20971 volumes, 40 journals & magazines, and 10 newspapers in various languages. Students can access from 9:00 am to 4:00 pm on weekdays, and from 9:00 am to 1:30 pm on Saturdays. The library has two floors and is designed to hold numerous books catering to the needs of students from different disciplines like Commerce, Administration, Computational studies, Sciences, Media studies, and Humanities.

The ground floor has a gate entry point with a security system. The library has a seating capacity of 100 numbers. It has a new arrival display rack, a reprographic section, a web OPAC terminal, a Braille section, a librarian cabin, a rare book collection, a newspaper section, a library assistant desk, and a CD section. Stack area I has book racks for Computer Science, Management, Economics, Commerce, Biochemistry, Microbiology, Linguistics, Psychology, Media, Electronic Media, and Science departments.

The first floor has a seating capacity of 75 numbers. Stack area II consists of a reference section, and a printed journal section backed by volumes of question banks, printed projects, and bound materials. The audio visual section of the library is equipped with computer systems, supported by multimedia accessories.

The college library has subscription to e-resources from National Digital Library India, INFLIBNET- N-LIST, and DELNET. It is an institutional member of the British Council Library and the American Consulate Library. It has an e- resources centre for staff and students. The Library has a separate browsing section with 14 computers for staff and students can access the internet and e-book resources.

**Library automation software**

The prime objective of the library is to equip the readers with the best knowledge resources and to establish a strong book storage system. The library is equipped with an automated computer system. List entries to newspapers, magazines, journals, and books are automated, facilitating the ease of access to favorite items. The Library's automated software helps readers keep track of what they've read, what they're reading, and what's new in the world of books.

**Scanning**

Barcode scanning is used at the Library so that books and journals can be easily identified and tracked. After books and journals are checked out, their barcodes are printed and attached to the labels with adhesive. This barcode label is then pasted on the book. The user ID of the book contains the library reference number of staff and students.

**Other facilities**

The Library has a separate advisory committee comprising the Principal, Vice Principal (Academics & Research), Deans, staffs & students, and the Librarian of the college. They make decisions in improving the library facilities. The library provides other services like a printing facility, a reprographic facility, wifi

connectivity, and an e-learning center. There is a fixed graph board and notice board that are used to display information. New arrivals, journals, and newspapers are displayed on an exclusive rack to keep the readers up to date.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection** *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

The College has always been committed in improving its IT facilities. Regular updates are made at the institution and at departmental level. A description of the same is provided.

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

**No. of Systems:** The College has a overall total of 420 Desktop computers for students & staff. Each of the five Deans is provided with a laptop.

**Smart Classrooms:** The College has overall 3 Smart classrooms, provided with all required equipments.

**E-Resource Centre:** E-resource centre is equipped with 14 Systems for students and staffs.

**Firewall/Security:** The Sophos XG 230 Firewall has been deployed for handling enhanced load on Network and Applications catering to academic and Administrative processes, thereby providing a secure campus, the support license has been renewed for 3years from 2020 to 2023.

**Anti-Virus:** Kaspersky Endpoint Security has been installed for all clients and servers Renewed for 200 systems for 3years.

**Wifi Facility:** The College has provided 36Nos Sophos Access point in and around campus 24/7 internet service for staff to stay connected.

**Networking Peripherals:** The College has networking switch provided by CISCO & DLINK of speed 1000 MBPS. Over 500+ LAN points are augmented across the campus computer and office spaces.

**CCTV:** Campus is well equipped and secured with 70 nos of CCTV cameras in an around the campus.

**Virtual Server:** Implemented Hyper-V virtualization solution to enhance the Server availability for the various applications hosted on Campus, to increase the Server's space and performance when needed.

**Biometric:** Implemented Biometric Systems for Staff attendance across the campus. Students late has been monitored and implemented through biometric.

**AMC:** (Annual Maintenance Contract) have been renewed regularly for IT equipments & UPS.

**Licensed version of OS:** The institute has license copies of Windows Operating System and also works with open-source operating systems like Ubuntu OS and other software tools.

**I/O Devices:** The Institution purchases printers as per the requirements given by the departments. The Institution has in all 33 laser printers and 4 dot matrix printers.

**Media Lab/Video Lecture making Facility:** The College has a well-equipped media lab for the faculty to prepare their video lectures. This was useful during the pandemic period.

**LCD Projectors:** Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD.

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

**Response:**

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 315

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

###### Response:

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
176.05	161.89	119.77	193.58	77.62

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

**5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

**Response:**

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1899	2651	2519	2504	2184

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	<a href="#">View Document</a>
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	<a href="#">View Document</a>
Upload policy document of the HEI for award of scholarship and freeships.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability**

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/computing skills**

**Response:**

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

#### Response:

#### 5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2356	2078	2009	2094	2746

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

#### Response:

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

#### Response:

#### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
162	288	141	51	66

#### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
828	1183	1152	653	541

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

#### Response:

#### 5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
1	2	2	2	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 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 last five years**

**Response:**

**5.3.1.1 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 wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
7	2	8	2	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
list and links to e-copies of award letters and certificates	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:**

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
14	08	10	09	12

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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****Response:**

The College has an Alumni Association that was registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) on 25th of November 2019. This association has its charter of duties and office bearers to carry out the activities. The Alumni and the Alma Mater are connected through the alumni association. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. The association is moving forward with selfless goals for the growth and development of the institution and its students. Alumni, current students, faculty, and institute administration can interact with one another through the association with the active participation of alumni. The alumni have contributed significantly through financial and non-financial means during the last five years.

The objective of the alumni association is to promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the institution and also provide and disseminate information regarding their Alma mater to the alumni. It also serves as a forum through which alumni may support and advance the pursuit of academic excellence. The Alumni Association organises and co-ordinates reunion activities of the Alumni as REHASH - A Mega Alumni Meet which provides an opportunity for the Alumni to revisit their memories, cherish their time at the Alma mater and acknowledge their gratitude. The periodical meetings organised by the association promotes sharing of their experience and ideas. Mega job fairs are organised for alumni who seek employment. The association guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.

The alumni are well placed and many have contributed to the society in various ways. Some have become social workers, well known actors, entrepreneurs and some are employed in civil services. The alumni assist and support the efforts of the institution in obtaining funds for development. All the departments in college connect with their alumni to get their ideas on the industry and the employment trend. The Alumni Association helps connect current students with job opportunities.

The alumni association meets with the current students to have a conversation and learn what they've experienced so far in the institution. They also help our students plan for the future. They provide software knowledge to the students, and they talk about ways to help them become more entrepreneurial. As a result, entrepreneurship programs are available for our current students to learn from successful entrepreneurs. In the forum for Alumni Association, entrepreneurship ideas and roadblocks to effective functioning are briefly discussed. Alumni offer advice and guidance to the students, who have the passion to become entrepreneurs. Alumni from different disciplines are often invited to speak or participate in department-sponsored seminars and conferences.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1** *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

**Response:**

**VISION:**

To develop an institution of excellence in education, training and research at both undergraduate and post graduate levels in arts and science.

**MISSION:**

To offer best education and to develop the young minds into a multi-faceted personality to meet the growing challenges of industries and the social needs of the technology – oriented global community.

The institution under the proactive leadership of the Director, Deputy Director, and Principal follows a democratic and participatory mode of governance from active participation from all the stakeholders in its administration and smooth functioning. The college administration follows the system of decentralized authority wherein the Principal oversees the functioning of the college by delegating responsibilities amongst the Vice Principals, Deans, Head of Departments, Staff, and Student Council. This system of decentralized governance enables smooth functioning of college affairs, be it academic or extracurricular excellence.

The Principal, Vice Principals, Deans, Head of the Departments, teaching faculty, non-teaching staff, Student Council members, and student representatives work together to help the institution grow and transform. They share the responsibility of advancing the School and work together to make it a pleasant place to learn. A meeting is held every year to discuss plans for organizing events and ensuring smooth conduct of educational and cultural events.

HCAS is dedicated in helping students achieve excellence in their academic, industrial, and social pursuits. The Governing Body, College Committee, and Finance Committee all play a vital role in helping college advance in its mission. Additionally, the Academic Council, Teachers Association, and Students' Council makes a successful institution. Deans and Heads constantly thrive to bring about the overall development of the Departments. The Deans act as a bridge between the Heads and the Principal, the Heads work to bring about maximum output from the staff through the preparation of lesson plans, planning of industrial visits, conferences, guest lectures, workshops.

Each year, the Principal sets the calendar in which each School will be in charge of different events. Each School forms committees to monitor things like discipline, press, reception, staging, registration, and hospitality. These committees include staff from different departments, which helps in smooth conduct of events without a hitch. After each event, a review meeting is held to thank everyone involved.

The college has an efficient, organized units like the NCC and NSS which facilitate the overall development of mind and body with excellent discipline. Regular drives are conducted, students are aware of their social responsibilities and bring awareness to the general public.

The Rotaract Club hosts several events in which students work together to promote social causes. Students who participate enthusiastically are rewarded with leadership roles or scholarships. Sports is seen as a way to develop body and mind, and to foster discipline. Students are also encouraged to participate in intercollegiate cultural and sports events.

HINDOTSAV is a mega cultural event that takes place every year, which witnesses the participation of students from more than 80 colleges to celebrate unity. Job fairs are conducted to employ graduating students from the college.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1** *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

### Response:

**The institutional perspective plan is effectively deployed in the following areas:**

#### Academic:

- Provided with value-added courses to all students
- Youtube channel, Hindustan Academics is initiated for the weak students
- To encourage students to enroll in projects/internships

#### Entrepreneurship Development Cell

This cell with incubation centre provides a platform for enhancing student's skills and give them opportunities to evaluate their ideas into a successful venture.

#### Administration:

Decentralization and participative administration of establishment encouraging the organization to move forward as well as assist the employees to develop themselves by taking decisions on strategic administrative issues.

### **Research:**

Centre for Research & Development (CRD) is initiated to engage faculty, scholars and students to involve in cutting edge research and hope to achieve high levels of excellence through innovations, collaborations and publication of research articles. Through the Centre, Patents are registered.

### **Infrastructure/ Other facilities:**

- The Central Library is automated using Enterprise Resource Planning (ERP), Library Management System (LMS) to carry out its routine operations and is secured with CCTV <https://hcaschennai.edu.in/library>
- Construction of buildings and ensuring safety & security management.
- Constructed Girls Hostel.
- Energy Conservation – Solar Plant

### **Social Responsibility:**

Focused on promoting a sense of social responsibility in students by involving them in various social activities through NSS, NCC, YRC, RRC, Citizen Consumer Club and Rotaract Club

### **Digitalization:**

The institution adopts e-governance in admission, finance and students support mechanism. Also the library uses multi-user software for Acquisition, Cataloguing, OPAC, Circulation, Article Indexing, Serial Control, System Administration etc.

### **Administrative setup, Service rules, policies and procedures**

The institution has its own hierarchical administration set up to follow the duties and responsibilities.

1. **Governing Body** is responsible for the development and approval of the College programmes and for the policies under which the Institution operates. The Governing Body comprises of Chairperson, Directors, Deputy Director Academics, Secretary, University Nominee, Vice-Principal and Deans. It is responsible for the operation of all aspects of the College including its finance, educational and research etc., Every year, the Governing body meets and approve all the important academic plans for the year.

2. **Principal**, being the Head of the institution, coordinates various activities connected with admissions, teaching, conduct of examinations, collection of fees and manuals for Code of Conduct for students and staff.

3. **Vice Principal**, monitors the various managerial and organizational tasks. And also looks after Student discipline.

4. **Deans** lead individual schools, and ensures strategic planning of the institution.

5. **Head of Departments** monitor the regularity, punctuality of the students and Faculty, distribution of teaching and laboratory work among the staff and ensure completion of work as per the schedule. The Heads ensures compilation of students' attendance and internal marks when required during

Semester/Academic Year and maintain the relevant files and records for future reference.

**6. Other teaching and Non teaching** execute the instructions of their respective heads.

The Governing body has formulated the terms and conditions of service for regulating the various categories/levels of employees employed in the Institution. It includes Appointments, Probation & Termination of Service, Appraisals, Discipline, dress code, Leave policies, Promotional policies and Grievance Redressal Mechanism for Teaching and Non-Teaching staff.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **6.2.2 Institution implements e-governance in its operations**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:**

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## **6.3 Faculty Empowerment Strategies**

**6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

The institution has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

- Group insurance, covering accidents and unexpected demise.
- Provident fund and ESI
- 50% of the registration fee reimbursed for the attendance and participation of International, National Conferences, Refresher course etc.,
- Awards for their 100% results, and attendance as a sign of appreciation along with cash prize.
- Emergency first aid for the staff
- Periodical general medical checkup.
- RO purified drinking water facilities
- Free Staff picnic arranged by the management for the teaching as well as non-teaching staff, to energize and rejuvenate their mind and body.
- Transportation for the staff members at subsidized rates.
- Casual, sick, special leave for wedding and sudden demise in their family members; maternity and paternity leave given.
- Trained counselors available for staff.
- Wi-Fi facility for the staff in the college campus
- Awards of excellence for research and extension work.
- Need based Financial Assistance for Medical Treatment.
- Fee concession for non-teaching staff for pursuing their higher studies.
- Fee concession to children of Non-Teaching Staff and Teaching Staff.

All teaching staff members are obliged to submit their self-evaluation forms at the end of each academic year. They enter in the forms, articles and books that have published, also the webinars, FDP programmes, conferences and seminars attended. Students fill up a feedback form every year, and their replies are carefully reviewed while maintaining anonymity to protect individual assessors' identities. As a part of the staff assessment system, which examines their performance, the staff members' teaching is reviewed based on the 360 degree feedback at the conclusion of each semester. Result Analysis paves way for the improvement of the pass percentage. Upon examining this feedback, a report with suggestions on how to deal with the defaulting faculty is provided to management. Also at the end of the academic year, the self-evaluation form will be collected, and the Head, Dean, and Principal will comment on it for future professional development.

The self-evaluation forms are evaluated and analyzed. The staff are encouraged to enhance the quality of their services. They will receive an update on their performance and attendance from the respective Head of the Departments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>



**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Response:****6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
75	76	71	71	72

<b>File Description</b>	<b>Document</b>
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years****Response:****6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
137	99	108	122	124

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
36	36	36	38	38

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

**Mobilization of Resources:**

The Institution receives funds through registration fee, sale of prospectus, tuition fee, bus fee and hostel fee, funds from governmental and non-governmental bodies for organizing academic activities.

**Utilization of Resources:**

The funds are utilized by giving salary to the staff, capital expenditure, infrastructure maintenance, affiliation and examination fees to the University of Madras and organizing departmental academic activities etc.,

The Institution has a process for auditing its financial transactions internally and externally. All statutory requirements for audits and accounting practices are monitored regularly. Every year, the financial committee of the Institution reviews the income and expenditure information to make sure that everything is in compliance with government regulations. In addition, the Institution audits its own bills and vouchers every year to make sure that expenses are being spent correctly. If any discrepancy is found, the same is brought to the notice of the Head of the Institution. Finally, the Institution has an external auditor who

reviews the accounts once a year to make sure that everything is correct. If there are any discrepancies, the Institution discusses them with the auditor and provides documentation to support their argument. The process of verification is listed below:

- **Revenue Recognition** – Verification of fee receipts and checking of collection of fees which includes (Tuition fees, Transport, Exam fee, Hostel fee, and other miscellaneous incomes).
- **HR & Payroll** – Recruitment process. Payroll processing, training of new recruits, performance appraisal for both teaching and non-teaching staff & full and final settlements.
- **Procurement** –Review of operating expenses, vendor identification, and selection process, Purchase order processing, Goods receipt, and invoice verification.
- **Fixed Asset Management** –Review of capital expenditure, fixed asset accounting (Capitalization including depreciation), and annual physical stock verification.
- **Statutory Compliance** –Review of Provident Fund Remittances, Employees' State Insurance remittance, Goods and Services Tax Payments, Health and safety norms of the employees.

The statutory audit is a review of the Institute's financial records to make sure all financial transactions are being done correctly and in accordance with standard accounting procedures.

Internal Audit is the review of financial process systems by the chartered accountant which is as per norms and if there are any deviations in the current process, they will provide solutions to improve the current systems. The chartered accountant periodically audits the financial records and if there is any discrepancy in the data provided, they will report them to the management and give suggestions for how to fix them. Usually, document submissions in support of arguments will be accepted within 15 days from the discrepancy date. During the audit, the finance committee addresses the queries raised by the chartered accountant. The auditor looks at the financial records of the business and discusses them with the management before signing the documents. Then, they file official tax returns with the government. The Institution has not come across any major audit objections during the preceding years.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### Response:

The IQAC has ensured an integrated practice of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches.

### **Faculty Development Programme:**

Regular guest lectures on Emerging trends in Teaching, learning and research promotes professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate and publish research papers, articles in National and International Conferences and UGC care listed Journals.

### **Quality Education:**

The IQAC works towards improving and maintaining the quality of education, identifying and suggesting innovative ways of using teaching aids. Providing suggestions for developing suitable infrastructure and new courses. ICT methods and tools have enhanced the educational models and assessment. ICT tools entertain, educate, engage the students with the curriculum.

IQAC is an effective and efficient internal coordinating and monitoring mechanism. Academic inspections are carried out periodically to assess the quality in accordance with the strategic plan on key areas. The following are the significant contributions for the quality assurance:

1. Academic, sports and cultural activities among the students. These activities facilitate the holistic development of students. This enhances the confidence level of the students thereby, allowing them to perform better. Various events are organized to cater to the needs of the students.
2. In order to evaluate the learning process, internal and model examinations are conducted through exam cell at regular basis.
3. Job oriented training programmes, internship and projects for UG and PG students are initiated through industrial collaborations.
4. Personality development programmes planned at the beginning of the semester and ensures implementation of the events as per the schedule.
5. Placement support extended to the final year students through regular programmes by conducting mock interviews, capacity building programmes and orientation for competitive exams.
6. Orientation and Faculty development programs organised every academic year.
7. Research and development programmes through Center for Research & Development (CRD) is initiated to engage faculty, scholars and students to involve in cutting edge research and to achieve high levels of excellence through innovations, publications, collaborations and pioneering work.
8. MoUs with reputed national and international institutions and interaction industry and other academic institutions in order to have a global competitive edge.
9. Result analysis in University examination and followup action are carried out for academic excellence.
10. Academic audits are organised to audit the activities of the departments and followup actions are initiated based on the audit reports

11. Facilitate implementation of innovative methods of teaching to the faculty members.
12. Feedback collected from the stakeholders are analyzed and reported to the management for the followup action.
13. Infrastructural facilities are monitored and ensures adequate availability.
14. Entrepreneurship Development Cell provides a platform for enhancing the student's skills and it helps them to share their ideas into a successful venture.
15. Faciliates students with Counselling cells which enables the students to manage and deal with emotional and personal conflicts.
16. Monitoring and mentoring of students on academic and non academic are effectively systematised.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

**Response:**

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words**

#### **Response:**

The College is deeply committed to creating a safe and inclusive environment which is free from gender discrimination and has a keen vision in promoting gender sensitivity among both teaching and non-teaching staff, and this vision is shared by the entire institution.

#### **Recruitment**

The institution's commitment to gender equality is evident in its recruitment practices. Women candidates are encouraged to apply for teaching and non-teaching positions, and the institution proudly boasts of having more than 50 percent of its workforce comprising women employees. This diversity not only reflects the institution's commitment to promote gender equality but also provides students with role models from different backgrounds.

#### **Training sessions**

The College conducts regular training programs to sensitize its staff to issues related to gender equality, prevention of sexual harassment, and other forms of discrimination. These programs help staff members to recognize and address problematic behavior and create a safe and inclusive campus environment for everyone.

#### **Out reach programmes**

The institution's efforts towards promoting gender equality have not gone unnoticed. It has received several accolades for its initiatives, including being recognized as a "Women-Friendly Institution" by the government. The institution's commitment to gender equality is not just limited to its campus; it has also been actively involved in community outreach programs that promote gender equality.

#### **Counseling Cell**

The college offers counseling services for all students, with a special focus on the unique challenges faced by the women students. Women students are often more vulnerable to personal, family, and social issues that can adversely affect their academic performance and well-being. These challenges can lead to problems such as difficulty adjusting to classmates, peer pressure, poor academic performance, anxiety, depression, and health issues.

To address these challenges, the college has appointed faculty members to deliver effective counseling techniques and approaches that are designed for all students especially for women students to address and resolve their problems.

Through this Counseling Cell numerous programs conducted on mental health issues and challenges faced by students, including suicide prevention, de-addiction, and other associated mental health problems. These initiatives have proven to be highly effective in promoting the mental well-being of students, and continues to be a valuable asset to the institution.

### **Student Council**

The Student Council recognizes the importance of gender representation and equality. By actively involving female students in the electoral process, the council promotes inclusivity and diversity in leadership. This not only provides opportunities for women students to develop their leadership skills and contribute to the school community, but it also serves as a positive example for all students about the value of equal representation and opportunities for all.

### **Facilities**

The Institution takes pride in providing excellent hostel facilities for women students coming from far places to pursue their education. The hostel premises are designed to ensure that students have a comfortable and secure environment that facilitates their academic pursuits. Ladies Lounge provides a relaxing space for women students and staff.

Moreover, the institution conducts various programs for eradicating gender bias and motivating women employees periodically. The college is also conducting various programs for women students on Health and Hygiene.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### **7.1.2 The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:**



File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

**Response:**

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The Institution offers a welcoming environment for everyone despite of diversified languages, cultural, regional, and socio-economic variations. The Institution offers admission to everyone fulfilling the academic criteria, irrespective of their caste, community or social status. The college hosts a variety of sports and cultural events that foster peace among the students. The institution is making deliberate efforts to create an inclusive environment. The desired goal of the extension programmes is to create or provide an atmosphere where students can develop holistically. Sensitizing students to the cultural, regional, linguistic, communal, and socioeconomic diversity of the state and the country has been a prime priority for the college. The diversity is highly valued and respected and in order to emphasize this aspect, ethnic day is observed regularly in the college. Students dress up in their state attire and take part in diverse competitions organized to celebrate the day. To instill tolerance and harmony among students, the college observes plethora of regional and cultural festivals as well as commemorative days like youth day and women's day. This encourages the students to treat everyone equally and provide a safe environment for each and every individual. The carnival is organized as the continuation of Christmas celebrations in order to enhance the attitude of sharing and caring. The college publishes magazine which creates equal opportunity for the students in terms of contribution in drawing, sketch and short stories. The students and staff are encouraged to conduct outreach activities to imbibe the values of social service and community responsibility. Rural exposure camps are regularly organized by social work students in the rural areas. They are involved into various projects like cleaning awareness program, and medical camps and are sensitized on the necessity of constitution. The NSS units organize skits to disseminate communal and socio-economic messages. This establishes positive interaction among people of different racial and cultural background. The gender equality policy focuses on the equal opportunities and rights for women and men. The grievance redressal cell, deals with grievances without considering anyone's racial or cultural background. Policy for differently abled ensures that every single member of the college is aware of the respect and care to be shown to the differently abled. The college promotes and teaches the curriculum with the inclusion of topics related to human rights, peace, tolerance, love, compassion, harmony, promotion of social values and awareness of environmental protection and ethics.

Celebrations are reminders of the events, people, or achievements that help to keep the staff and students socially engaged with the society. HCAS takes an extra effort in initiating and organizing national and international commemorative days, events and festivals every year. These events aim to sensitize and enlighten the young minds by exposing them to various sensitive social issues. Besides, the staff and students of the Institution are not only given opportunities to exhibit their talents and views about the social issues, but also to encourage them to come up with creative, innovative and effective solutions in restoring the society with beneficially.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Best Practice: 1**

**Title of the Programme:** Green Initiatives with ecofriendly environment

**Objectives of the Practice:**

1. To establish a green campus
2. Environmental awareness campaign among students.
3. To address issues such as pollution prevention, waste minimization and energy conservation
4. To impart comprehensive recycling, composting and landscaping in the campus.

**The Context:**

The focus is to ensure the sustainability of water, soil and other resources for future generations. The college inculcates and appreciates the sensitivity, biodiversity and responsibility through herbal garden, water harvesting, biogas plant, solar panel and vermicomposting. Environmental studies serves as a mandatory subject for all undergraduate students.

**The Practice:**

The Herbal Garden is maintained with the active involvement of the Enviro-club volunteers . It has various medicinal plants and encourages the students to pursue research. The garden has 10 rare and 30 common medicinal plants. The students are encouraged to know the medicinal plants and phytochemistry. The biogas plant is a source of renewable energy which is produced from the food waste from the canteen. Vermi composting plant was installed and has helped to train students to recycle organic waste in a productive way.

The college has solar lights as initiatives for energy conservation and use of renewable energy. Few solar panels have been installed inside the campus. Environmental studies are taught to the students to understand environmental policies and also to understand the ethical, cross-cultural and historical context of environmental issues and the links between human and natural systems. The campus is filled with many rare species of trees which are marked with bar codes. The college celebrates the birthdays of staff and students by planting saplings inside the campus.

**Evidence of Success:**

- Students and staff have started planting medicinal herbs in their homes.
- The biogas plant is used for cooking purposes as a replacement of charcoal and cook stoves.
- Vermicomposting has helped to train students to recycle organic waste in a productive way
- This practice has solved a problem of disposal of organic waste and the college is getting good quality compost for its own garden.
- Students used vermicompost to earn income, some of them are using it for their own agricultural purpose.
- Integration of Environmental studies into the curriculum has made students more enthusiastic and engaged in learning.
- Sapling plantation has beautified the campus with 250 trees and shrubs.

### **Problems Encountered and Resources Required:**

- There is a need for funds for tilling the land and making it suitable for planting.
- The college has taken an imperative initiative towards maintaining a cleaner and eco friendly campus.
- It is essential to utilize the produced biogas in other areas too (apart from cooking) in order to make the consumables inexpensive in the campus
- To ensure maximum efficiency of the solar panels, the position on the roof has to be checked properly.

### **Best Practice 2**

**Title of the Programme :** Service Learning Programme

#### **Objectives:**

1. To promote a value-based education to the school and orphanage children
2. To understand the society and develop consciousness to motivate them
3. To educate the student community and imbibe employability skills.
4. To promote learning with individuals and groups in their communities.
5. To impart knowledge to students through teaching leaning.

#### **The Context:**

Service Learning is pedagogy of integrating academically relevant service activities that address community needs. It helps to cultivate a sense of social responsibility among the student community. This entails teaching beyond books and bringing it closer to context. Service learning caters moral values, standards, self belief and motivation for the benefit of students and faculty.

#### **The Practice:**

The college has effectively initiated the service learning programmes in various fields. The Government Adi Dravidar Higher Secondary School in Thaiyur got benefited with quality teaching by the faculty of HCAS. They were taught Mathematics, English, and Computer science for the betterment of language skills and aptitude skills. The students were evaluated through assessment to ensure their learning. The students of the college taught orphanage children in and around Padur. The Punjab Destitute Home which is located in Kazhipattur got benefited. Around 40 students were taught grammar, communication skills and spoken English. The children from Kuzhipandhandalam village were taught some basic computer skills like MsWord and excel. The village people were educated through rural camps. The students visited Reddypallayam village and educated them the various government schemes and their benefits. Also they enacted street plays and fostered the importance of studies. They were educated about health and hygiene. Special classes were conducted after school.

#### **Evidence of Success:**

- Staff and students adapted new teaching methodology
- Increase in self-esteem and a sense of confidence among students
- Created a positive impact on students' academic learning and critical thinking
- Around 95% of students joined and finished the classes successfully
- Children learned how to operate computers and learned basic computer skills
- The children gained creativity, critical thinking and reasoning skills
- The literacy rate has increased in schools and villages like Reddypallayam, Kazhipattu, Thaiyur, Kuzhipandhandalam
- The schools gave appreciation award to teachers and students.

#### **Problems Encountered and resource required:**

- It was very challenging for the faculty to reach the schools and teach students.
- Faculty is concerned about the time commitment involved in developing a service-learning course and student assessment.
- Lack of time to take up a service-learning project
- Issues like poor sanitation and cleanliness needed to be rectified.
- The college provided transport facilities for faculty to reach the school on time.
- The school helped the faculty to teach students in their existing school hours.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## **7.3 Institutional Distinctiveness**

### **7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

#### **Response:**

Entrepreneurship is an act of creating or generating businesses while bearing all the risks with the hope of profit making. Entrepreneurship development enhances the entrepreneurial knowledge and skills via structured training programmes. It also deals with the study of entrepreneurial behaviour and dynamics of business. As a matter of fact, entrepreneurship enables entrepreneurs to take risks, create solutions, and develop business of interest. Considering this, this institution aims to promote the specialized knowledge of entrepreneurship, innovations, and creative thoughts. Entrepreneurship development programme is designed to help an individual in strengthening his entrepreneurial motive. The main objectives of entrepreneurship development programs are to develop entrepreneurship among the students and common people, improve innovative thoughts in order to develop new products, to discover innovative products, to provide prominent services to the new entrepreneurs, to develop and fortify entrepreneurial qualities, and

to encourage students for a new start-up. The goal of entrepreneurship is achieved by professionally skilled faculty and bright students. The institution is committed to providing a solid platform for the new entrepreneurs in order to learn extensively about entrepreneurship and improve their skills. In fact, it helps students to share their ideas and grow their ideas into a successful venture. The entrepreneurship program identifies the talented youth and motivates them to think extraordinary in view of the lack of job opportunities in private and public sectors. This programme helps in creating employment and innovation to improve the standard of living, and supports research and development. The program helps to organize, coordinate, undertake risk, and handle economic uncertainty in an effective manner.

Our College has conducted entrepreneurship development programs to create an entrepreneurship ecosystem in the college, where student community would learn the technicalities of entrepreneurship and become job providers instead of job seekers. Through this program, we have tried to drive positive and disruptive change to the society by building scalable enterprises. We have also aimed to sharpen the entrepreneurial qualities of students and familiarise them towards enterprise. Most importantly, studying entrepreneurship and innovation improves one's analytical and logical skills. Entrepreneurship development cell of our college is aimed to adopt systematic approaches through awareness, motivation, and interaction with the leading entrepreneurs on regular basis and provide entrepreneurial trainings to uptake global challenges and opt for self employment. Students are encouraged to be an ideal entrepreneur with their innovative mind to make comprehensive impact on global level in future. Additionally, entrepreneurship development program is implemented in our institute to create and provide solid platform for the communities who are focused towards becoming emerging entrepreneurs.

These entrepreneurship programmes helped faculties and students not only to gain exemplary knowledge about the basic and advanced criteria relevant to the micro and macro business modules but also analyze the market trends for manufacturing the relevant products in future. Most often students are encouraged for the small businesses, scalable start-ups, entrepreneurship, and social entrepreneurship. Students get vast exposure about the micro level start-up companies, employment policies, and management philosophies by realizing the importance of the start-up companies. Students learnt about various schemes aided by Tamil Nadu government, small industries development organisation, national alliance of young entrepreneurs, national institute for entrepreneurship and small business development, entrepreneurship development institute of India, technical consultancy organization, and different non-government organizations supporting and helping to set up new business by young entrepreneurs.

Various skill based training programs like Chemical Graph and its Application, UPSC Civil Service Examination, workshops on job interviews, training on bio fertilizer marketing, motivational lecture to crack CSIR exam, lecture on Careers in clinical field, were conducted by the institution. Students were encouraged to put up stalls to promote organic manure at various programmes in the college. Informative talks on Possibilities & Opportunities in Biotech research, Innovation & Entrepreneurship were delivered on National Education Day. Idea pitching competition was conducted and best ideas were selected & appreciated by the college. Entrepreneurs Innovation Institution granted a financial assistance to organize a workshop on entrepreneurs awareness programme for outgoing students.

In addition to this, the entrepreneurship programs aim to incept awareness among students and to impart sustainable solutions for day-to-day problems by implementing next generation thinking. Students learnt about industrializing the rural and backward sections of the society, merits and demerits of becoming an entrepreneur, increasing the supply of entrepreneurs for quick industrial development, preparing individuals to accept the uncertainty involved in running a business, and offering profitable employment opportunities to educated young men and women. On the other hand, the program offered entrepreneurs to

organize the diverse factors of production and utilize them in the most productive manner by establishing an enterprise. This development will ultimately lead to the improved production, employment, and wealth generation. In a nutshell, overall productivity and per capital income of the economy will be raised. The program offered diversified skill development including connection, creativity, and envisions leading our world economy for better future. Learning those skills through varied activities such as quiz, interactive, and fun-filled game session helps students understand the paramount role of the next generation thinking system. The events implemented under the entrepreneurship programs emphasize all the attendees to think extraordinary and out of the box in order to provide sustainable solution for the existing problems.

Under the entrepreneurship development programs, our institution undertook plenty of initiatives such as entrepreneurship training courses, entrepreneurship exercises, lectures from eminent guest speakers, seminars, panel discussion, interactive sessions with the students and staffs, get together with entrepreneurs, and skill development programs. At the end, students developed the knowledge of business at early stage, understood personal growth and development, created job opportunities for themselves, and helped them to identify the existing problems of developing countries easily. Most importantly, most of the youngsters and students were able to get a clarity of thought and purpose towards finding the right direction for their careers.

Overall, entrepreneurship programs of this institution shed a light about various schemes, encouraging the younger generation to become great entrepreneurs in future and increase the standard of living.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

The following activities are carried out by the institution to instill moral principles and shape the students into responsible citizens.

- Hindustan Community College for the school dropouts in and around Padur and Kelambakkam villages
- Distress Aid fund raised and distributed to the needy staff and students in an emergency
- Eco friendly campus
- Ragging free campus
- Mega Job fairs conducted with reputed companies.
- Active clubs like Rotaract Culb, Citizen Consumer Club, Laureate Literary Club, Eco club, Dotslash Club, Journal Club
- Training for folk dances, Martial arts among the peer group
- Classes for spoken Hindi for the staff and students
- Construction of class rooms and toilets in some government schools
- Restoration of lake in Kelambakkam
- Contribution of one day salary to CM relief fund for Covid'19
- Contribution to flood relief in Kerala and cyclone relief in Vedaranyam
- Various awareness programmes through cycle Rallies, bike rallies, street plays, government exhibitions, Education fairs

### Concluding Remarks :

#### Conclusion

The institution carefully plans its quality initiatives, creates a culture of quality, and complies with NAAC standards. The following are the activities developed during the past five years

- To enhance employability skills 72 add on courses conducted across all the programmes
- Over 35% of the students participated in internships.
- Stakeholder feedback was gathered, examined, and appropriate action was made to ensure the institution's efficient operation.
- Every year, the average enrolment percentage is 82%.
- Ratio of Students to teachers is 27.
- Overall pass percentage 82.72
- Workshops, seminars, webinars, group discussions, brainstorming, and ICT-enabled tools are all utilized to enhance the teaching and learning process.
- Grants received from government and non-governmental organizations for research projects.
- More than 68 programmes on extension and outreach was conducted by NCC/NSS/CCC
- As a part of extension activities in the neighborhood community conducted 22 programmes.
- The college has 26 functional MoUs with reputed National and International organizations.
- Percentage on total expenditure for infrastructure and augmentation excluding salary is 47.97
- Seminar Hall, Conference Hall, Newton Hall, Studios like Audio lab, Editing suite, Multi media lab and Two open air theatres are available



- There are more 80 class rooms with well furnished and ventilation
- Total Sports area covered 9916.56 sq.m
- Spacious Library with e-resources.
- Extracurricular and co curricular activities are encouraged.
- Numerous students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years
- The training programmes on capacity development and skills enhancement activities have been organised for improving students' capability on soft skills, language and communication skills, life skills and ICT/ computing skills.
- Institution implements e-governance in Administration, Finance and Accounts, Student Admission and Support and Examination
- Leadership quality developed among the students through participative management by Students Council in all the activities of the college.
- Quality audits on environment and energy regularly undertaken by the Institution.
- Green Initiatives with eco-friendly environment and service learning considered to be the best practices the institutions adopted.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><b>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</b></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1639</td> <td>1810</td> <td>1870</td> <td>1881</td> <td>1723</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1638</td> <td>1809</td> <td>1870</td> <td>1881</td> <td>1723</td> </tr> </tbody> </table> <p>Remark : As per clarification received from HEI, DVV input is recommended.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	1639	1810	1870	1881	1723	2021-22	2020-21	2019-20	2018-19	2017-18	1638	1809	1870	1881	1723
2021-22	2020-21	2019-20	2018-19	2017-18																	
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2021-22	2020-21	2019-20	2018-19	2017-18																	
1638	1809	1870	1881	1723																	
1.3.2	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p>1.3.2.1. <b>Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 1410            Answer after DVV Verification: 1406</p> <p>Remark : As per clarification received from HEI, DVV input is recommended.</p>																				
2.1.2	<p><b>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</b></p> <p>2.1.2.1. <b>Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1115</td> <td>1066</td> <td>930</td> <td>1006</td> <td>986</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1029</td> <td>970</td> <td>862</td> <td>953</td> <td>900</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	1115	1066	930	1006	986	2021-22	2020-21	2019-20	2018-19	2017-18	1029	970	862	953	900
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**2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1230	1167	1114	1114	1082

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1230	1167	1114	1114	1082

Remark : As per clarification provided by HEI, DVV input is recommended.

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years****3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
49	35	38	36	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
49	35	36	36	18

Remark : As per clarification received from HEI, DVV input is recommended.

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
68	4	54	2	30

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
67	1	55	4	26

Remark : As per clarification received from HEI, DVV input is recommended.

**3.4.3** *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
23	5	10	12	18

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	5	10	11	18

Remark : As per clarification received form HEI, DVV input is recommended.

**3.5.1** *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification :

Answer After DVV Verification :90

Remark : As per clarification received from HEI, DVV input is recommended.

**4.1.2** *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
350.15	285.41	248.54	199.1665	283.02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
245.52	150.08	248.54	199.1665	283.02

Remark : As per clarification received from HEI, DVV input is recommended.

**4.3.2** **Student – Computer ratio (Data for the latest completed academic year)**

**4.3.2.1. Number of computers available for students usage during the latest completed academic year:**

Answer before DVV Verification : 371

Answer after DVV Verification: 315

Remark : As per clarification received from HEI, DVV input is recommended.

**4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)****4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
455.19	364.55	461.28	540.91	376.36

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
176.05	161.89	119.77	193.58	77.62

Remark : As per clarification received from HEI, only academic and physical repair and maintenance only to be considered, thus DVV input is recommended.

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years****5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
169	302	155	53	60

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
162	288	141	51	66

**5.2.1.2. Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1002	1181	1157	1079	1043

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
828	1183	1152	653	541

Remark : As per clarification received from HEI, DVV input is recommended.

**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 last five years**

**5.3.1.1. 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 wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
16	2	9	3	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7	2	8	2	0

Remark : As participation and inter collegiate level awards should be avoided, and as per clarification received from HEI, DVV input is recommended.

**5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
49	19	27	30	28

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
14	08	10	09	12

Remark : As Multiple activities on the relatively closer dates to be considered as one only, and as per clarification received from HEI, DVV input is recommended.

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes**

***(FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

**6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
150	116	119	131	125

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
137	99	108	122	124

**6.3.3.2. Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
36	36	36	38	38

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
36	36	36	38	38

Remark : As per clarification received from HEI, DVV input is recommended.

## 2.Extended Profile Deviations

### Extended Profile Deviations

No Deviations