



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Hindustan College of Arts & Science**

- Name of the Head of the institution **Dr.S.Thirumagan**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **044 -27474671**
- Mobile no **8838295003**
- Registered e-mail **hcaspadur@yahoo.co.in**
- Alternate e-mail **iqachcas@gmail.com**
- Address **Rajiv Gandhi Salai, Padur ,**
- City/Town **Kelambakkam**
- State/UT **Tamil Nadu**
- Pin Code **603 103**

##### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Madras**
- Name of the IQAC Coordinator **Dr.K.Malarvizhi**
- Phone No. **8124679670**
- Alternate phone No. **04427475249**
- Mobile **9444430173**
- IQAC e-mail address **iqachcas@gmail.com**
- Alternate Email address **iqac@hcaschennai.edu.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://hcaschennai.edu.in/files/2/AQAR%20-%202020%20-%202021%20\(1\).pdf](https://hcaschennai.edu.in/files/2/AQAR%20-%202020%20-%202021%20(1).pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://hcaschennai.edu.in/files/2/calendar\\_2021\\_DATES\\_PAGES%20\(1\).pdf](https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>B+</b>	<b>2.69</b>	<b>2013</b>	<b>05/01/2013</b>	<b>04/01/2018</b>
<b>Cycle 2</b>	<b>B++</b>	<b>2.88</b>	<b>2018</b>	<b>16/08/2018</b>	<b>15/08/2023</b>

**6.Date of Establishment of IQAC**

**08/11/2011**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	5 days workshop on	Indian Science Congress	2021, 5 days	15000
Department of Biotechnology	Two days National Virtual conference on "Understanding the Impact of COVID 19 waves and attempting innovative solutions towards the restoration in health, food & environmental Sectors"	Indian Science Congress	2021, 2 days	12000
Department of Biotechnology	Community Based Disaster Risk Reduction Management for Communicable Diseases	National Institute of Disaster Management, Ministry of Home Affairs, Government of India	2022, 3 days	150000
Department of Biotechnology	Community Based Disaster Risk Reduction for Biomedical Waste Management	National Institute of Disaster Management, Ministry of Home Affairs, Government of India	2021, 3 days	150000

Department of Biotechnology	Impact of Covid-19 lockdown on Water Quality and Zooplankton Diversity in Muttukadu Backwater, Chennai	Tamilnadu State Council for Science and Technology	2021, 6 months	7500
Department of Biotechnology	Effect of Coleus amboinicus leaf extract against black fungi and phylogenetic analysis of Lucas aspera and Coleus amboinicus	Tamilnadu State Council for Science and Technology	2021, 6 months	7500

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

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

- HCAS IQAC monitors and invigorates the use of online resources and ICT tools and Faculty development programs were organized to enhance the teaching learning process.
- Coordinates students support activities for entrepreneurial and skill development programs. Academic webinars organized on topics like stress management, Personality development skills, Gender equity, Digital marketing, women empowerment with initiated counseling sessions during the lockdown.
- Online feedbacks collected from the stakeholders, analyzed and appropriate actions taken to ensure the quality parameters of the system.
- To encourage the involvement of students in innovation and familiar with patent filling procedures Special Lecture cum Workshop on "IPR and its provisions" organized.

Encourages Faculty members to publish their research articles in the UGC care list and Scopus hi-index journals.

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

Plan of Action	Achievements/Outcomes
To improve research and innovation by getting funded projects, publishing more research articles and to create a Center for Research & Development page	Centre for Research & Development Cell introduced during the year to encourage faculty and students to publish/present research articles
To strengthen the IPR cell - by increasing more patents	Initiatives taken and applied for patents and four
To enhance the quality of teaching and learning effective mentoring, tutoring, and counseling	Activated counseling sessions for students to retrieve from pandemic situation
To increase National & International MoUs	Additional 7 MoUs signed during the academic year
To start additional PG course	M.Sc. Visual Communication course introduced during the year

To strengthen the community-based services of students to address socio-economic issues	Awareness programs like World Bi-cycle day, AIDS, School-Sapling, Cleaning, Medical campus
To preserve the environment and improve renewable energy sources	Initiated solar panels and LED bulbs in the campus
Mounting physical infrastructure by creating eco-friendly environment, by implementing solar panels, biogas plant and recycling of waste	Miyawaki forest initiated in the campus and increased bio gas capacity
To develop innovation and Incubation center a Entrepreneurship Development Cell	Entrepreneurship Development Cell inaugurated and 52 new proposals submitted to the University of Madras EDC and rewarded with Rs.1,00,000
To enhance placement, job oriented add-on courses to be increased	Job fair organized and more than 65 companies participated and added additional add-on courses during the academic
Community development through, public health, education and cultural diversity	Community development based programs like Medical camp, World Ozone Day, Planation, World cycle Day

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

- Name of the statutory body

Name	Date of meeting(s)
<b>Governing body</b>	<b>20/11/2021</b>

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>Hindustan College of Arts &amp; Science</b>
• Name of the Head of the institution	<b>Dr.S.Thirumagan</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>044 -27474671</b>
• Mobile no	<b>8838295003</b>
• Registered e-mail	<b>hcaspadur@yahoo.co.in</b>
• Alternate e-mail	<b>iqachcas@gmail.com</b>
• Address	<b>Rajiv Gandhi Salai, Padur ,</b>
• City/Town	<b>Kelambakkam</b>
• State/UT	<b>Tamil Nadu</b>
• Pin Code	<b>603 103</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>University of Madras</b>
• Name of the IQAC Coordinator	<b>Dr.K.Malarvizhi</b>

• Phone No.	8124679670				
• Alternate phone No.	04427475249				
• Mobile	9444430173				
• IQAC e-mail address	iqachcas@gmail.com				
• Alternate Email address	iqac@hcaschennai.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://hcaschennai.edu.in/files/2/AQAR%20-%202020%20-%202021%20(1).pdf">https://hcaschennai.edu.in/files/2/AQAR%20-%202020%20-%202021%20(1).pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf">https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B+	2.69	2013	05/01/2013	04/01/2018
Cycle 2	B++	2.88	2018	16/08/2018	15/08/2023
<b>6.Date of Establishment of IQAC</b>			08/11/2011		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					



Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	5 days workshop on	Indian Science Congress	2021, 5 days	15000
Department of Biotechnology	Two days National Virtual conference on "Understanding the Impact of COVID 19 waves and attempting innovative solutions towards the restoration in health, food & environmental Sectors"	Indian Science Congress	2021, 2 days	12000
Department of Biotechnology	Community Based Disaster Risk Reduction Management for Communicable Diseases	National Institute of Disaster Management, Ministry of Home Affairs, Government of India	2022, 3 days	150000
Department of Biotechnology	Community Based Disaster Risk Reduction for Biomedical Waste Management	National Institute of Disaster Management, Ministry of Home Affairs, Government of India	2021, 3 days	150000
Department	Impact of	Tamilnadu	2021, 6	7500

of Biotechnology	Covid-19 lockdown on Water Quality and Zooplankton Diversity in Muttukadu Backwater, Chennai	State Council for Science and Technology	months	
Department of Biotechnology	Effect of Coleus amboinicus leaf extract against black fungi and phylogenetic analysis of Lucas aspera and Coleus amboinicus	Tamilnadu State Council for Science and Technology	2021, 6 months	7500

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
9. No. of IQAC meetings held during the year	4		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		

<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
• If yes, mention the amount	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
• HCAS IQAC monitors and invigorates the use of online resources and ICT tools and Faculty development programs were organized to enhance the teaching learning process.	
• Coordinates students support activities for entrepreneurial and skill development programs. Academic webinars organized on topics like stress management, Personality development skills, Gender equity, Digital marketing, women empowerment with initiated counseling sessions during the lockdown.	
• Online feedbacks collected from the stakeholders, analyzed and appropriate actions taken to ensure the quality parameters of the system.	
• To encourage the involvement of students in innovation and familiar with patent filling procedures Special Lecture cum Workshop on "IPR and its provisions" organized.	
Encourages Faculty members to publish their research articles in the UGC care list and Scopus hi-index journals.	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
To improve research and innovation by getting funded projects, publishing more research articles and to create a Center for Research & Development page	Centre for Research & Development Cell introduced during the year to encourage faculty and students to publish/present research articles
To strengthen the IPR cell - by increasing more patents	Initiatives taken and applied for patents and four
To enhance the quality of teaching and learning effective mentoring, tutoring, and counseling	Activated counseling sessions for students to retrieve from pandemic situation
To increase National &	Additional 7 MoUs signed during

International MoUs	the academic year
To start additional PG course	M.Sc.Visual Communication course introduced during the year
To strengthen the community-based services of students to address socio-economic issues	Awareness programs like World Bi-cycle day, AIDS, School-Sapling, Cleaning, Medical campus
To preserve the environment and improve renewable energy sources	Initiated solar panels and LED bulbs in the campus
Mounting physical infrastructure by creating eco-friendly environment, by implementing solar panels, biogas plant and recycling of waste	Miyawaki forest initiated in the campus and increased bio gas capacity
To develop innovation and Incubation center a Entrepreneurship Development Cell	Entrepreneurship Development Cell inaugurated and 52 new proposals submitted to the University of Madras EDC and rewarded with Rs.1,00,000
To enhance placement, job oriented add-on courses to be increased	Job fair organized and more than 65 companies participated and added additional add-on courses during the academic
Community development through, public health, education and cultural diversity	Community development based programs like Medical camp, World Ozone Day, Planation, World cycle Day
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing body	20/11/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022	04/03/2022

**15. Multidisciplinary / interdisciplinary**

The institution focus the best education in the field of arts and sciences to develop the young mind into an all-round personality to meet the growing challenges of industries and the social needs of the technology oriented global community. We provide skill and knowledge based programme to the students and training to meet the globally changing technology oriented environment. The mission of the institution is to develop an excellence in education and produced University ranks in various discipline consistently every year. Apart from the regular curriculum training and research for the undergraduate and post-graduates respectively through industrial collaborations and activities initiated from MoUs

#### Integration of humanities and science with STEM

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 bio statistics, Visual Communication with computer graphics, Social work with statistics,

Institution offer flexible and innovative curricula that include credit-based courses and projects in the areas of community engagement and service, environmental education, and value based towards the attainment of a holistic and multidisciplinary education.

The college adheres to the curriculum designed by University of Madras. The college offers various programs in Arts and science courses. The programmes offered under CBCS (Choice Based Credit System) All the Under graduate degree courses curriculum include environmental studies and value education. Also offers Soft skill includes Computing skills, personality enrichment and professional English. Non major Elective subjects opted to select from interdisciplinary subjects for all the years. As a part of

community development, final year students need to render service to the society and get their credit point mandatory

The college follows the procedures framed by the University of Madras regarding the entry level qualification. Also multiple entry and exits followed by the norms prescribed by the parent University. All the programmes have Non-major elective courses where multi disciplinary education can be selected in a different domain

#### **16.Academic bank of credits (ABC):**

Under graduate and post graduate students who exist the course during the stipulated period Students they can join in any other college and continue their studies. Students can seek admission as lateral entry directly in the second at any college in the same University. Since the College, affiliated to University of Madras and the procedures of admission prescribed by the University to be followed. So far the college not registered under ABC. To participate in the ABC scheme, the Institution must receive approval from the University of Madras. Till date the university have no statutory approval for the ABC.

#### **17.Skill development:**

The process of skill development involves identifying the skills gap among students and providing skill development courses. The programmes' objectives are to recognise their potential and provide them with the necessary infrastructure, opportunity, and assistance to enable them realise their goals.

Employability skills are emphasized at the college.

Add on courses on various subjects provided to the students in order to match the industrial requirements. This covers the accounting programme Tally, Python, the creation of vermicompost, and communication abilities. Additionally, personality development programmes are organised to help people become driven and future-focused. Through a variety of seminars and career guidance programmes, students can get knowledge about current trends that will help them secure a better way of life. Regular orientations for the UPSC and other competitive tests are held to inspire students for high profile jobs.

Under graduate students encouraged to enroll in the club

activities like NCC, NSS, YRC, RRC, CCC, Eco Club, Rotract, Toast master Club. These clubs enable them to involve in social activities and focused positive attitude.

#### **18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

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 institutions organise debate and oratorical competitions on various topics sensitizing the culture of the country among the students. The college facilitates teaching Hindi language for the non Tamil students in the UG programme. Also spoken Hindi classes conducted for the faculty and students.

#### **19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):**

Outcome based education is a system where all the parts and aspects of education. This manual is a reference to help faculty, staff and stakeholders to understand the Outcome Based Education (OBE) system implemented at Hindustan College of Arts & Science. The manual serves as valuable guidelines for the faculty to develop an assessment plan in the process to measure the outcome of the students during their course of study and also after their graduation. The manual outlines the process involved in developing a constructive curriculum development and content delivery or teaching plan. The programme and courses prescribed in the syllabi have specific programme and course outcomes. In curriculum design and development, the affiliating university through BoS and academic council meetings to lay greater emphasis on the course outcomes. The assessment for measuring Course Outcomes include Continuous Assessment Test I and II, Model Exam, seminar presentation and assignments. PO, PSO and COs displayed in the institute website for the students to understand the programme designed for them.

#### **20. Distance education/online education:**

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.

Online education becomes a great source of education for the students. The students so that they can become professionals in their fields.

There are many internet sources through which the teachers and students get connected. Some of the social media platforms, google meet, WhatsApp, zoom, etc used for online education. Through these sources online certificate courses, soft skill training .Online education comprises audio, video through youtube channel Hindustan Academics and virtual training that is given by the teachers to the students. 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 a time. These sources make it easier for the teachers to teach a huge no. of groups at a single period of time. Webinar series conducted using experts from international and national level. Also the college is the approved learning support centre for MBA distance education of University of Madras .

### Extended Profile

#### 1. Programme

1.1	25
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	3852
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1028
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1079
-----	------



Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>144</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>144</b>
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>95</b>
Total number of Classrooms and Seminar halls	
4.2	<b>644 . 49</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>429</b>
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

**The College adheres to the syllabus designed by the University of Madras. The teachers will prepare, lesson plan for all the subjects. The institution has developed structured and effective implementation of the curriculum. This outcome-based education is**

highly for the comprehensive development of the students. The institution also provides students with smart classrooms, language labs and computer labs. Webinars, Seminars, Conference and workshops are being conducted by each and every department. It has signed MoUs with various International Universities. Institution also provides add-on courses.

#### Implementation of Curriculum

- Course outcomes along with program outcomes are made along with lesson plan by every department.
- The outcomes focus on student development, moral values and employability.
- The Course module is divided as theory, practical and internal assessment.
- Regular assessment of curriculum delivery monitored by IQAC.
- Practical curriculum are delivered through lab manual.

The Institution along with academics provides club activities and skill development of students. Art, oratory, Theatre, fine arts clubs are initiated by the college. College maintains a yearly Magazine and Campus Blaze which serves as an effective platform for the students in publishing their articles, poetry and art.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.youtube.com/watch?v=BJu491hjgI">https://www.youtube.com/watch?v=BJu491hjgI</a> <a href="#">I</a>

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

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar. The Internal Assessment schedule is made by the Examination Cell based on the completion of the syllabus prescribed by the University. Internal exams are conducted in the month of September and October for odd semester, February and March for even semester which keeps the student on constant evaluation. Model examination is conducted before the final exams. Semester Internal marks comprises of Attendance, Assignment, Class-tests, Seminar, CAT and model marks. Lesson plan is prepared and met with the course

objectives to deliver the portions effectively. The result analysis is done after the university results.

The Inter-Department club activities are conducted adhering to the academic calendar. Effective training is being scheduled for all by the Placement Cell right from the First year onwards to enhance their employability skills. Value-added courses, add-on courses enrich the skillset of students. Social relevant activities, Cultural and sports events are organized as Activity based Learning events where students build their leadership and teamwork skills. The Institution, from the Admission to the Convocation, administers the Student progression in their further future prospects.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf">https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****28**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****2010**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

**The goal of education is to create awareness and equip the students to face the challenges of the ever-changing society.**

Hindustan College of Arts and Science adopt this curriculum to create the students into responsible citizens.

The course offered by various programs devised by the University includes topics relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The academic view of gender issues is taught to impart the knowledge of gender equality. They assist students to classify existing gender difference and also to examine and explain how these inequalities in gender have created their familiarity and individuality.

**Environment and Sustainability:** The courses in Humanities intend at emerging responsible actions necessary for protection, management and progression of the environment.

The objective of the courses in Psychology and Value Education is to instill individual ethics in students and help them to replicate on and obtain constructive ideals and behaviour.

**Professional Ethics:** The courses in Management Studies and Social Work intend at imparting information of individual and communal rules that should govern deeds within the perspective of a particular profession.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

**14**

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

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

458

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://hcaschennai.edu.in/files/2/1.4.1%20feed%20back%20colleted.pdf">http://hcaschennai.edu.in/files/2/1.4.1%20feed%20back%20colleted.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://hcaschennai.edu.in/files/2/1-4-2.pdf">https://hcaschennai.edu.in/files/2/1-4-2.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**1490**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**1034**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**After admissions, the students are grouped under two categories -advanced learners and slow learners.**

**Identifying the Standard of the Students:**

? We conduct bridge course for all the first-year undergraduate students

? At the end of the course an objective test is conducted

? The test includes questions on Aptitude, Analogy, English Grammar, Basic Mathematics and General Knowledge.

? The papers are evaluated, and their standards are categorised

**Approaching Advanced Learners:**

? Motivating them to read and learn beyond the prescribed texts.

? Involving them in various paper presentations and competitions.

? Giving them more study materials to have a broad exposure on the area of discussion.

? Stimulate them to produce self-learner material which would help the slow learners.

**Approaching Slow Learners:**

? Remedial classes are handled for the slow learners after college hours on every working day.

? Each day for a subject is devoted.

? The concerned staff members provide them important questions on their subject and help them in learning those questions.

? We conduct group activities mingling the slow learners with the advanced learners, with the intention that the slow learners take part in it and succeed.

File Description	Documents
Paste link for additional information	<a href="https://youtu.be/3qPKJnt1mkw">https://youtu.be/3qPKJnt1mkw</a>
Upload any additional information	<a href="#">View File</a>



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

Number of Students	Number of Teachers
<b>3852</b>	<b>144</b>

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Experiential Learning:**

- The college endows continuous effort to enhance the students' creativity of self-initiative, intention to learn and active phase of learning through the method of experiential learning as follows.
- The conduction of Add-on course is for all students to enrich their skills and increase employability.
- Students are benefited and experienced through the summer internships.
- To eradicate hesitation, tension and deterring emotion students are practiced the studio performance to understand the deficiencies.
- Industrial visit and Library visit are promoted the students to attain the experience with mentor of concern departments.

**Participatory Learning:**

- This method of learning encourages the students learning by doing.
- To accelerate the students activities in various participation they are persuaded to contribute in seminar, workshop, conference, paper presentation, group discussion, wall papers, projects and mind maps for creativity.
- In every year, the cultural programmes are conducted by students' council to establish the talents and participate from different colleges for different competitions.
- Each department has various club activities to furnish the students knowledge.

**Problem Solving:**

- To keep the students motivated for higher studies, research and government jobs the special training programs are regulated.

The end of each unit students are instructed to write assignments and conducted quizzes by subject teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://youtu.be/VLZP9pMXU-E">https://youtu.be/VLZP9pMXU-E</a>

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

Hindustan College is committed to developing the ICT skills of students to enable them to participate in a rapidly changing world. Through their engagement with technology, students leave with a complement of marketable technical, personal and interpersonal skills that see them well placed in the workforce. SMART classrooms have interactive boards. The students and staff use the available technology for curricular and co-curricular activities such as seminars, assignments etc. The faculties use Zoom, Web-Ex meeting, Google Meet to teach and train their students. Students' attendance, internal assessment and end-term assessment marks are regularly uploaded by the faculty. The students can provide online feedback through Google forms on the curriculum and teaching-learning environment for courses each semester. The laboratories in the college supplement the knowledge acquired in traditional classrooms. LCD projectors are used for screening educational movies, documentaries and for preparing power point presentations. Modules on important topics are prepared and recorded in the Institutional Media Centre to be accessed online by students. The library provides access to computers. Subscriptions to online journals are made on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

137

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

144

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

56

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

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

#### 2.4.3.1 - Total experience of full-time teachers

144

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The internal assessment is carried out for the entire semester and the university guidelines are strictly followed for awarding marks. The internal assessment method comprises of two ContinuousAssessment Tests (CAT) and one model examination. Out of three, the best of two tests is computed along with the assignments, seminars and attendance percentage of the students. At the end of the CAT and model examinations, students receive their internal test marks and their corrected answer scripts. In case of any discrepancies, students rectify it with the course coordinators.

The academic calendar contains the dates for the internal exams. Within in a month of the college reopening, CAT-I is administered. Followed by 30 working days, CAT-II is conducted. Subsequently, after eighty working days, a model examination is conducted. 25% of marks is awarded for theory paper and the practical at 40%, which comprises the series of tests, attendance and records. The course coordinators provide the split-up marks depending on the students'

performance. To maintain the student's regularity, 5 marks are awarded for those who achieve 91-100% .4 for 76-90%, 3 for 60-75%. Students who achieve less than 60% receive no marks. The department maintains the record of students. Transparency and uniformity is maintained throughout the process.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hcaschennai.edu.in/files/2/2.5.1.pdf">https://hcaschennai.edu.in/files/2/2.5.1.p df</a>

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

The college has a well-organized process for handling complaints about the exams. To resolve concerns regarding the examination, the student may speak with the redressal committee. The students are given the assessed Internal Examination papers (Unit Tests and Model exams) for self-evaluation. The students are able to speak with the course teacher and settle any issues they may have with internal assessment. The exam cell keeps a registry of complaints, and from this register, it will cascade information to the concerned course teacher. The course instructor will respond to students' concerns with pertinent commentary and solutions. The grievance record is maintenance and the students again sign if his/her concern is addressed. The University Grievance Cell receives complaints regarding university exams for resolution. Students who are not happy with the results of their university exams may request a revaluation from the university. According to the University Rules and Regulations, every step of the process for resolving complaints about examination-related issues is time-limited.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hcaschennai.edu.in/files/2/2.5.2.pdf">https://hcaschennai.edu.in/files/2/2.5.2.p df</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**Program outcomes:** It define the ability, behaviour and skills gained upon completion of the specific programme. The goals and objectives of the programme outcome must be achieved at the end of the course. It ensures the students development inCompetence,Knowledge and skill. With the help of the subject co coordinators the head of the department design the programme outcome.

**Course Outcomes:** It defines the Knowledge and skills expected to gain from the course opted.

Course outcome defines set of goals. It ensures the students' knowledge and skills acquired at the end of the course. The programme outcome and programme specific outcome is available in the website. The Students and teachers can see, read and download the detailed syllabus from the website.

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

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

**Programme Outcome** has the student's development strategies. The students are made to develop their employment skills, research knowledge, critical thinking skill, social awareness, politicalConsciousness, ethics and responsivity as a citizen and awareneson Environment Sustainability.

Course outcome describes the knowledge and skills gained out of the subject taught. Develop student's awareness on the national and the International problems in relation to gender, environmentdiscrimination deprivation, Socio-political issues, Interest and capacity of research and employment capacity.

The expected outcome of the given problem was achieved by the students with the help of books, research Articles and the reference books.The three internal exams are conducted for each semester. This ensure the desired level of competences among students.Each students will prepare assignments and do seminars.

By this activity the skill and knowledge of the students are tested.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://hcaschennai.edu.in/files/2/2.6.2-2021.pdf">http://hcaschennai.edu.in/files/2/2.6.2-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

830

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://hcaschennai.edu.in/files/2/6.5.3%20(2).pdf">http://hcaschennai.edu.in/files/2/6.5.3%20(2).pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://hcaschennai.edu.in/files/2/2.7.1.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research

**projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.42**

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://nidm.gov.in/pdf/trgReports/2021/November/Report_22-24November2021sk.pdf">https://nidm.gov.in/pdf/trgReports/2021/November/Report_22-24November2021sk.pdf</a>



### 3.2 - Innovation Ecosystem

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

- The Institute has created several divisions for research.
- Biofuels from organic waste, Vermicompost production, Single cell protein, Mushroom cultivation, Herbal garden, Bio fertilizers, Green chemistry
- The annual performance appraisal system to enhance faculty teaching, research and administrative skills.
- Faculty are encouraged to undergo professional development programmes. and pursue part-time PhD programs
- Research infrastructure and Seed funding is provided to pursue specific research programs.
- Several research labs in the respective area of research which include:

#### 1. Bioinformatics, Genetic

engineering, Immunotechnology, Bioprocess technology, Medical Microbiology, Language labs, Plant tissue, Industrial biotechnology etc.,

- An innovation and incubation council started in the year 2022 & entrepreneurship development cell formed in the year 2020- 2021
- 27 MoU signed by various departments.
- The college library provides facilities to incorporate knowledge and research.
- Spacious laboratories, computer internet & all other ICT facility available
- Department levels programs such as
- Knowledge hunt - A program and competitions for school students
- Elite- Interdepartmental Literary competitions
- Laureate Literary Association-Clubs conducting competitions for the students of HCAS
- Workshops, Seminars, Courses conducted, Club & Department Events are conducted
- The college publishes an annual magazine "HINDLEHAR". The in house Newsletter "CAMPUSBLAZE" publishes to document various activities and achievements by students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf</a>

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

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

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

12

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

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

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

36

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

74

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To spread awareness about Indian Constitution, National Constitution Day was celebrated. A Medical camp was organised in association with the Rotary Club of Chennai Spotlight for the people of the Velichai village. Vaccination for COVID 19 was administered. Nearly 156 people benefitted. The camp was beneficial to the villagers and was a great exposure for volunteers. Blood stem cell donation drive was organised on 4th May 2022 with Datri Foundation, India's largest Blood Stem Cell Donors Registry. 95 students and NSS Programme officers registered for donating blood stem cell. Hindustan College of Arts & Science in association with Rotary Club of Chennai Spotlight inaugurated the restoration project of a local pond in Kelambakkam. Director and Rotary Club of Chennai Spotlight's President Rtn. Dr. Susan Marthandan, Deputy Director of Academics Principal, Vice Principal graced the day with their presence. Thiruporur Chairman Mr. S. R. L. Idhayavarman, Kelambakkam Panchayat President Mrs. Rani Ellappan, rendered their unfaltering support. On 3rd June 2022, on

account of World Bicycle Day, a rally was organised. Principal Dr. S.Thirumgan waved flag to mark the beginning of the rally. Around 30 volunteers participated and completed a ride of 7.5 Kms.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1334**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

**27**

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

27

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

HCAS possesses a high-tech campus with a build-up area of 14,5240 square feet on 11.90 acres. Three blocks make up the institution's structure: the Main Block, the K.C.G. Knowledge Center, and the Elizabeth Block. The institution divides up all degree streams under different schools such as, The School of Sciences, School of Computational Studies, School of Humanities, School of Business Studies and School of Media Studies. It is outfitted with well-ventilated classrooms that are furnished and have Wi-Fi connectivity and learning tools to carry out the institution's objective and vision. Learning resources comprise of library (Central Library), laboratories, smart classrooms, Add-on courses, events, meetings and conferences. Each department has its own library in addition to the central library to broaden students' horizons intellectually. Support facilities include hostel, canteens, sports ground, Gym, seminar and conference hall. Other Utilities incorporate pure RO drinking water, restrooms and power generators. Physical infrastructure encompass computer lab, chemical laboratories, Central library, Bio gas plant, Solar energy, waste management plant, solid waste and recycling facility and organic and herbal garden. The campus is secured with CCTV cameras for the safety of students. In order to provide an

excellent teaching-learning environment, the institution regularly works to establish and improve infrastructure, including buildings and other facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/4.1.1%20-%20Additional%20Information%20-%20link.pdf">http://hcaschennai.edu.in/files/2/4.1.1%20-%20Additional%20Information%20-%20link.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The general development of its students is highly valued at Hindustan College of Arts & Science (HCAS), which regularly conducts a range of sports, games (both indoor and outdoor), gym sessions, and cultural events on campus. Sports competitions and annual inter-house cultural events called HINDOTSAV and HINDOSPARKX are held between students from the four houses to foster healthy rivalry among the students and prepare the path for their future career pursuits. Each house is led by faculty members and student leaders, who assume the roles of Captain and Vice-Captain. Trophies, certificates, and awards are given to the winners and runners up in competitions based on both sports days and cultural events.

## Particulars

### 1.Indoor Facilities

Chess Boards

Carom Boards

### 2.Outdoor Facilities

VolleyballCourt (18m X 9m)

Football Court (28m X 15m)

BasketballCourt (28m X 15m)

KabaddiCourt (13m X 10m)

**ThrowballCourt (18.30m X 12.20m)**

**Kho-KhoCourt (27m X 16m)**

**Cricket**

**3.Gym Facilities**

**Tread Mill**

**Rowing Machine**

**Leg Press Machine**

**Leg Extension Machine**

**Seated Calf Machine**

**Standing Calf Machine with Power Tower**

**Triceps Bar etc.**

**4.Auditorium**

**Open Air Auditorium1 (Carpediem) (200 Seats)**

**Open Air Auditorium2 (KCG Block Entrance) (100 Seats)**

**Open Air Auditorium3 (Near Main Block) (1000 Seats)**

**Newton Hall (300Seats)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/sports/16">https://hcaschennai.edu.in/sports/16</a>

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

**95**



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/files/2/4.1.3%20-%20photos.pdf">https://hcaschennai.edu.in/files/2/4.1.3%20-%20photos.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

**213.6**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

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

**Name of the ILMS : Docbiblio ERP**

**Version : 3**

**Year of automation : 2012**

**Nature of automation :Fully automated**

**Library housekeeping activities such as Accession, data entry,**

issue and return and renewal of books, member logins, online book reservation, report management, acquisition control systems, articles indexing system, e-resources linkage through remote access, serial control systems Report generation, User rate analysis, User data Maintenance, Storage and retrieval of data.

1. Books are classified according to Dewey Decimal Classification.
2. Multimedia Supplements of Text Books and Reference Books in CD format
3. Huge number of videos of NPTEL are available in Hard Disc
4. HCAS provides Identity card with Barcode Technology to all students and staff members, which can be utilized for borrowing library resources.

#### Facilities at Library

1. Reprographic facility
2. Accessing internet
3. Accessing e-resources in e-resource centre
4. Old question bank
5. Projects reports

#### ACCESSING DIGITAL RESOURCES

1. <https://ndl.iitkgp.ac.in>
2. <https://nlist.inflibnet.ac.in>.
3. <https://delnet.in>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://hcaschennai.edu.in/files/2/4.2.1.pdf">https://hcaschennai.edu.in/files/2/4.2.1.p df</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

5.66

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

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

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

814

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

**The institute has always given priority for up-gradation of IT facilities.**

**Internet Connection: The available internet bandwidth is 100Mbps 50 MBPS provided by Spectra and A second line by Tata as provided**

with a bandwidth of 50MBPS.

**No. of Systems:** Institution has a total of 360 computers for students & staff.

**Firewall/Security:** Institution uses firewall service from SophosXG230 and the support license is latest renewed in 2020 to 2023.

**Antivirus:** Institution has provided 200 users of antivirus for all system which was renewed for 3years 2022 to 2025.

**Wifi Facility:** Institution has provided 37Nos Sophos Access point in and around campus for all staffs and students.

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

**Media Lab/Video Lecture making Facility:** The institute has a well equipped media lab where faculties can prepare their video lectures.

**LCD Projectors:** Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD, total 8Nos of LCD in all departments. 3No of Smart Classroom with LCD Projectors, smart board with PA systems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/files/2/4.3.1.pdf">https://hcaschennai.edu.in/files/2/4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

366

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

**the Institution**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****213.6**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The College has a well-defined policy and system to maintain and utilize all of its physical, academic and support facilities.**

**Classrooms:**

- Seminars, workshops are conducted in special classrooms which are equipped with audio visual aids to supplement the teaching-learning process.
- Every academic block is provided with power backup using generator and with RO water supply maintained on daily basis by campus in-charge.

**Computers:**

- All staff rooms and computer laboratory are equipped with systems and essential software which are maintained by lab-technicians and system administrator.
- ERP software is used for maintaining faculty and student attendance details.

#### Laboratory:

- Each Lab in-charge is responsible to maintain account and upgrade the laboratory based on the syllabus under the supervision of head of the department.
- Fire extinguishers are installed and maintained in all laboratories.

#### Library:

- Librarian with supporting staff appointed to maintain the books
- The students & staff are facilitated to use e-resources in the library.
- To ensure return of books, "no dues" from the library is mandatory for students before appearing in exam.

#### Sports:

Department organizes various indoor and outdoor sports competitions for four houses of students namely Phoenix, Orion, Pegasus & Hercules at intra and inter-collegiate level during sports day every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/4.4.2%20-%20Additional%20Information%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/4.4.2%20-%20Additional%20Information%20-%20Link.pdf</a>

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

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

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

**Government during the year**

233

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1100

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

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

**A. All of the above**

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

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

**2**

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

**2**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

80

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

04

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</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 year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

17

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

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

**The institution focuses on both the internal and external development of the students. It marks the involvement of students in various bodies which works under the co-curricular and**

extracurricular activities. The leadership qualities of the students are trained, tested and evaluated under supervision.

Students' council consists of 20 members, representing the mass of the students in the college. They are elected in a democratic way and are assigned with various responsibilities. Their important role is to serve as a bridge of communication between students and the institution.

To ensure participation of all the students in various activities organized by the college, the students are divided in four major houses. These houses are led by the students' representatives such as captain and vice captains.

Rotaract club brings students together to exchange ideas with the community members and guides in the development of the leadership and professional skills.

The NCC and NSS play a vital role in the development of social skills amongst the students. These units also have active student representatives with high spirit and passion towards selfless services.

The students' representatives play a vital role in the well ordered distribution of information and organization of events in an effortless way.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/scouncil">https://hcaschennai.edu.in/scouncil</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

The College has a registered Alumni Association. It has its charter of duties and office bearers to carry out the activities. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. The Alumni Association organises and co-ordinates reunion activities of the Alumni as REHASH- A Mega Alumni Meet and let the Alumni acknowledge their gratitude to their Alma Matter. The periodical meetings organised by the association promotes sharing of their experience and ideas.

The alumni are well placed and many have contributed to the society in various ways. Some have become social workers, well known actors and citizen of national pride. The alumni assist and support the efforts of the institution in obtaining funds for development.

Every department connects with its alumni to pool and share their ideas on Industry and Employment trend. The Alumni Association helps in placement services for the students currently pursuing their degree. The alumni who ventured into entrepreneurship have helped the students in our college gain a lot of insights on entrepreneurship. Many alumni in almost all of the disciplines are invited to participate /deliver lecture in the seminars / conferences organised by the departments.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/alumni">https://hcaschennai.edu.in/alumni</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Vision and Mission

To develop an institution of excellence in education, training and research at both undergraduate and post-graduate levels in Arts and Science.

**Academic Excellence:** . As an institution, we seek to impart to our students, the highest standards of knowledge, inquiry, academic freedom and integrity, as well as an expanded sense of the potentiality of the individual. Therefore, the 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.

**Excellence in training:** Webinars and add-on courses on a variety of topics have been held. This allows students to keep up with current events. Online mock interviews were held, and career development workshops were created. For final year students, direct training conducted through placement cell, ED cell, Chamberlin theatre, word bridge club, mushroom cultivation, vermin compost, communicative skills, internships to reputed companies and banks for UG and PG courses. Courses with employability skills offered as add-on courses.

**Excellence in research and Innovations:** Encouraging spontaneous

connection between staff and students keeping the young minds interested in innovative research we have been fortunate to have some of the most respected professionals and expertise research and innovation.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/about">https://hcaschennai.edu.in/about</a>
Upload any additional information	<a href="#">View File</a>

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

The administration has a decentralization of authority from Principal by delegating the responsibility to Vice- Principals, Deans, Heads of Departments, Staff and Student Council. There are numerous periodical meetings conducted by the Principal to plan, execute, monitor and evaluate the intended activities for the current academic year and improvement of the institution. The Principal sets the calendar for the academic year and assigns the work to each department by mentioning the name of the department along with the college events. After the completion of each event, the college conducts success meet for appreciating the staff, students and other technicians involved. At the Department level, the Head of the Department has the responsibility of motivating and mobilizing the opinions, suggestions and feedback from the staff members at all aspects of administration and academics. The college has 39 committees to maintain discipline and decorum. The Principal, Vice Principal, Student Affairs, Deans, Heads of the departments, teaching faculty members, non-teaching staff, Student Council members and student representatives work together for the progression of the institution.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/CRITERIA%206%20(B)%20UPLOAD.pdf">http://hcaschennai.edu.in/files/2/CRITERIA%206%20(B)%20UPLOAD.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed.

**Academics:**

- Providing various value-added courses to students each semester. <https://hcaschennai.edu.in/>
- To maintain continuous good academic performance, motivating students by periodic interactions with distinguished guests.

**Co-curricular Activities:** <https://hcaschennai.edu.in/events>

- Physical development activities including games, sports and athletics are to be conducted periodically. <https://hcaschennai.edu.in/sports/16>

**Administration:**

- To facilitate a friendly, effective and flawless administrative setup ensuring a smooth day-to-day functioning:
  - Promote team spirit and healthy relations among staff members of the institution

**Research:**

- Patents Filed recently <https://hcaschennai.edu.in/crd>

**Industrial interface & placement activity:**

- Mega Job Mela conducted in HCAS campus on 30th April 2022. <https://hcaschennai.edu.in/placement>

**Alumni Interactive:**

- Alumni meet has been conducted on 21 May 2022 in HCAS Campus. <https://hcaschennai.edu.in/alumni>

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.2.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.2.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

HR Policy guides information to all employees, the goals of the organizations is achieved amicably and ultimately providing a sense of satisfaction to both the employees and the organization. The policy serves two purposes firstly, it informs the employee about the rules, regulations, policies and procedures and secondly, it gives the supervisors the need and guidelines to enforce these regulations and policies. This college is affiliated to University of Madras, accredited by NACC and with all eligible UG, PG, M.Phil and Ph.D programmes.

#### GOVERNING BODY

The Governing Body comprises of Chairperson, Directors, Secretary, University Nominee, Principal, Vice Principal and other members.

#### ACADEMIC BODY

**Principal:** The Principal is the Head of the institution and has the power of administration and control for the betterment of the institution.

**Vice- Principal:** To help out the Principal by providing support wherever required

**Dean:** Evaluating overall Departmental /social productivity in their contribution towards academic progress and research.

**Teaching Faculty:** Administer the Department in respect of distribution of teaching workload among the staff and ensure completion of work as per the schedule.

#### GRIEVANCE REDRESSAL MECHANISM



**To understand the most important needs of the student and staff and to secure civil liberties of everyone.**

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/delegate">https://hcaschennai.edu.in/delegate</a>
Link to Organogram of the institution webpage	<a href="http://hcaschennai.edu.in/files/2/6.2.2%20ORGANOGRAM%20OF%20THE%20INSTITUTION%20Link.pdf">http://hcaschennai.edu.in/files/2/6.2.2%20ORGANOGRAM%20OF%20THE%20INSTITUTION%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### **A. All of the above**

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

## **6.3 - Faculty Empowerment Strategies**

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

### **Financial Support**

- **Financial support for publication of journals**
- **Financial support for copy rights**
- **50% of the registration fee is reimbursed for the attendance and participation of the International, National conference, Refresher course, etc. This fund included in the budget of each department.**

### **Recognition and Rewards**

- The teaching and non-teaching staff are honoured with Awards for their remarkable service. Awards of excellence for teaching, research and extension is given to the deserving members of staff every year. Annual orientation, workshops for teaching and non teaching staff at the beginning of every academic year .
- Training programmes for the newly recruited staff on ISO filing and NAAC documentation.
- Computing knowledge for non-teaching staff, and waste management, operating fire extinguisher training for housekeeping staff

#### Insurance, PF, ESI

- Group insurance covering accidents and unexpected demise.
- Provident fund and ESI available
- Support medical expenses

#### Facilities

- RO purified drinking water facilities in the campus
- Emergency first aid for the staff are provided in Campus clinic
- The college provided transportation for the staff members in subsidized fees.
- Wifi campus

#### Special leave

Casual, sick, special leave for wedding and sudden demise of their family members; leaves including maternity and paternity leaves are given to the staff members.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.3.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.3.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

05

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

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

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

50

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

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

At the completion of each Academic year, all the teaching staff members are required to submit their self-evaluation forms. The information on the form includes published articles and books, webinars, FDP programmes, conferences, and outcomes in the disciplines covered. Students receive a feedback form each year, which is then meticulously analysed. With cash prizes and certificates, the management shows its appreciation for the workforce. The staff are motivated to achieve in their work when they are appreciated. At the end of each semester, the staff members' teaching is evaluated based on student feedback as part of the staff appraisal system, which assesses and evaluates their performance. This feedback is carefully investigated, and a report is sent to management with recommendations for how to deal with the defaulting faculty. Periodical analysis and updates are done in it.

When evaluating the effectiveness of a staff member's instruction, staff appraisals place a high value on student comments. The self-evaluation form will be gathered at the end of the school year, and the head, dean, and principal will comment on it for future professional development.

Non-teaching staff members, including as administrators, accountants, and lab technicians, must complete a self-evaluation form in order to improve the quality of their work. They are crucial to the success of their own mission. Their immediate supervisors will provide a report on their attendance and performance. The management is grateful for the work they did.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.3.5%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.3.5%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

- The Internal Audit of the Institute is carried out by R.Viswanathan, the External Audit is carried out by Alladi Krishnan & Kumar.
- As a part of internal audit, review the critical process like (Admission, HR & Payroll, Procurement, Fixed Asset Management & Financial Accounting, and Revenue Recognition & Statutory Compliance) on yearly basis.
- HR & Payroll – Recruitment process. Payroll processing, training of new recruits, performance appraisal for both teaching and non-teaching staffs & full and final settlements.
- Financial Accounting – Review of accounts payable, accounts receivable, general ledger, cash and bank balances, and financial statements of year end closure.
- Revenue Recognition – Verification of fees receipts and examining collection of fees which includes Tuition fee, Transport, Exam fee, Hostel fee and other miscellaneous incomes.
- The financial audit report of the institute is prepared and submitted on time with the income tax department every year within the stipulated filing date
- The internal audit also recommends enhancing the current systems policy with the present leading best practices among the 'education intuitions'.
- The mechanism of conducting statutory audit is to review all the financial aspects of the institution and precision of the financial statements and it's on track with standard accounting policies.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.4.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.4.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

**64,000**

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

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

**Institute has specific rules for the fund usage and resource utilization.**

- The student Tuition fee is the major source of income for the institute.
- Sponsorships are sought from individuals and corporate for cultural events.

#### Utilization of Funds

- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, finance, and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

## Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and Heads of Departments prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the management

## Optimal utilization of resources

- The college aims at promoting research.
- Effective utilization of infrastructure is ensured.
- The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students and faculty.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.4.3%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.4.3%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</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

**IQAC has ensured an integrated practise 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 promote professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate and publish research papers, articles at National and International Conferences.**

### Quality education

The IQAC works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. ICT methods and tools have enhanced the educational models, upgrading the approach, method and assessment. ICT tools entertain, educate, engage the students with the curriculum. IQAC is an effective and efficient internal coordinating and monitoring mechanism.

**Strategic planning of key areas and assigning responsibilities**

1. Academic and cultural activities among the students.
2. Job oriented training programmes for UG and PG.
3. Personality development programmes.
4. Placement support.
5. Faculty development programs.
6. Research and development.
7. Interaction with industry and other academic institutions.
8. Monitoring and mentoring of academic activities.
9. Academic audits.
10. Facilitate implementation of innovative methods in the departments.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.5.1.pdf">http://hcaschennai.edu.in/files/2/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC of HCAS is adopting a well-defined review mechanism of Teaching-Learning process through**



1. Performance Based Appraisal System (PBAS) and feedback Mechanism
2. Academic & ISO audits

**Example 1:Review through PBAS and Feedback**

- Maintenance of course file for every course by all faculties are mandatory in the college.
- Lesson plans along with teaching methodologies
- Review of Semester end result analysis for the grades of students
- Student feedback for faculty is being practiced in all departments.

**Example 2:Review through Academic and ISO audits**

Academic audit is conducted to monitor the quality of teaching-learning along with other academic related activities. ISO Internal and External thorough audits are conducted for all departments annually. The Audits includes verification of the following criteria

- Monitoring of teaching-learning process
- Random verification of evaluated answer papers and question paper during the semester.
- Verification of course files
- Student performance indices
- Activities for slow learners for their improvement
- Student counseling /mentoring mechanism
- Seminars, workshops and Guest lecturers conducted for students
- Student success rate, Placements and Higher education

The recommendations of the audit committees are taken into consideration for the improvement.

**Follow up action**

According to the result analysis, slow learners are identified and remedial classes are conducted.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.5.2%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.5.2%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hcaschennai.edu.in/files/2/6.5.3%20&amp;%202.6.3.2.pdf">http://hcaschennai.edu.in/files/2/6.5.3%20&amp;%202.6.3.2.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Counselling to all students regarding their gender based issues affecting their academic and the traumatic experiences they face in their life. Students can approach Counseling Cell and get counselled.**

**Lecture session on the topic Human Rights conducted during the year.**

S.No. Event Dates Resource Person 1 Commemoration of International Girl Child Day 11.10.2021 Dr.Ibrahim Sabry Ahmed,Associate Professor Department of Community Organisation, Helwan University, Egypt 2 Webinar on "Gender Equality for Social Change" 21.10.2021 Miss. P. Sudha, Dr. Archana Dassi, Dr. K. Sathiyamurthi 3 Webinar on "Men's Mental Health" 22.10.2021 Dr. Narendra Singh Thagunna 4 World human rights day 10.12.2021 Mr.Padmanaban,Advocate, Madras High Court 5 Webinar on" Child protection-A global concern and Interventions 11.3.2022 Mr.Noah.M.Osanganyi, HSC, child protection specialist, Kenya, Dr.Shanmugavelayutham, Founder,FORYOUCCHILD,India Dr.Wilkins Ndege Muhingi,Faculty ,Pan African Christian University, Kenya. Mr.Wai SumKung. Social work lecturer

File Description	Documents
Annual gender sensitization action plan	<a href="https://hcaschennai.edu.in/files/2/NAAC%20Criteria%207.1.1.pdf">https://hcaschennai.edu.in/files/2/NAAC%20Criteria%207.1.1.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.1.1.b.pdf">https://hcaschennai.edu.in/files/2/7.1.1.b.pdf</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

- Vermicompost unit was set up and maintained. Vermicompost units helped to convert all the plant and animal based wastes into organic manures. This is healthy way of solid litter waste management in the campus. Kitchen wastes also converted to vermicompost, organic manure which is initiative towards green campus.
- Recycled water used for garden maintenance.
- In science labs, autoclave machines were set up for the safe disposal of biological wastes (microorganisms). An autoclave is a machine that uses steam under pressure to kill all the living microorganisms such as bacteria, viruses, fungi, protozoa and spores on items that are placed inside a pressure vessel.
- E wastes or electronic wastes comprises old and end of life electric and electronic appliances such as telephones, computers, air conditioners, laboratory instruments etc.,
- E wastes are considered as scrap and sold to authorized traders.
- Treated water from sewage treatment plant used for garden maintenance.
- Reagents are carefully mixed with large amounts of water and poured down the sink, flushing with large amounts of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

**facilities for persons with disabilities**

(Divyangjan) accessible website, screen-reading software, mechanized equipment

**5. Provision for enquiry and information :**

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To develop the emotional and religious feelings among the students and the faculty, Commemorative days like Women's day, Yoga Day, Blood donation camp, along with various regional festivals like Christmas, Onam and Pongal are celebrated in the college. There are different grievance redressal cells in the institution like Student grievance redressal cell. Women grievance cell which deal with grievances without considering any racial or cultural background. Fresher's Day: Every year it is customary in our institution to celebrate fresher's day as an effort to develop the communal socio economic diversity Festivals: Every year the institution makes sure that the students come together to celebrate the festivals of India no matter what religious background they emerge from. The students celebrate Onam, Pongal, Christmas along with the faculties and the management. Hindoustav: As an institution we celebrate this event to encourage the students to express the talent they possess in each and every field like Dance, Singing, Quiz, Drama and many more.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Every citizen who is of sound mind is given a universal voting right. The constitution of India provides us with some voting rights. Fundamental rights in India are the rights guaranteed under part - III (Article 12-35) of the Constitution of India. Hindustan College of Arts & Science sensitizes the students and the employees of the institutions to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct themselves as responsible citizens. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the students' community. The college establishes policies that reflect core values. A Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution organizes various programs from time to time for the promotion of constitutional values, rights, duties, and responsibilities of citizens. It designs various activities to create awareness about the national identity and symbols. Fundamental rights of the citizens are displayed in the college to sensitize individual rights and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://hcaschennai.edu.in/files/2/7.1.9%20A.pdf">http://hcaschennai.edu.in/files/2/7.1.9%20A.pdf</a>
Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.1.9.b.pdf">https://hcaschennai.edu.in/files/2/7.1.9.b.pdf</a>

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, **A. All of the above**

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our Institution commemorates World HIV/AIDS Day on 9th December to create awareness among the staff and students. The Department of social work commemorates World Human Rights Day on 10th December to spread awareness of Human Rights. The Department of Social Work, Hindustan College of arts and science along with the Rotary Club of Chennai Spotlight jointly celebrated a meaningful Christmas with a tribal community in a different locality. The Laureate Literary Association of the Department of English celebrates World Poetry Day on the 21st of March every year. The Department of Tamil celebrates Ulaga Thaa imozhi Dina Vizha on 21st Feb every year. Department of Biotechnology also observes Global Recycling Day on the 18th of March. The Department of Biotechnology celebrates World Earth Day in a bid to raise awareness about environmental issues affecting the planet, such as pollution, deforestation, and global warming. Hindustan College of Arts & Science, Department of Social work, EVOKE – BSW students forum commemorated St. Mother Teresa's birth anniversary on August 30th, 2022.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

### BEST PRACTICE - 1

#### Eco Friendly

#### Objectives of the Practice

To protect the environment

#### The Context

Myawaki afforestation incorporates two or four trees per square meter that converts the land into small evergreen forest within a short span of time.

#### The Practice

This creates awareness in conserving the environment and it also emphasizes the individual's social responsibility to the society.

#### Resource Required

More saplings to be planted.

II.Community Service to Kaayar village and neighboring community

#### Context

Community service at a young age, student benefits in a lot of

**ways: Develops an increased sense of social responsibility - a global view of society and a heart for "giving back" and helping others.**

**To serve the people in Irrular community, under privileged community.**

### **The Practice**

**The Irrular tribal community in Kaayar has been demanding basic rights. During floods the college provides them with necessary items and provides moral support.**

### **Obstacles faced**

**Common obstacles faced was the time factor for gathering for awareness programme was difficult.**

### **Impact of the Practice**

**Uplifting the privileged community through awareness programmes and contribution to support the needy sensitizes the students the challenges of irrular community**

File Description	Documents
Best practices in the Institutional website	<a href="https://hcaschennai.edu.in/files/2/7.2.1%20A.pdf">https://hcaschennai.edu.in/files/2/7.2.1%20A.pdf</a>
Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.2.1%20B.pdf">https://hcaschennai.edu.in/files/2/7.2.1%20B.pdf</a>

## **7.3 - Institutional Distinctiveness**

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

**The 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. The college has been ranked in the 88th position among the arts and sciences**

colleges in India. The College pursues academic excellence in its teaching, learning and research, to serve the local, national and international communities.

To implement the vision of our Founder chairman Dr. K. C. G. Verghese, the institute provides innumerable support and provides ample opportunities to help the students develop the requisite skills and expertise to make them employable graduates. A career guidance program develops student's competencies in self-knowledge, educational and occupational exploration, and career planning. The institution organizes training programs to motivate the students to participate in various competitive examinations. The college has organized entrepreneurship awareness events and Technology based Entrepreneurship development programme to promote the students in entrepreneurship.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The College adheres to the syllabus designed by the University of Madras. The teachers will prepare, lesson plan for all the subjects. The institution has developed structured and effective implementation of the curriculum. This outcome-based education is highly for the comprehensive development of the students. The institution also provides students with smart classrooms, language labs and computer labs. Webinars, Seminars, Conference and workshops are being conducted by each and every department. It has signed MoUs with various International Universities. Institution also provides add-on courses.

#### Implementation of Curriculum

- Course outcomes along with program outcomes are made along with lesson plan by every department.
- The outcomes focus on student development, moral values and employability.
- The Course module is divided as theory, practical and internal assessment.
- Regular assesement of curriculum delivery monitored by IQAC.
- Practical curriculum are delivered through lab manual.

The Institution along with academics provides club activities and skill development of students. Art, oratory, Theatre, fine arts clubs are initiated by the college. College maintains a yearly Magazine and Campus Blaze which serves as an effective platform for the students in publishing their articles, poetry and art.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.youtube.com/watch?v=BJu491hjgII">https://www.youtube.com/watch?v=BJu491hjgII</a>

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

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar. The Internal Assessment schedule is made by the Examination Cell based on the completion of the syllabus prescribed by the University. Internal exams are conducted in the month of September and October for odd semester, February and March for even semester which keeps the student on constant evaluation. Model examination is conducted before the final exams. Semester Internal marks comprises of Attendance, Assignment, Class-tests, Seminar, CAT and model marks. Lesson plan is prepared and met with the course objectives to deliver the portions effectively. The result analysis is done after the university results.

The Inter-Department club activities are conducted adhering to the academic calendar. Effective training is being scheduled for all by the Placement Cell right from the First year onwards to enhance their employability skills. Value-added courses, add-on courses enrich the skillset of students. Social relevant activities, Cultural and sports events are organized as Activity based Learning events where students build their leadership and teamwork skills. The Institution, from the Admission to the Convocation, administers the Student progression in their further future prospects.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf">https://hcaschennai.edu.in/files/2/calendar_2021_DATES_PAGES%20(1).pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/**

**A. All of the above**

**Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**
**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**
**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**
**25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**
**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**
**28**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**
**2010**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The goal of education is to create awareness and equip the students to face the challenges of the ever-changing society. Hindustan College of Arts and Science adopt this curriculum to create the students into responsible citizens.

The course offered by various programs devised by the University includes topics relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The academic view of gender issues is taught to impart the knowledge of gender equality. They assist students to classify existing gender difference and also to examine and explain how these inequalities in gender have created their familiarity and individuality.

Environment and Sustainability: The courses in Humanities intend at emerging responsible actions necessary for protection, management and progression of the environment.

The objective of the courses in Psychology and Value Education is to instill individual ethics in students and help them to replicate on and obtain constructive ideals and behaviour.

Professional Ethics: The courses in Management Studies and Social Work intend at imparting information of individual and communal rules that should govern deeds within the perspective of a particular profession.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

**14**

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

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

**458**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	<b>A. All of the above</b>
---	----------------------------



**institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="http://hcaschennai.edu.in/files/2/1.4.1%20feed%20back%20colleted.pdf">http://hcaschennai.edu.in/files/2/1.4.1%20feed%20back%20colleted.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://hcaschennai.edu.in/files/2/1-4-2.pdf">https://hcaschennai.edu.in/files/2/1-4-2.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**1490**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**1034**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

**After admissions, the students are grouped under two categories -advanced learners and slow learners.**

**Identifying the Standard of the Students:**

**? We conduct bridge course for all the first-year undergraduate students**

**? At the end of the course an objective test is conducted**

**? The test includes questions on Aptitude, Analogy, English Grammar, Basic Mathematics and General Knowledge.**

**? The papers are evaluated, and their standards are categorised**

**Approaching Advanced Learners:**

**? Motivating them to read and learn beyond the prescribed texts.**

**? Involving them in various paper presentations and competitions.**

**? Giving them more study materials to have a broad exposure on the area of discussion.**

**? Stimulate them to produce self-learner material which would help the slow learners.**

**Approaching Slow Learners:**

**? Remedial classes are handled for the slow learners after**

college hours on every working day.

? Each day for a subject is devoted.

? The concerned staff members provide them important questions on their subject and help them in learning those questions.

? We conduct group activities mingling the slow learners with the advanced learners, with the intention that the slow learners take part in it and succeed.

File Description	Documents
Paste link for additional information	<a href="https://youtu.be/3qPKJnt1mkw">https://youtu.be/3qPKJnt1mkw</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3852	144

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### Experiential Learning:

- The college endows continuous effort to enhance the students' creativity of self-initiative, intention to learn and active phase of learning through the method of experiential learning as follows.
- The conduction of Add-on course is for all students to enrich their skills and increase employability.
- Students are benefited and experienced through the summer internships.
- To eradicate hesitation, tension and deterring emotion students are practiced the studio performance to understand the deficiencies.
- Industrial visit and Library visit are promoted the

students to attain the experience with mentor of concern departments.

#### Participatory Learning:

- This method of learning encourages the students learning by doing.
- To accelerate the students activities in various participation they are persuaded to contribute in seminar, workshop, conference, paper presentation, group discussion, wall papers, projects and mind maps for creativity.
- In every year, the cultural programmes are conducted by students' council to establish the talents and participate from different colleges for different competitions.
- Each department has various club activities to furnish the students knowledge.

#### Problem Solving:

- To keep the students motivated for higher studies, research and government jobs the special training programs are regulated.

The end of each unit students are instructed to write assignments and conducted quizzes by subject teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://youtu.be/VLZP9pMXU-E">https://youtu.be/VLZP9pMXU-E</a>

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

Hindustan College is committed to developing the ICT skills of students to enable them to participate in a rapidly changing world. Through their engagement with technology, students leave with a complement of marketable technical, personal and interpersonal skills that see them well placed in the workforce. SMART classrooms have interactive boards. The students and staff use the available technology for curricular and co-curricular activities such as seminars, assignments etc. The faculties use Zoom, Web-Ex meeting, Google Meet to teach

and train their students. Students' attendance, internal assessment and end-term assessment marks are regularly uploaded by the faculty. The students can provide online feedback through Google forms on the curriculum and teaching-learning environment for courses each semester. The laboratories in the college supplement the knowledge acquired in traditional classrooms. LCD projectors are used for screening educational movies, documentaries and for preparing power point presentations. Modules on important topics are prepared and recorded in the Institutional Media Centre to be accessed online by students. The library provides access to computers. Subscriptions to online journals are made on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

137

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

144

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

**56**

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

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

##### **2.4.3.1 - Total experience of full-time teachers**

**144**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

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

The internal assessment is carried out for the entire semester and the university guidelines are strictly followed for awarding marks. The internal assessment method comprises of two Continuous Assessment Tests (CAT) and one model examination. Out of three, the best of two tests is computed along with the assignments, seminars and attendance percentage of the students. At the end of the CAT and model examinations, students receive their internal test marks and their corrected answer scripts. In case of any discrepancies, students rectify it with the course coordinators.

The academic calendar contains the dates for the internal exams. Within in a month of the college reopening, CAT-I is administered. Followed by 30 working days, CAT-II is conducted. Subsequently, after eighty working days, a model examination is conducted. 25% of marks is awarded for theory paper and the practical at 40%, which comprises the series of tests, attendance and records. The course coordinators provide the split-up marks depending on the students' performance. To maintain the student's regularity, 5 marks are awarded for those who achieve 91-100% .4 for 76-90%, 3 for 60-75%. Students who achieve less than 60% receive no marks. The department maintains the record of students. Transparency and uniformity is maintained throughout the process.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hcaschennai.edu.in/files/2/2.5.1.pdf">https://hcaschennai.edu.in/files/2/2.5.1.pdf</a>

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

The college has a well-organized process for handling complaints about the exams. To resolve concerns regarding the examination, the student may speak with the redressal committee. The students are given the assessed Internal Examination papers (Unit Tests and Model exams) for self-evaluation. The students are able to speak with the course teacher and settle any issues they may have with internal assessment. The exam cell keeps a registry of complaints, and from this register, it will cascade information to the concerned course teacher. The course instructor will respond to students' concerns with pertinent commentary and solutions. The

grievance record is maintained and the students again sign if his/her concern is addressed. The University Grievance Cell receives complaints regarding university exams for resolution. Students who are not happy with the results of their university exams may request a revaluation from the university. According to the University Rules and Regulations, every step of the process for resolving complaints about examination-related issues is time-limited.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hcaschennai.edu.in/files/2/2.5.2.pdf">https://hcaschennai.edu.in/files/2/2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**Program outcomes:** It defines the ability, behaviour and skills gained upon completion of the specific programme. The goals and objectives of the programme outcome must be achieved at the end of the course. It ensures the students' development in Competence, Knowledge and skill. With the help of the subject co-ordinators the head of the department designs the programme outcome.

**Course Outcomes:** It defines the Knowledge and skills expected to gain from the course opted.

Course outcome defines set of goals. It ensures the students' knowledge and skills acquired at the end of the course. The programme outcome and programme specific outcome is available in the website. The Students and teachers can see, read and download the detailed syllabus from the website.



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

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

Programme Outcome has the student's development strategies. The students are made to develop their employment skills, research knowledge, critical thinking skill, social awareness, politicalConsciousness, ethics and responsivity as a citizen and awarensson Environment Sustainability.

Course outcome describes the knowledge and skills gained out of the subject taught. Develop student's awareness on the national and the International problems in relation to gender, environmentdiscrimination deprivation, Socio-political issues, Interest and capacity of research and employment capacity.

The expected outcome of the given problem was achieved by the students with the help of books, research Articles and the reference books.The three internal exams are conducted for each semester. This ensure the desired level of competences among students.Each students will prepare assignments and do seminars. By this activity the skill and knowledge of the students are tested.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://hcaschennai.edu.in/files/2/2.6.2-2021.pdf">http://hcaschennai.edu.in/files/2/2.6.2-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

**830**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://hcaschennai.edu.in/files/2/6.5.3%20(2).pdf">http://hcaschennai.edu.in/files/2/6.5.3%20(2).pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://hcaschennai.edu.in/files/2/2.7.1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

**3.42**

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

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

#### 3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://nidm.gov.in/pdf/trgReports/2021/November/Report_22-24November2021sk.pdf">https://nidm.gov.in/pdf/trgReports/2021/November/Report_22-24November2021sk.pdf</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and

transfer of knowledge

- The Institute has created several divisions for research.
- Biofuels from organic waste, Vermicompost production, Single cell protein, Mushroom cultivation, Herbal garden, Bio fertilizers, Green chemistry
- The annual performance appraisal system to enhance faculty teaching, research and administrative skills.
- Faculty are encouraged to undergo professional development programmes. and pursue part-time PhD programs
- Research infrastructure and Seed funding is provided to pursue specific research programs.
- Several research labs in the respective area of research which include:

1. Bioinformatics, Genetic

engineering, Immunotechnology, Bioprocess technology, Medical Microbiology, Language labs, Plant tissue, Industrial biotechnology etc.,

- An innovation and incubation council started in the year 2022 & entrepreneurship development cell formed in the year 2020- 2021
- 27 MoU signed by various departments.
- The college library provides facilities to incorporate knowledge and research.
- Spacious laboratories, computer internet & all other ICT facility available
- Department levels programs such as
- Knowledge hunt - A program and competitions for school students
- Elite- Interdepartmental Literary competitions
- Laureate Literary Association-Clubs conducting competitions for the students of HCAS
- Workshops, Seminars, Courses conducted, Club & Department Events are conducted
- The college publishes an annual magazine "HINDLEHAR". The in house Newsletter "CAMPUSBLAZE" publishes to document various activities and achievements by students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf</a>

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

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

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

12

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

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

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

36

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

74

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To spread awareness about Indian Constitution, National Constitution Day was celebrated. A Medical camp was organised in association with the Rotary Club of Chennai Spotlight for the people of the Velichai village. Vaccination for COVID 19 was administered. Nearly 156 people benefitted. The camp was beneficial to the villagers and was a great exposure for volunteers. Blood stem cell donation drive was organised on 4th May 2022 with Datri Foundation, India's largest Blood Stem Cell Donors Registry. 95 students and NSS Programme officers registered for donating blood stem cell. Hindustan College of Arts & Science in association with Rotary Club of Chennai Spotlight inaugurated the restoration project of a local pond in Kelambakkam. Director and Rotary Club of Chennai Spotlight's President Rtn. Dr. Susan Marthandan, Deputy Director of Academics Principal, Vice Principal graced the day with their presence. Thiruporur Chairman Mr. S. R. L. Idhayavarman, Kelambakkam Panchayat President Mrs. Rani Ellappan, rendered

their unfaltering support. On 3rd June 2022, on account of World Bicycle Day, a rally was organised. Principal Dr. S.Thirumgan waved flag to mark the beginning of the rally. Around 30 volunteers participated and completed a ride of 7.5 Kms .

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/3.2.1%20-%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

##### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

**1334**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

#### 3.5 - Collaboration

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

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

**27**

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>



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

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

27

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

HCAS possesses a high-tech campus with a build-up area of 14,5240 square feet on 11.90 acres. Three blocks make up the institution's structure: the Main Block, the K.C.G. Knowledge Center, and the Elizabeth Block. The institution divides up all degree streams under different schools such as, The School of Sciences, School of Computational Studies, School of Humanities, School of Business Studies and School of Media Studies. It is outfitted with well-ventilated classrooms that are furnished and have Wi-Fi connectivity and learning tools to carry out the institution's objective and vision. Learning resources comprise of library (Central Library), laboratories, smart classrooms, Add-on courses, events, meetings and conferences. Each department has its own library in addition to the central library to broaden students' horizons intellectually. Support facilities include hostel, canteens, sports ground, Gym, seminar and conference hall. Other Utilities incorporate pure RO drinking water, restrooms and power generators. Physical infrastructure encompass computer lab, chemical laboratories, Central library, Bio gas plant, Solar energy, waste management plant, solid waste and recycling facility and organic and herbal garden. The campus is secured

with CCTV cameras for the safety of students. In order to provide an excellent teaching-learning environment, the institution regularly works to establish and improve infrastructure, including buildings and other facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/4.1.1%20-%20Additional%20Information%20-%20link.pdf">http://hcaschennai.edu.in/files/2/4.1.1%20-%20Additional%20Information%20-%20link.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The general development of its students is highly valued at Hindustan College of Arts & Science (HCAS), which regularly conducts a range of sports, games (both indoor and outdoor), gym sessions, and cultural events on campus. Sports competitions and annual inter-house cultural events called HINDOTSAV and HINDOSPARKX are held between students from the four houses to foster healthy rivalry among the students and prepare the path for their future career pursuits. Each house is led by faculty members and student leaders, who assume the roles of Captain and Vice-Captain. Trophies, certificates, and awards are given to the winners and runners up in competitions based on both sports days and cultural events.

#### Particulars

##### 1.Indoor Facilities

Chess Boards

Carom Boards

##### 2.Outdoor Facilities

VolleyballCourt (18m X 9m)

Football Court (28m X 15m)

BasketballCourt (28m X 15m)

**KabaddiCourt (13m X 10m)**

**ThrowballCourt (18.30m X 12.20m)**

**Kho-KhoCourt (27m X 16m)**

**Cricket**

### **3.Gym Facilities**

**Tread Mill**

**Rowing Machine**

**Leg Press Machine**

**Leg Extension Machine**

**Seated Calf Machine**

**Standing Calf Machine with Power Tower**

**Triceps Bar etc.**

### **4.Auditorium**

**Open Air Auditorium1 (Carpediem) (200 Seats)**

**Open Air Auditorium2 (KCG Block Entrance) (100 Seats)**

**Open Air Auditorium3 (Near Main Block) (1000 Seats)**

**Newton Hall (300Seats)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/sports/16">https://hcaschennai.edu.in/sports/16</a>

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

**95**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/files/2/4.1.3%20-%20photos.pdf">https://hcaschennai.edu.in/files/2/4.1.3%20-%20photos.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

**213.6**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

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

**Name of the ILMS : Docbiblio ERP**

**Version : 3**

**Year of automation : 2012**

**Nature of automation :Fully automated**

Library housekeeping activities such as Accession, data entry, issue and return and renewal of books, member logins, online book reservation, report management, acquisition control systems, articles indexing system, e-resources linkage through remote access, serial control systems Report generation, User rate analysis, User data Maintenance, Storage and retrieval of data.

1. Books are classified according to Dewey Decimal Classification.
2. Multimedia Supplements of Text Books and Reference Books in CD format
3. Huge number of videos of NPTEL are available in Hard Disc
4. HCAS provides Identity card with Barcode Technology to all students and staff members, which can be utilized for borrowing library resources.

#### Facilities at Library

1. Reprographic facility
2. Accessing internet
3. Accessing e-resources in e-resource centre
4. Old question bank
5. Projects reports

#### ACCESSING DIGITAL RESOURCES

1. <https://ndl.iitkgp.ac.in>
2. <https://nlist.inflibnet.ac.in>
3. <https://delnet.in>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://hcaschennai.edu.in/files/2/4.2.1.pdf">https://hcaschennai.edu.in/files/2/4.2.1.pdf</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

5.66

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

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

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

814

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

**The institute has always given priority for up-gradation of IT facilities.**

**Internet Connection: The available internet bandwidth is 100Mbps 50 MBPS provided by Spectra and A second line by Tata**

as provided with a bandwidth of 50MBPS.

**No. of Systems:** Institution has a total of 360 computers for students & staff.

**Firewall/Security:** Institution uses firewall service from SophosXG230 and the support license is latest renewed in 2020 to 2023.

**Antivirus:** Institution has provided 200 users of antivirus for all system which was renewed for 3years 2022 to 2025.

**Wifi Facility:** Institution has provided 37Nos Sophos Access point in and around campus for all staffs and students.

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

**Media Lab/Video Lecture making Facility:** The institute has a well equipped media lab where faculties can prepare their video lectures.

**LCD Projectors:** Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD, total 8Nos of LCD in all departments. 3No of Smart Classroom with LCD Projectors, smart board with PA systems.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hcaschennai.edu.in/files/2/4.3.1.pdf">https://hcaschennai.edu.in/files/2/4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

**366**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****213.6**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The College has a well-defined policy and system to maintain and utilize all of its physical, academic and support facilities.**

**Classrooms :**

- **Seminars, workshops are conducted in special classrooms which are equipped with audio visual aids to supplement the teaching-learning process.**
- **Every academic block is provided with power backup using generator and with RO water supply maintained on daily basis by campus in-charge.**



**Computers:**

- All staff rooms and computer laboratory are equipped with systems and essential software which are maintained by lab-technicians and system administrator.
- ERP software is used for maintaining faculty and student attendance details.

**Laboratory:**

- Each Lab in-charge is responsible to maintain account and upgrade the laboratory based on the syllabus under the supervision of head of the department.
- Fire extinguishers are installed and maintained in all laboratories.

**Library:**

- Librarian with supporting staff appointed to maintain the books
- The students & staff are facilitated to use e-resources in the library.
- To ensure return of books, "no dues" from the library is mandatory for students before appearing in exam.

**Sports:**

Department organizes various indoor and outdoor sports competitions for four houses of students namely Phoenix, Orion, Pegasus & Hercules at intra and inter-collegiate level during sports day every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/4.4.2%20-%20Additional%20Information%20-%20Link.pdf">http://hcaschennai.edu.in/files/2/4.4.2%20-%20Additional%20Information%20-%20Link.pdf</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****233**

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

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****1100**

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

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

**A. All of the above**

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

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

**2**

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

**2**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

80

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

government examinations)

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

04

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</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 year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

17

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

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

**The institution focuses on both the internal and external development of the students. It marks the involvement of**

students in various bodies which works under the co-curricular and extracurricular activities. The leadership qualities of the students are trained, tested and evaluated under supervision.

Students' council consists of 20 members, representing the mass of the students in the college. They are elected in a democratic way and are assigned with various responsibilities. Their important role is to serve as a bridge of communication between students and the institution.

To ensure participation of all the students in various activities organized by the college, the students are divided in four major houses. These houses are led by the students' representatives such as captain and vice captains.

Rotaract club brings students together to exchange ideas with the community members and guides in the development of the leadership and professional skills.

The NCC and NSS play a vital role in the development of social skills amongst the students. These units also have active student representatives with high spirit and passion towards selfless services.

The students' representatives play a vital role in the well ordered distribution of information and organization of events in an effortless way.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/scouncil">https://hcaschennai.edu.in/scouncil</a>
Upload any additional information	<a href="#">View File</a>

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

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

17

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

The College has a registered Alumni Association. It has its charter of duties and office bearers to carry out the activities. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. The Alumni Association organises and co-ordinates reunion activities of the Alumni as REHASH- A Mega Alumni Meet and let the Alumni acknowledge their gratitude to their Alma Matter. The periodical meetings organised by the association promotes sharing of their experience and ideas.

The alumni are well placed and many have contributed to the society in various ways. Some have become social workers, well known actors and citizen of national pride. The alumni assist and support the efforts of the institution in obtaining funds for development.

Every department connects with its alumni to pool and share their ideas on Industry and Employment trend. The Alumni Association helps in placement services for the students currently pursuing their degree. The alumni who ventured into entrepreneurship have helped the students in our college gain a lot of insights on entrepreneurship. Many alumni in almost all of the disciplines are invited to participate /deliver lecture in the seminars / conferences organised by the departments.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/alumni">https://hcaschennai.edu.in/alumni</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### **Vision and Mission**

**To develop an institution of excellence in education, training and research at both undergraduate and post-graduate levels in Arts and Science.**

**Academic Excellence:** . As an institution, we seek to impart to our students, the highest standards of knowledge, inquiry, academic freedom and integrity, as well as an expanded sense of the potentiality of the individual. Therefore, the 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.

**Excellence in training:** Webinars and add-on courses on a variety of topics have been held. This allows students to keep up with current events. Online mock interviews were held, and career development workshops were created. For final year students, direct training conducted through placement cell, ED cell, Chamberlin theatre, word bridge club, mushroom cultivation, vermin compost, communicative skills, internships to reputed companies and banks for UG and PG courses. Courses with employability skills offered as add-on courses.

**Excellence in research and Innovations:** Encouraging spontaneous



connection between staff and students keeping the young minds interested in innovative research we have been fortunate to have some of the most respected professionals and expertise research and innovation.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/about">https://hcaschennai.edu.in/about</a>
Upload any additional information	<a href="#">View File</a>

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

The administration has a decentralization of authority from Principal by delegating the responsibility to Vice- Principals, Deans, Heads of Departments, Staff and Student Council. There are numerous periodical meetings conducted by the Principal to plan, execute, monitor and evaluate the intended activities for the current academic year and improvement of the institution. The Principal sets the calendar for the academic year and assigns the work to each department by mentioning the name of the department along with the college events. After the completion of each event, the college conducts success meet for appreciating the staff, students and other technicians involved. At the Department level, the Head of the Department has the responsibility of motivating and mobilizing the opinions, suggestions and feedback from the staff members at all aspects of administration and academics. The college has 39 committees to maintain discipline and decorum. The Principal, Vice Principal, Student Affairs, Deans, Heads of the departments, teaching faculty members, non-teaching staff, Student Council members and student representatives work together for the progression of the institution.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/CRITERIA%206%20(B)%20UPLOAD.pdf">http://hcaschennai.edu.in/files/2/CRITERIA%206%20(B)%20UPLOAD.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed.

**Academics:**

- Providing various value-added courses to students each semester. <https://hcaschennai.edu.in/>
- To maintain continuous good academic performance, motivating students by periodic interactions with distinguished guests.

**Co-curricular Activities:** <https://hcaschennai.edu.in/events>

- Physical development activities including games, sports and athletics are to be conducted periodically. <https://hcaschennai.edu.in/sports/16>

**Administration:**

- To facilitate a friendly, effective and flawless administrative setup ensuring a smooth day-to-day functioning:
  - Promote team spirit and healthy relations among staff members of the institution

**Research:**

- Patents Filed recently <https://hcaschennai.edu.in/crd>

**Industrial interface & placement activity:**

- Mega Job Mela conducted in HCAS campus on 30th April 2022. <https://hcaschennai.edu.in/placement>

**Alumni Interactive:**

- Alumni meet has been conducted on 21 May 2022 in HCAS Campus. <https://hcaschennai.edu.in/alumni>

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.2.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.2.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

HR Policy guides information to all employees, the goals of the organizations is achieved amicably and ultimately providing a sense of satisfaction to both the employees and the organization. The policy serves two purposes firstly, it informs the employee about the rules, regulations, policies and procedures and secondly, it gives the supervisors the need and guidelines to enforce these regulations and policies. This college is affiliated to University of Madras, accredited by NACC and with all eligible UG, PG, M.Phil and Ph.D programmes.

#### GOVERNING BODY

The Governing Body comprises of Chairperson, Directors, Secretary, University Nominee, Principal, Vice Principal and other members.

#### ACADEMIC BODY

**Principal:** The Principal is the Head of the institution and has the power of administration and control for the betterment of the institution.

**Vice- Principal:** To help out the Principal by providing support wherever required

**Dean:** Evaluating overall Departmental /social productivity in their contribution towards academic progress and research.

**Teaching Faculty:** Administer the Department in respect of distribution of teaching workload among the staff and ensure completion of work as per the schedule.

**GRIEVANCE REDRESSAL MECHANISM**

To understand the most important needs of the student and staff and to secure civil liberties of everyone.

File Description	Documents
Paste link for additional information	<a href="https://hcaschennai.edu.in/delegate">https://hcaschennai.edu.in/delegate</a>
Link to Organogram of the institution webpage	<a href="http://hcaschennai.edu.in/files/2/6.2.2%20ORGANOGRAM%20OF%20THE%20INSTITUTION%20Link.pdf">http://hcaschennai.edu.in/files/2/6.2.2%20ORGANOGRAM%20OF%20THE%20INSTITUTION%20Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

**Financial Support**

- Financial support for publication of journals
- Financial support for copy rights
- 50% of the registration fee is reimbursed for the attendance and participation of the International, National conference, Refresher course, etc. This fund included in the budget of each department.

### Recognition and Rewards

- The teaching and non-teaching staff are honoured with Awards for their remarkable service. Awards of excellence for teaching, research and extension is given to the deserving members of staff every year. Annual orientation, workshops for teaching and non teaching staff at the beginning of every academic year .
- Training programmes for the newly recruited staff on ISO filing and NAAC documentation.
- Computing knowledge for non-teaching staff, and waste management, operating fire extinguisher training for housekeeping staff

### Insurance, PF, ESI

- Group insurance covering accidents and unexpected demise.
- Provident fund and ESI available
- Support medical expenses

### Facilities

- RO purified drinking water facilities in the campus
- Emergency first aid for the staff are provided in Campus clinic
- The college provided transportation for the staff members in subsidized fees.
- Wifi campus

### Special leave

Casual, sick, special leave for wedding and sudden demise of their family members; leaves including maternity and paternity leaves are given to the staff members.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.3.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.3.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

05

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**
**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the**

year

50

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

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

At the completion of each Academic year, all the teaching staff members are required to submit their self-evaluation forms. The information on the form includes published articles and books, webinars, FDP programmes, conferences, and outcomes in the disciplines covered. Students receive a feedback form each year, which is then meticulously analysed. With cash prizes and certificates, the management shows its appreciation for the workforce. The staff are motivated to achieve in their work when they are appreciated. At the end of each semester, the staff members' teaching is evaluated based on student feedback as part of the staff appraisal system, which assesses and evaluates their performance. This feedback is carefully investigated, and a report is sent to management with recommendations for how to deal with the defaulting faculty. Periodical analysis and updates are done in it.

When evaluating the effectiveness of a staff member's instruction, staff appraisals place a high value on student comments. The self-evaluation form will be gathered at the end of the school year, and the head, dean, and principal will comment on it for future professional development.

Non-teaching staff members, including as administrators, accountants, and lab technicians, must complete a self-evaluation form in order to improve the quality of their work. They are crucial to the success of their own mission. Their

immediate supervisors will provide a report on their attendance and performance. The management is grateful for the work they did.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.3.5%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.3.5%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

- The Internal Audit of the Institute is carried out by R.Viswanathan, the External Audit is carried out by Alladi Krishnan & Kumar.
- As a part of internal audit, review the critical process like (Admission, HR & Payroll, Procurement, Fixed Asset Management & Financial Accounting, and Revenue Recognition & Statutory Compliance) on yearly basis.
- HR & Payroll – Recruitment process. Payroll processing, training of new recruits, performance appraisal for both teaching and non-teaching staffs & full and final settlements.
- Financial Accounting – Review of accounts payable, accounts receivable, general ledger, cash and bank balances, and financial statements of year end closure.
- Revenue Recognition – Verification of fees receipts and examining collection of fees which includes Tuition fee, Transport, Exam fee, Hostel fee and other miscellaneous incomes.
- The financial audit report of the institute is prepared and submitted on time with the income tax department every year within the stipulated filing date
- The internal audit also recommends enhancing the current systems policy with the present leading best practices among the 'education intuitions'.
- The mechanism of conducting statutory audit is to review



**all the financial aspects of the institution and precision of the financial statements and it's on track with standard accounting policies.**

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.4.1%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.4.1%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

**64,000**

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

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

**Institute has specific rules for the fund usage and resource utilization.**

- **The student Tuition fee is the major source of income for the institute.**
- **Sponsorships are sought from individuals and corporate for cultural events.**

##### **Utilization of Funds**

- **The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.**
- **The quotations are scrutinized by the finance and purchase committee before a final decision is made based**

on parameters like pricing, quality, terms of service, etc.

- The Principal, finance, and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

#### Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and Heads of Departments prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the management

#### Optimal utilization of resources

- The college aims at promoting research.
- Effective utilization of infrastructure is ensured.
- The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
- Library functions beyond the college hours for the benefit of students and faculty.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.4.3%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.4.3%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</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

**IQAC has ensured an integrated practise 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 promote professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate and publish research papers, articles at National and International Conferences.

#### Quality education

The IQAC works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. ICT methods and tools have enhanced the educational models, upgrading the approach, method and assessment. ICT tools entertain, educate, engage the students with the curriculum. IQAC is an effective and efficient internal coordinating and monitoring mechanism.

#### Strategic planning of key areas and assigning responsibilities

1. Academic and cultural activities among the students.
2. Job oriented training programmes for UG and PG.
3. Personality development programmes.
4. Placement support.
5. Faculty development programs.
6. Research and development.
7. Interaction with industry and other academic institutions.
8. Monitoring and mentoring of academic activities.
9. Academic audits.
10. Facilitate implementation of innovative methods in the departments.

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.5.1.pdf">http://hcaschennai.edu.in/files/2/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**IQAC of HCAS is adopting a well-defined review mechanism of Teaching-Learning process through**

- 1. Performance Based Appraisal System (PBAS) and feedback Mechanism**
- 2. Academic & ISO audits**

**Example 1: Review through PBAS and Feedback**

- Maintenance of course file for every course by all faculties are mandatory in the college.
- Lesson plans along with teaching methodologies
- Review of Semester end result analysis for the grades of students
- Student feedback for faculty is being practiced in all departments.

**Example 2: Review through Academic and ISO audits**

Academic audits are conducted to monitor the quality of teaching-learning along with other academic related activities. ISO Internal and External thorough audits are conducted for all departments annually. The Audits include verification of the following criteria

- Monitoring of teaching-learning process
- Random verification of evaluated answer papers and question paper during the semester.
- Verification of course files
- Student performance indices
- Activities for slow learners for their improvement
- Student counseling /mentoring mechanism
- Seminars, workshops and Guest lecturers conducted for students
- Student success rate, Placements and Higher education

The recommendations of the audit committees are taken into consideration for the improvement.

**Follow up action**

**According to the result analysis, slow learners are identified and remedial classes are conducted.**

File Description	Documents
Paste link for additional information	<a href="http://hcaschennai.edu.in/files/2/6.5.2%20Additional%20Info.pdf">http://hcaschennai.edu.in/files/2/6.5.2%20Additional%20Info.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hcaschennai.edu.in/files/2/6.5.3%20&amp;202.6.3.2.pdf">http://hcaschennai.edu.in/files/2/6.5.3%20&amp;202.6.3.2.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

**Counselling to all students regarding their gender based issues affecting their academic and the traumatic experiences they face**

in their life. Students can approach Counseling Cell and get counselled.

Lecture session on the topic Human Rights conducted during the year.

S.No. Event Dates Resource Person 1 Commemoration of International Girl Child Day 11.10.2021 Dr. Ibrahim Sabry Ahmed, Associate Professor Department of Community Organisation, Helwan University, Egypt 2 Webinar on "Gender Equality for Social Change" 21.10.2021 Miss. P. Sudha, Dr. Archana Dassi, Dr. K. Sathiyamurthi 3 Webinar on "Men's Mental Health" 22.10.2021 Dr. Narendra Singh Thagunna 4 World human rights day 10.12.2021 Mr. Padmanaban, Advocate, Madras High Court 5 Webinar on "Child protection-A global concern and Interventions 11.3.2022 Mr. Noah. M. Osanganyi, HSC, child protection specialist, Kenya, Dr. Shanmugavelayutham, Founder, FORYOUCILD, India Dr. Wilkins Ndege Muhingi, Faculty, Pan African Christian University, Kenya. Mr. Wai SumKung. Social work lecturer

File Description	Documents
Annual gender sensitization action plan	<a href="https://hcaschennai.edu.in/files/2/NAAC%20Criteria%207.1.1.pdf">https://hcaschennai.edu.in/files/2/NAAC%20Criteria%207.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.1.1.b.pdf">https://hcaschennai.edu.in/files/2/7.1.1.b.pdf</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

- Vermicompost unit was set up and maintained. Vermicompost units helped to convert all the plant and animal based wastes into organic manures. This is healthy way of solid litter waste management in the campus. Kitchen wastes also converted to vermicompost, organic manure which is initiative towards green campus.
- Recycled water used for garden maintenance.
- In science labs, autoclave machines were set up for the safe disposal of biological wastes (microorganisms). An autoclave is a machine that uses steam under pressure to kill all the living microorganisms such as bacteria, viruses, fungi, protozoa and spores on items that are placed inside a pressure vessel.
- E wastes or electronic wastes comprises old and end of life electric and electronic appliances such as telephones, computers, air conditioners, laboratory instruments etc.,
- E wastes are considered as scrap and sold to authorized traders.
- Treated water from sewage treatment plant used for garden maintenance.
- Reagents are carefully mixed with large amounts of water and poured down the sink, flushing with large amounts of water.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge**

**A. Any 4 or all of the above**

<b>Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of bicycles/ Battery-powered vehicles</li> <li>3.Pedestrian-friendly pathways</li> <li>4.Ban on use of plastic</li> <li>5.Landscaping</li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

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

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

**To develop the emotional and religious feelings among the students and the faculty, Commemorative days like Women's day, Yoga Day, Blood donation camp, along with various regionalfestivals like Christmas, Onam and Pongal are**

celebrated in the college. There are different grievances redressal cells in the institution like Student grievance redressal cell. Women grievance cell which deal with grievances without considering any racial or cultural background. Fresher's Day: Every year it is customary in our institution to celebrate fresher's day as an effort to develop the communal socio economic diversity Festivals: Every year the institution makes sure that the students come together to celebrate the festivals of India no matter what religious background they emerge from. The students celebrate Onam, Pongal, Christmas along with the faculties and the management. Hindustav: As an institution we celebrate this event to encourage the students to express the talent they possess in each and every field like Dance, Singing, Quiz, Drama and many more.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Every citizen who is of sound mind is given a universal voting right. The constitution of India provides us with some voting rights. Fundamental rights in India are the rights guaranteed under part - III (Article 12-35) of the Constitution of India. Hindustan College of Arts & Science sensitizes the students and the employees of the institutions to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to conduct themselves as responsible citizens. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the students' community. The college establishes policies that reflect core values. A Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution organizes various programs from time to time for the promotion of constitutional values, rights, duties, and responsibilities of citizens. It designs various activities to create awareness about the national identity and symbols.

**Fundamental rights of the citizens are displayed in the college to sensitize individual rights and responsibilities.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://hcaschennai.edu.in/files/2/7.1.9%20A.pdf">http://hcaschennai.edu.in/files/2/7.1.9%20A.pdf</a>
Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.1.9.b.pdf">https://hcaschennai.edu.in/files/2/7.1.9.b.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Our Institution commemorates World HIV/AIDS Day on 9th December to create awareness among the staff and students. The Department of social work commemorates World Human Rights Day on 10th December to spread awareness of Human Rights. The**

Department of Social Work, Hindustan College of arts and science along with the Rotary Club of Chennai Spotlight jointly celebrated a meaningful Christmas with a tribal community in a different locality. The Laureate Literary Association of the Department of English celebrates World Poetry Day on the 21st of March every year. The Department of Tamil celebrates Ulaga Thaaaimozhi Dina Vizha on 21st Feb every year. Department of Biotechnology also observes Global Recycling Day on the 18th of March. The Department of Biotechnology celebrates World Earth Day in a bid to raise awareness about environmental issues affecting the planet, such as pollution, deforestation, and global warming. Hindustan College of Arts & Science, Department of Social work, EVOKE - BSW students forum commemorated St. Mother Teresa's birth anniversary on August 30th, 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

### BEST PRACTICE - 1

#### Eco Friendly

#### Objectives of the Practice

To protect the environment

#### The Context

Myawaki afforestation incorporates two or four trees per square meter that converts the land into small evergreen forest within a short span of time.

### The Practice

This creates awareness in conserving the environment and it also emphasizes the individual's social responsibility to the society.

### Resource Required

More saplings to be planted.

### II. Community Service to Kaayar village and neighboring community

#### Context

Community service at a young age, student benefits in a lot of ways: Develops an increased sense of social responsibility - a global view of society and a heart for "giving back" and helping others.

To serve the people in Irrular community, under privileged community.

### The Practice

The Irrular tribal community in Kaayar has been demanding basic rights. During floods the college provides them with necessary items and provides moral support.

### Obstacles faced

Common obstacles faced was the time factor for gathering for awareness programme was difficult.

### Impact of the Practice

Uplifting the privileged community through awareness programmes and contribution to support the needy sensitizes the students the challenges of irrular community

File Description	Documents
Best practices in the Institutional website	<a href="https://hcaschennai.edu.in/files/2/7.2.1%20A.pdf">https://hcaschennai.edu.in/files/2/7.2.1%20A.pdf</a>
Any other relevant information	<a href="https://hcaschennai.edu.in/files/2/7.2.1%20B.pdf">https://hcaschennai.edu.in/files/2/7.2.1%20B.pdf</a>

### 7.3 - Institutional Distinctiveness

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

The 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. The college has been ranked in the 88th position among the arts and sciences colleges in India. The College pursues academic excellence in its teaching, learning and research, to serve the local, national and international communities.

To implement the vision of our Founder chairman Dr. K. C. G. Verghese, the institute provides innumerable support and provides ample opportunities to help the students develop the requisite skills and expertise to make them employable graduates. A career guidance program develops student's competencies in self-knowledge, educational and occupational exploration, and career planning. The institution organizes training programs to motivate the students to participate in various competitive examinations. The college has organized entrepreneurship awareness events and Technology based Entrepreneurship development programme to promote the students in entrepreneurship.

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

7.3.2 - Plan of action for the next academic year

The college has developed a long-term strategic plan for the institution's overall development, with the needs of rural students at its core. The college has established the following future plans

1. To develop the IPR cell and apply for patents and copy rights.
2. To improve research and Innovation through funded projects
3. Incubation centers and Skill development Programs to be coordinated.
4. To enhance placement, job oriented add-on courses to be increased.
5. Community development through, public health, education and cultural diversity
6. Improve renewable energy sources and installation of Solar Panels.
7. Construction of Additional Classrooms, Computer Lab and Smart Rooms.
8. To enhance the quality of teaching and learning effective mentoring, tutoring and counseling
9. To strengthen the community-based services of students to address socio-economic issues
10. To create awareness among the students to have eco-friendly environment.
11. To increase the Industry Collaboration with academia and industries
12. Placement cells, human resource training for success in competitive examinations further strengthened.