YEARLY STATUS REPORT - 2022-2023

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.	**04427474671**
• Mobile no	**8838295003**
• Registered e-mail	**hcaspadur@yahoo.co.in**
• Alternate e-mail	**iqachcas@gmail.com**
• Address	**Rajiv Gandhi Salai(OMR), Padur,**
• City/Town	**Kelambakkam, Chennai**
• State/UT	**Tamil Nadu**
• Pin Code	**603103**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Madras**
• Name of the IQAC Coordinator	**Dr. K. MALARVIZHI**
• Phone No.	**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-%202021%20-%202022-1.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://hcaschennai.edu.in/files/2/CALENDER%20WEBSITE%20UPDATION%202022-2023.pdf

5.Accreditation Details

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

6.Date of Establishment of IQAC	**18/11/2011**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biotechnology	**Students project**	**TNSCST**	**2022- one year**	**10000**

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

• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	**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 efforts taken to improve the teaching and learning process, regular faculty development programmes conducted and insist usage of ICT technologies.

Academic webinars organized on topics like stress management, Personality development skills, Gender equity, Digital marketing, women empowerment

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. Also seminars conducted on the Research methodology and Coordinates students support activities for entrepreneurial and skill development programs.

Placement support and career guidance conducted

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 develop the IPR cell and apply for patents and copy rights.To improve research and Innovation through funded projects. Incubation centers and Skill development Programs to be coordinated.	Awareness for IPR conducted and copy rights and patents obtained
To enhance placement, job oriented add-on courses to be increased.Placement cells, human resource training for success in competitive examinations further strengthened.	Job oriented Add on courses introduced across all the courses. MoU signed with Eva Stalin Academy for training students for competitive exams.
Improve renewable energy sources and installation of Solar Panels.	Installed Solar panels in Elizabeth Block
Construction of Additional Classrooms, Computer Lab and Smart Rooms.	New Block constructed with additional classrooms and laboratories
To enhance the quality of teaching and learning effective mentoring, tutoring and counseling	Effective mentor system adopted and counseling cell made online and off line. Follow-up action carried out
To increase the Industry Collaboration with academia and industries	MoUs signed with national and international organisations

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**23/11/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	**15/03/2023**

15.Multidisciplinary / interdisciplinary

The institution is dedicated to providing a top-notch education in both arts and sciences, shaping well-rounded individuals capable of meeting the demands of an industry and a tech-oriented global community. Through an intensive program, students are equipped to adapt to the constantly evolving, time-oriented environment by gaining expertise in various disciplines. The organization's mission is to continually enhance academic excellence and achieve university ranks across diverse fields. The integration of humanities and science with STEM extends beyond conventional curricula, incorporating training and research opportunities for undergraduate and postgraduate students through collaborations with industries. The institution offers a range of degree courses that combine humanities and science with STEM, including Computer Science, Commerce, Biotechnology, Microbiology, Visual Communication, Social Work, Psychology, and English. To provide students with a holistic and multidisciplinary education, the institution offers an adaptable and innovative curriculum. This includes credit-based courses and projects in community service, environmental education, and value-based education. All undergraduate degree courses, following the Choice Based Credit System (CBCS) under the University of Madras, incorporate Environmental Studies and Value Education. Additionally, soft skills such as computing skills, personality enrichment, and professional English are integrated into the curriculum to prepare students for the rapidly changing, technologically driven workplace. The institution emphasizes practical application of knowledge and social responsibility. In their final year, students are required to actively participate in community development activities, reinforcing a sense of social consciousness. Overall, the institution's approach aims to produce well-rounded individuals with the skills, knowledge, and values necessary to excel in a dynamic global community.

16.Academic bank of credits (ABC):

The College is affiliated to the University of Madras, the procedures of admission prescribed by the University are to be followed.University Management Information System (UMIS), a groundbreaking initiative spearheaded by the Tamil Nadu e-Governance Agency (TNeGA), serves as a centralized portal, seamlessly collecting and storing comprehensive student data from all educational institutions across Tamil Nadu. Developed in

collaboration with the Directorate of Technical Education, the project ensures data accuracy by validating student information through interfaces like Aadhaar and EMIS. UMIS goes beyond mere data storage, integrating with platforms such as TNSSP (Tamil Nadu State Scholarship Portal) to automate processes. This transformative system not only provides analytical capabilities but also empowers governments and administrators to make informed, data-driven decisions, marking a significant stride towards efficient education management in the region.

17.Skill development:

The process of skill development within the college is a dynamic approach that begins with identifying skill gaps among students and offering targeted skill development courses. The overarching goal of these programs is to recognize and nurture the potential of students by providing the necessary infrastructure, opportunities, and support to help them achieve their goals. Emphasis is placed on enhancing employability skills throughout the college experience. To bridge the gap between academic learning and industry requirements, the college offers a range of add-on courses in various subjects. These include training in accounting software such as Tally, programming in Python, Vermicompost production, and Communication Skills. The inclusion of these courses aims to align students with the practical skills sought by industries. Moreover, the college places a significant focus on holistic development by organizing Personality Development Programs and Entrepreneur Development Programs. These initiatives are designed to instill a future-focused mindset in students, preparing them for the professional world. A diverse range of activities, including seminars, workshops, and career guidance programs, is conducted to keep students informed about current trends in various industries. This proactive approach ensures that students are well-equipped to secure a better future. Regular orientations for competitive tests are organized, motivating students to aim for high-profile job opportunities. Encouraging undergraduate students to participate in club activities such as NCC, NSS, YRC, RRC, CCC, Eco Club, Rotaract, and Toast Master Club adds another dimension to their overall development. These clubs provide platforms for students to engage in social activities, fostering positive attitudes and contributing to their personal growth. In essence, the college's approach to skill development goes beyond academic curriculum, encompassing a wide array of activities and programs that empower students to excel in both their academic pursuits and future professional endeavors.

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

The appropriate integration of the Indian knowledge system involves incorporating elements of Indian language, culture, and utilizing online courses to enhance the educational experience. This approach aims to provide a more holistic and culturally relevant learning environment. Here are some key aspects of this integration: Teaching in Indian Languages: Incorporate Indian languages as a medium of instruction, ensuring that students have the option to learn in their native language. Promote the use of vernacular languages in academic discussions and interactions, fostering a deeper understanding of concepts. Cultural Integration: Integrate Indian cultural perspectives into the curriculum to make it more relatable and meaningful for students. Encourage cultural exchange and dialogue among students from diverse backgrounds to foster mutual understanding and appreciation. Online Course Delivery. Leverage digital platforms to provide a seamless online learning experience, incorporating interactive elements such as virtual classrooms, forums, and collaborative projects.Ensure that online courses incorporate Indian case studies, examples, and real-world applications to make the content contextually relevant. Promoting Inclusivity: Address the digital divide by ensuring access to online courses for students from various socio-economic backgrounds. Implement inclusive pedagogical practices that accommodate different learning styles, abilities, and preferences. Provide support services, such as online tutorials or discussion forums in regional languages, to facilitate better understanding By appropriately integrating the Indian knowledge system through teaching in Indian languages, incorporating cultural elements, and leveraging online courses, educational institutions can create a more inclusive and enriching learning environment for students. This approach not only preserves the cultural identity but also prepares students with a well-rounded education that aligns with the diverse fabric of the country.

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

The syllabus is meticulously crafted with specific program and course outcomes, emphasizing the importance of these outcomes during curriculum design and development. The affiliating University, through Board of Studies (BoS) meetings, underscores the significance of course outcomes. Various assessment methods, including Continuous Assessment Tests I and II, model examinations, seminar presentations, and assignments, are utilized to measure course outcomes effectively. To enhance transparency, the institution's website prominently displays Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (COs). This transparency enables students to gain a clear understanding of the

structured programs tailored to their academic journey. Overall, the adoption of the Outcome-Based Education system at Hindustan College of Arts & Science ensures a focused and goal-oriented educational experience for all stakeholders involved.

20.Distance education/online education:
The 'Hindustan Academics' YouTube channel plays a crucial role in delivering educational content, offering a range of resources such as audio, video, and virtual training from teachers. The versatility of these platforms allows educators to engage with a large number of students simultaneously, streamlining the teaching process. The college also organizes webinar series featuring experts at both national and international levels, enriching the learning experience with real-world insights. Additionally, the college's status as an approved learning support center for MBA distance education at the University of Madras underscores its commitment to providing diverse educational opportunities. Overall, the embrace of online education and the utilization of various digital platforms are enhancing the educational landscape, making learning more accessible and engaging for both students and educators.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**26**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**4127**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**954**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1481**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**144**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**144**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**109**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**752**
4.3 Total number of computers on campus for academic purposes	**446**

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

1. **Syllabus Adherence: The college follows the syllabus designed by the University of Madras.**
2. **Lesson Plans: Teachers prepare lesson plans for all subjects.**
3. **Outcome-Based Education: The institution focuses on outcome-based education for comprehensive student development.**
4. **Infrastructure: The college provides smart classrooms, language labs, and computer labs for students.**
5. **Academic Activities: Webinars, seminars, conferences, and workshops are conducted by each department.**
6. **International Collaboration: The college has signed Memorandums of Understanding (MoUs) with various international universities.**
7. **Add-On Courses: The institution offers add-on courses to enhance students' skills.**
8. **Curriculum Implementation: Course outcomes and program outcomes are made by every department, with a focus on student development, moral values, and employability. The curriculum includes theory, practical, and internal assessment.**
9. **Assessment: Regular assessment of curriculum delivery is monitored by the Internal Quality Assurance Cell (IQAC). Practical curriculum is delivered through lab manuals.**
10. **Extracurricular Activities: Besides academics, the college promotes club activities and skill development in areas such as art, oratory, theatre, and fine arts. It also maintains a yearly magazine and Campus Blaze for students to publish their articles, poetry, and art.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.unom.ac.in/index.php?route=colleges/syllabus

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

1. **Academic Calendar: An academic calendar is prepared at the beginning of each semester in accordance with the University's calendar.**

2. **Internal Assessment Schedule:** The Examination Cell schedules the Internal Assessment based on the completion of the syllabus prescribed by the University. Internal exams are conducted in September and October for odd semesters, and February and March for even semesters. Model examinations are conducted before the final exams.

3. **Semester Internal Marks:** Internal marks include Attendance, Assignment, Class-tests, Seminar, Common Admission Test (CAT), and model marks.

4. **Lesson Plan:** Lesson plans are prepared to align with course objectives to effectively deliver the curriculum.

5. **Result Analysis:** Result analysis is performed after the university exam results.

6. **Inter-Department Club Activities:** Club activities are conducted in accordance with the academic calendar.

7. **Placement Cell:** The Placement Cell provides effective training from the first year onward to enhance students' employability skills.

8. **Skill Enrichment:** Value-added courses and add-on courses contribute to enriching the skill set of students.

9. **Activity-Based Learning:** Socially relevant activities, cultural events, and sports events are organized as activity-based learning events, fostering leadership and teamwork skills.

10. **Student Progression:** The institution oversees student progression from admission to convocation, ensuring a comprehensive approach to their future development.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://hcaschennai.edu.in/files/2/CALENDER%20WEBSITE%20UPDATION%202022-2023.pdf

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

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

1.2 - Academic Flexibility

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

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

24

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

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

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

16

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

1901

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Hindustan College of Arts and Science adopts a curriculum that aims to shape students into responsible citizens by incorporating topics related to Gender, Environment and Sustainability, Human Values, and Professional Ethics. Here are some key points:

1. **Gender Equality Education: The curriculum includes topics relevant to gender issues, with a focus on imparting knowledge about gender equality. Students are assisted in recognizing existing gender differences and understanding how these inequalities have shaped their perceptions and identities.**

2. **Environment and Sustainability: Courses in humanities emphasize responsible actions for the protection, management, and progression of the environment. This suggests a commitment to educating students on environmental issues and fostering a sense of responsibility towards sustainable practices.**

3. **Human Values and Ethics: Courses in psychology and value education have the objective of instilling individual ethics in students. The aim is to encourage reflection and the adoption of positive values and behavior.**

4. Professional Ethics: Courses in management studies and social work focus on imparting knowledge of individual and communal professional ethics. This implies a commitment to developing ethical awareness and conduct in students pursuing these fields.

By incorporating these elements into the curriculum, the college aims to contribute to the holistic development of students, making them not only academically proficient but also socially responsible and ethically conscious individuals.

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

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

135

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

543

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://hcaschennai.edu.in/files/2/1.4.1-Feedback%20on%20Curriculum-pdf.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1375

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

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

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

1282

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Identification of advanced learners and slow learners

After admissions Bridge Course for all the first-year undergraduate students are conducted. 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 categorized.

Approaching Advanced Learners: Motivating them to read and learn beyond the prescribed texts.Provide them opportunities in various other related courses for indepth studies in their areas of interest, 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.s

Approaching Slow Learners: The College takes various measures to support the slow learners. Individualized learning plans that address specific learning needs are planned. Provide them additional time for assignments, exams. Ensures learning materials are

available in multiple formats. Peer mentoring, remedial classes, counseling services are provided to enable them a joyful learning.

File Description	Documents
Paste link for additional information	https://www.youtube.com/@hcasacademics3055
Upload any additional information	View File

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

Number of Students	Number of Teachers
4127	**144**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential Learning:

The benefits of life skills training for students can come from internships/field trips andprojects.Visits to industrial sites, gives practical exposure to students. The college has tied up with some of the most reputable companies like to provide real-time experiences for our students. Management Expo, an initiative for business plan encourages students innovative business ideas.

The schools of various disciplines organize competitions and club activities to exhibit their excellence in writing short stories, poems, public speaking, and dramas that enables the students formore opportunities to learn and grow in their skills. In addition, they're helping to reduce their fear of stage performances.

Participative Learning:

Different methods of teaching, which involve using group work, audio-visual aids, power point presentations, presenting seminars, assigning essays, publishing department newsletters and magazines, and organizing academic events thathelps the students learn from each other, and encourages them to participate actively in all of

their school's activities.

Problem Solving :

The teaching methodology focus thestudents to enhance their critical thinking and problem solving skills. Apart from talk therapy, they help them with different techniques, like relaxation therapy, yoga, role play, meditation, and breathing exercises, which help them come out of their distress.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

In our College, teachers leverage Information and Communication Technology (ICT) enabled tools to enhance the teaching-learning process. Embracing modern educational methodologies, educators integrate a variety of digital tools, such as multimedia presentations, interactive software, and online resources, to create dynamic and engaging learning environments. These ICT tools facilitate personalized and interactive learning experiences, accommodating diverse learning styles and fostering student engagement. Virtual platforms and collaborative tools are employed to encourage active participation, discussion, and real-time feedback. Teachers utilize educational apps, simulations, and multimedia content to illustrate complex concepts, making lessons more accessible and comprehensible .

Use of ICT

- **PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.**
- **Smart Class room- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.**
- **Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.**

- **Zoom / Google meet organisedfor seminars, guest lectures, special classes.**
- **Recording of video lectures is made available to students for long term learning and future referencing.**

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

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

2.3.3.1 - Number of mentors

136

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

2.4 - Teacher Profile and Quality

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

144

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

63

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

144

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The College has mechanism of internal assessment is characterized by transparency and robustness, ensuring a fair and accurate evaluation of student performance. The frequency and mode of assessment are carefully structured to align with the curriculum and provide a comprehensive understanding of each student's progress. Regular and timely assessments are conducted throughout the academic term, promoting continuous feedback and allowing students to track their development.The transparency of the assessment process is upheld through clearly communicated evaluation criteria and objectives. Students are informed in advance about the assessment schedule, enabling them to prepare adequately. Our College employs diverse modes of assessment, including written examinations, practical assessments, projects, and presentations, catering to various

learning styles and skills.To further enhance transparency, assessment results and feedback are shared promptly with students, fostering a culture of openness and accountability. Additionally, faculty members are trained and guided to ensure consistency and fairness in grading, contributing to the overall reliability of the assessment process.This meticulous approach to internal assessment reflects the institution's commitment to providing a holistic and accurate representation of students' academic achievements, fostering a learning environment that values transparency, fairness, and continuous improvement.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/CALENDER%20WEBSITE%20UPDATION%202022-2023.pdf

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

The College has established a transparent, time-bound, and efficient mechanism to address internal examination-related grievances, underscoring its commitment to fairness and student satisfaction. A well-defined process ensures that students have a clear understanding of how to raise concerns and seek resolution.Firstly, the institution disseminates comprehensive guidelines outlining the procedures for filing grievances related to internal examinations, including specific timelines and contact points. This information is readily accessible to all students, promoting transparency. Grievances are acknowledged promptly, initiating a time-bound resolution process.The efficiency of the mechanism is maintained through a dedicated grievance redressal committee comprised of experienced faculty and administrative staff. This committee conducts thorough and impartial investigations, considering the merits of each grievance. In the interest of time, the institution ensures that grievance resolutions are provided within stipulated deadlines.Additionally, the institution encourages open communication and feedback, allowing students to express their concerns through established channels. This feedback loop contributes to continuous improvement in the examination process. By upholding transparency, adhering to timelines, and fostering efficiency, the college's mechanism for handling internal examination grievances not only addresses individual concerns but also strengthens the overall credibility and integrity of the examination system.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://hcaschennai.edu.in/examcell]()

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.

The college prioritizes transparency and educational clarity by prominently presenting program and course outcomes on its official website. These outcomes act as guiding beacons for both educators and students, delineating the intended knowledge, skills, and competencies associated with each academic program.Comprehensive program outcomes, thoughtfully detailed on the website, encapsulate the overarching educational objectives of each program, aligning with industry standards and institutional aspirations. This information is systematically communicated to teachers, fostering an understanding of the broader goals and facilitating effective curriculum implementation.Concurrently, specific course outcomes are clearly articulated on the website, outlining the targeted learning outcomes for each individual course. This ensures that students have a detailed roadmap of what is expected from them in terms of knowledge acquisition and skill development. The College establishes regular communication channels to disseminate this vital information, creating a collaborative educational environment where both educators and students are well-informed and actively engaged in achieving these outcomes.This commitment to transparently displaying and effectively communicating program and course outcomes underscores the institution's dedication to providing a comprehensive and understandable framework for academic success, empowering both educators and students in their education.

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

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

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

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, environment discrimination 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	[View File](#)
Paste link for Additional information	http://hcaschennai.edu.in/files/2/2.6.2-2021.pdf

2.6.3 - Pass percentage of Students during the year

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

1127

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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)

12.43

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

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

3.1.2.1 - Number of teachers recognized as research guides

7

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://tahdco.com/, https://nidm.gov.in/

3.2 - Innovation Ecosystem

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

Our College has developed a dynamic ecosystem to cultivate innovation and facilitate knowledge creation and transfer effectively. Through initiatives like hackathons, innovation challenges, and entrepreneurship competitions, students and faculty are encouraged to explore novel ideas and practical solutions to real-world problems. These events, often in collaboration with industry partners, provide invaluable experiential learning opportunities, fostering a culture of creativity and problem-solving. Additionally, substantial investments in research grants, state-of-the-art laboratory facilities, and interdisciplinary collaborations empower faculty members to conduct cutting-edge research, pushing the boundaries of knowledge in their respective fields.

Furthermore, the institution prioritizes the dissemination of knowledge through technology transfer offices, industry partnerships, and mentorship programs. By bridging academia with

industry and society, these initiatives ensure that innovations developed within the institution have a tangible impact beyond its borders, driving economic growth and societal progress. Ultimately, the institution's holistic approach to innovation and knowledge transfer not only enhances its reputation as a hub for creativity and intellectual advancement but also reinforces its commitment to leveraging knowledge for the betterment of society.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://hcaschennai.edu.in/Business%20Incubation%20Centre

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

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

15

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

3.3 - Research Publications and Awards

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

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

3

File Description	Documents
URL to the research page on HEI website	https://hcaschennai.edu.in/crd
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

20

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

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

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

24

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

3.4 - Extension Activities

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

Extension activities are integral to the institution's mission of nurturing students' holistic development and fostering community impact. Throughout the year, students actively engage in initiatives

within the neighboring community, gaining firsthand exposure to a diverse range of social issues. By participating in community service projects, awareness campaigns, and outreach events, students not only contribute positively to society but also deepen their understanding of societal challenges. These activities serve as catalysts for personal growth, instilling values of empathy, compassion, and social responsibility. Through hands-on involvement, students develop practical skills, leadership qualities, and a heightened awareness of their role in effecting change. The impact of these activities extends beyond the community, resonating deeply within the hearts and minds of the students themselves. They emerge from these experiences as more well-rounded individuals, equipped with the knowledge, skills, and values necessary to navigate and address the complexities of the world around them. Ultimately, our college commitment to extension activities underscores its dedication to shaping socially conscious citizens who are empowered to make meaningful contributions to the betterment of society.

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

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

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

3

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

27

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

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

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

25

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our college prides itself on its robust infrastructure and modern physical facilities, all meticulously designed to enhance the teaching and learning experience. With spacious and well-equipped classrooms, students benefit from an environment conducive to interactive and engaging lectures. These rooms are furnished with modern amenities and audiovisual aids to facilitate effective communication and comprehension. Moreover, the college prioritizes the provision of state-of-the-art laboratories, fully equipped with the latest technology and tools necessary for hands-on experimentation and practical learning across various disciplines. Complementing these facilities are comprehensive computing resources, ensuring students have access to cutting-edge technology for research, projects, and coursework. Furthermore, the college

commitment extends beyond the essentials, encompassing supplementary amenities like libraries, study areas, and recreational spaces. These additional resources not only support academic endeavors but also foster a well-rounded educational experience that nurtures personal growth and development. In essence, the institution's investment in infrastructure underscores its dedication to delivering a high-quality education that equips students with the skills, knowledge, and resources needed to excel in their academic pursuits and beyond.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://hcaschennai.edu.in/others

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

The institution is dedicated to offering a comprehensive array of amenities to enrich students' experiences, including facilities for cultural engagement, sports, and physical fitness. Spaces like auditoriums and performance stages are allocated for cultural activities, enabling students to explore their creative expressions through music, dance, theater, and visual arts. These venues foster an environment of inclusivity and artistic exploration. Recognizing the significance of physical activity in holistic development, the institution provides extensive indoor and outdoor sports facilities. These include courts for basketball, volleyball, and badminton, along with fields for football, cricket, and tracks for athletics. These resources not only encourage students to participate in recreational sports and competitive events but also promote teamwork and sportsmanship. Additionally, a well-equipped gymnasium is available to support students in their fitness endeavors, fostering physical well-being. Furthermore, a dedicated yoga center offers a tranquil space for practicing yoga and meditation, promoting mental and emotional wellness alongside physical health. By offering these facilities, the institution underscores its commitment to fostering the overall growth and well-being of its students, providing avenues for personal development, cultural enrichment, and physical vitality.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/sports/16

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

109

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/criteria%204.1.3%20-%20photos.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

716.78

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

An Integrated Library Management System (ILMS) automates library

operations, enhancing efficiency and service delivery. It encompasses various functions such as cataloging, circulation, patron management, acquisitions, and serials management. By centralizing these tasks, ILMS reduces manual labor, streamlines workflows, and improves resource utilization. With ILMS, librarians can easily catalog new acquisitions, update records, and manage collections. The circulation module facilitates seamless checkouts, renewals, and returns, while patron management features enable librarians to maintain accurate user records and provide personalized services. Moreover, ILMS enhances accessibility for patrons by offering online catalogs, self-checkout kiosks, and digital lending platforms. This empowers users to search for resources, place holds, and access digital materials from anywhere, at any time. Additionally, ILMS provides valuable data and analytics to inform collection development, resource allocation, and strategic planning. By analyzing usage patterns and trends, libraries can optimize their services and tailor offerings to meet the evolving needs of their communities. Overall, ILMS revolutionizes library operations, fostering greater efficiency, accessibility, and user satisfaction.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://erp.hcaschennai.edu.in:5001/hcasopac/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	C. Any 2 of the above

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

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

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

334.96

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

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

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

740

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

4.3 - IT Infrastructure

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

The College prioritizes the continuous improvement of its IT facilities, including frequent updates to its Wi-Fi infrastructure. This commitment ensures that students, faculty, and staff have access to reliable and high-speed internet connectivity throughout the campus. By regularly updating its Wi-Fi systems, the institution aims to provide a seamless online experience for users, facilitating access to digital resources, communication platforms, and collaborative tools essential for academic and administrative purposes. These updates not only enhance the overall efficiency of operations but also support a dynamic and innovative learning environment. Students can engage in online research, access course materials, and participate in virtual classrooms without interruptions, while faculty members can utilize advanced technology for teaching and research activities. Moreover, updated Wi-Fi facilities enable staff members to streamline administrative processes and communication channels, promoting productivity and effectiveness across various departments. By staying abreast of technological advancements and investing in IT infrastructure, the institution demonstrates its commitment to providing a modern and

supportive environment conducive to academic excellence and digital literacy.

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

4.3.2 - Number of Computers

371

File Description	Documents
Upload any additional information	[View File]()
List of Computers	[View File]()

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

752.48

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College has implemented comprehensive systems and procedures to efficiently maintain and utilize its diverse array of physical, academic, and support facilities. These protocols ensure the seamless operation and upkeep of facilities such as laboratories, libraries, sports complexes, computers, and classrooms. Regular maintenance schedules, thorough inspections, and prompt repairs are integral components of facility management, guaranteeing that these spaces remain functional and well-maintained. Trained staff members oversee the day-to-day operations of these facilities, ensuring optimal utilization and adherence to established guidelines. In academic settings, systematic scheduling procedures govern the allocation of resources, allowing for the smooth coordination of lectures, practical sessions, and other educational activities. Libraries operate under organized cataloging systems and circulation policies, promoting easy access to resources for students and faculty alike. Similarly, sports complexes are managed through structured programs that facilitate various athletic activities, including training sessions and competitions. Computer facilities adhere to established guidelines for access, usage, and maintenance, fostering a secure and efficient computing environment for users. Through these rigorous systems and procedures, the institution demonstrates its commitment to providing a conducive learning and working environment where facilities are managed effectively, supporting the educational mission and enhancing the overall experience for students, faculty, and staff alike.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/4.4.2%20-%20Additional%20Information%20-%20Link.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

265

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

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

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

2102

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

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

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

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

00

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

121

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

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

5.2.2.1 - Number of outgoing student progression to higher education

77

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

34

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

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

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	https://hcaschennai.edu.in/scouncil
Upload any additional information	[View File]()

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

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

34

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution boasts a registered Alumni Association that plays a pivotal role in contributing to its development through financial assistance and other valuable support services. Alumni members, drawn from various graduating classes, remain deeply connected to the institution and its ongoing endeavors. Through their collective efforts, they offer financial contributions to support scholarships, infrastructure development, research initiatives, and other critical areas identified by the institution.Beyond financial support, the Alumni Association provides invaluable assistance through mentorship programs, guest lectures, career guidance, and networking opportunities for current students. Alumni who have excelled in their respective fields often return to share their experiences and insights, inspiring and guiding the next generation of graduates.Moreover, the Alumni Association serves as a bridge between the institution and its alumni, fostering a sense of belonging and camaraderie among former students. Alumni events, reunions, and networking platforms facilitate ongoing connections, enabling alumni to stay engaged with the institution's progress and initiatives.Overall, the registered Alumni Association serves as a vital partner in the institution growth and development, leveraging the collective resources, expertise, and passion of its members to support its mission and aspirations. Through their unwavering dedication and contributions, alumni continue to play a significant role in shaping the institution's legacy and impact.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution governance structure is intricately woven with its vision and mission, embodying a harmonious alignment that guides its strategic direction and operational decisions. Rooted in core values, the governance framework ensures that every aspect of the institution's functioning resonates with its overarching goals. Comprising bodies such as the Board of Trustees, executive leadership, and academic councils, the governance mechanism is composed of individuals deeply committed to upholding the institution's mission. Their diverse expertise and perspectives contribute to robust discussions and informed decision-making processes that remain true to the institution ethos. Transparency, accountability, and inclusivity are hallmarks of the governance structure, fostering an environment where stakeholders are empowered to contribute meaningfully. Open communication channels and regular feedback mechanisms facilitate ongoing dialogue and collaboration, ensuring that decisions reflect the collective aspirations of the institution community. In essence, the institution governance model serves as a beacon, guiding its journey towards academic excellence and societal impact. By staying firmly grounded in its vision and mission, the governance framework reinforces the institution's commitment to advancing knowledge, fostering innovation, and shaping future generations of leaders.

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

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

Effective leadership within the institution is palpable through its adoption of practices such as decentralization and participative management. Decentralization distributes authority and responsibility across different levels and departments, enabling swift decision-making tailored to specific needs. This approach instills a sense of ownership and accountability among staff and faculty, fostering a culture of proactive problem-solving and innovation. Similarly, participative management empowers stakeholders to contribute to institutional policies and

initiatives. Leaders actively seek input from employees, students, and other stakeholders, recognizing the value of diverse perspectives in decision-making. This inclusive approach cultivates a collaborative environment built on trust, respect, and shared ownership of the institution's mission and vision. Visible leadership is characterized by leaders who engage with stakeholders, listen attentively to their concerns, and advocate for their interests. By prioritizing transparency and open communication, effective leaders inspire confidence and commitment among their teams, driving collective efforts towards institutional excellence. In essence, the institution commitment to decentralization and participative management underscores its dedication to fostering a culture of empowerment, collaboration, and innovation. Through these practices, effective leadership ensures adaptability and responsiveness to the evolving needs and challenges of the academic community.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The effective deployment of the institutional strategic or perspective plan is instrumental in guiding the institution toward its long-term objectives and aspirations. By translating vision into action, the plan serves as a roadmap for aligning resources, initiatives, and activities to achieve overarching goals. Through systematic implementation, the institution optimizes its efforts, ensuring that every action contributes meaningfully to its strategic direction. Engagement of stakeholders at all levels is paramount in the deployment process. By involving faculty, staff, students, and other stakeholders in the planning and execution phases, the institution fosters a sense of ownership and commitment to the plan's success. This collaborative approach promotes buy-in, encourages innovation, and cultivates a culture of continuous improvement. Regular monitoring and evaluation mechanisms are essential to assess progress and adjust strategies as needed. By tracking key performance indicators and evaluating outcomes, the institution ensures accountability and identifies areas for refinement or realignment. Effective communication is also critical in ensuring that stakeholders are informed about the plan's

objectives, progress, and impact. Transparent communication channels foster a shared understanding of the institution strategic direction and cultivate a sense of collective responsibility for its implementation. Overall, the successful deployment of the institutional strategic plan enables the institution to navigate complexities, seize opportunities, and realize its vision for excellence and growth.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://hcaschennai.edu.in/iqac
Upload any additional information	No File Uploaded

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.

The effectiveness and efficiency of institutional bodies are discernible through meticulous policies, administrative structures, appointment regulations, and operational procedures. Policies are meticulously crafted to resonate with the institution's mission and objectives, providing a clear framework for decision-making and conduct. Regular reviews and updates ensure their relevance and alignment with evolving needs and standards. The administrative setup is designed to facilitate seamless coordination and communication across various departments and units, fostering a conducive environment for collaboration and synergy. Well-defined lines of authority and responsibility ensure swift decision-making processes and accountability at all levels of the institution. Appointment and service rules adhere to transparent and merit-based principles, guaranteeing fairness and equality in recruitment, promotion, and tenure procedures. This cultivates trust and confidence among stakeholders and promotes a culture of professionalism and integrity. Furthermore, standardized procedures streamline operations in areas such as academic affairs, financial management, and student services, enhancing efficiency and consistency. Regular evaluations and feedback mechanisms enable continuous improvement, ensuring that institutional bodies remain responsive and adaptive to emerging challenges and opportunities. Overall, the effective functioning of institutional bodies underscores a commitment to excellence, transparency, and continuous improvement, thereby fostering an environment conducive to achieving the institution's overarching goals and objectives.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.2.2(B).pdf
Link to Organogram of the institution webpage	https://hcaschennai.edu.in/files/2/6.2.2%20ORGANOGRAM%20OF%20THE%20INSTITUTION%20Link.pdf
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

The institution demonstrates its commitment to the well-being of both teaching and non-teaching staff through a range of effective welfare measures. These measures encompass various aspects such as healthcare, financial support, professional development, and work-life balance. Healthcare benefits provided by the institution include comprehensive medical insurance coverage, access to healthcare facilities, and wellness programs aimed at promoting physical and mental well-being. This ensures that staff members have the necessary support to address their healthcare needs and maintain a healthy lifestyle. Financial support initiatives may include competitive salaries, performance-based incentives, retirement plans, and assistance programs for emergencies or unforeseen circumstances. These measures help alleviate financial stress and

provide stability for staff members and their families. Professional development opportunities are also prioritized, with access to training programs, workshops, conferences, and opportunities for further education or skill enhancement. This fosters career growth and advancement, empowering staff members to reach their full potential within the institution. Additionally, the institution promotes work-life balance through flexible scheduling options, paid leave policies, and supportive work environments. This enables staff members to effectively manage their personal and professional responsibilities, leading to greater job satisfaction and productivity. Overall, the institution effective welfare measures demonstrate its commitment to creating a supportive and inclusive work environment where both teaching and non-teaching staff can thrive professionally and personally.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://hcaschennai.edu.in/files/2/SSR%202023/6.3.1.%20Performance%20Appraisal%20COmpleted.pdf
Upload any additional information	View File

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

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

48

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

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

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

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	[View File](#)
Reports of Academic Staff College or similar centers	[View File](#)
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

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

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

45

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

The College has StaffPerformance Appraisal System (SPAS) for teaching and non-teaching staff is a comprehensive evaluation framework designed to assess and enhance the overall efficiency and effectiveness of educational institutions. For teaching staff, SPAS

evaluates instructional competence, curriculum development, student engagement, and research contributions. It considers factors such as classroom management, pedagogical innovation, and student feedback to gauge teaching effectiveness.For non-teaching staff, SPAS assesses administrative proficiency, teamwork, communication skills, and adherence to institutional policies. It also evaluates their contribution to the smooth functioning of the institution, including roles in admissions, finance, and facilities management. The system utilizes a combination of quantitative metrics and qualitative assessments to provide a holistic view of individual and collective performance.SPAS aims to identify areas of strength and areas needing improvement, fostering professional development and accountability. Regular feedback sessions ensure ongoing communication between staff and administrators, promoting a culture of continuous improvement. This performance appraisal system contributes to the overall advancement of the institution by aligning individual efforts with organizational goals and enhancing the quality of education and support services provided.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.3.5%20Additional%20Info.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Our College diligently conducts both internal and external financial audits throughout the year to ensure transparency, accountability, and compliance with financial regulations. Internal audits are conducted by the institution's internal audit team, focusing on internal controls, financial processes, and adherence to policies. External audits are typically performed by independent external auditors, ensuring an unbiased assessment of the institution's financial statements and practices. Internal audits involve a systematic review of financial transactions, budgetary controls, and risk management. The internal audit team identifies areas for improvement and provides recommendations to strengthen financial practices. External audits, on the other hand, validate the accuracy and fairness of financial reporting, providing stakeholders with assurance regarding the institution's financial health.In the event

of audit objections, a structured mechanism is in place for resolution. The institution establishes an audit committee responsible for addressing objections and implementing corrective actions. This committee collaborates with relevant departments to investigate and resolve objections promptly. Clear communication channels and a responsive approach help settle audit objections efficiently, fostering financial integrity and bolstering the institution's credibility with stakeholders.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.4.1%20Additional%20Info.pdf
Upload any additional information	View File

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

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

0.05

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

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

Institute maintains a well-planned process for the mobilization of funds and resource. Institute has specific rules for the fund usage and resource utilization.

- The student Tuition fee is the major source of income for the institute
- Alumni contribute to the institute
- Sponsorships are sought from individuals and corporate for cultural events.
- Various funds from government and non government agency for

students projects and research

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.**
- **The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.**

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has emerged as a cornerstone in institutionalizing robust quality assurance strategies and processes in our college. With a dedicated focus on continuous improvement, the IQAC plays a pivotal role in ensuring and enhancing the quality of education and overall institutional

functioning. Through systematic planning and implementation of quality initiatives, the IQAC fosters a culture of excellence, accountability, and transparency.One of the primary contributions of the IQAC is the development and implementation of quality benchmarks and assessment frameworks. By defining and aligning these benchmarks with institutional goals, the IQAC establishes a roadmap for performance evaluation and improvement. Regular monitoring and feedback mechanisms are instituted to track progress and identify areas for enhancement. The IQAC also facilitates the conduct of internal and external academic audits, fostering a comprehensive evaluation of teaching, research, and administrative processes. This not only ensures adherence to established standards but also promotes a proactive approach to addressing challenges and seizing opportunities for growth.Furthermore, the IQAC acts as a catalyst for professional development, organizing workshops, training programs, and seminars to enhance the skills and competencies of faculty and staff. Through these initiatives, IQAC cultivates dynamic learning environment that adapts to emerging trends and global best practices.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/6.5.1.pdf
Upload any additional information	View File

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

The Collegein adherence to established norms, systematically reviews its teaching-learning processes, operational structures, and methodologies through the IQACat regular intervals. The IQAC serves as a dedicated mechanism for continuous improvement and quality enhancement in various facets of the institution's functioning.The review process involves a comprehensive assessment of teaching methodologies, curriculum structures, and operational frameworks to ensure alignment with evolving educational standards and best practices. Through meticulous analysis, the IQAC identifies areas for improvement and formulates strategies to address challenges and capitalize on opportunities. Learning outcomes are a focal point of the review, with the IQAC evaluating the effectiveness of educational programs in achieving predefined goals. This includes an examination of student performance, feedback mechanisms, and the integration of innovative pedagogical approaches.The recorded

incremental improvements serve as tangible evidence of the institution's commitment to quality enhancement. The IQAC tracks and documents advancements in teaching methodologies, faculty development initiatives, and administrative processes. The response to feedback but also showcase the institution's dedication to staying abreast of contemporary educational trends.Overall, the periodic reviews conducted by the IQAC contribute to the institution's sustained growth, ensuring that it remains dynamic, responsive, and consistently delivers high-quality education that meets the evolving needs of its stakeholders.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	https://hcaschennai.edu.in/files/1/Magazine%202021-22%20-%20Small%20Size.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to fostering women's empowerment and promoting gender equality through comprehensive programs. The gender sensitization initiative encompasses students, staff members, administrative staff, and all individuals associated with the campus. To ensure a safe and just environment, the Internal Complaints Committee (ICC) and Grievance Redressal Committee handle grievances related to both academic and administrative matters.

Measures for Promotion of Gender Equity:

1. Infrastructure: The college implements measures to create a gender-inclusive and safe physical environment, addressing the needs and concerns of all individuals.

2. Events/Activities: Various events and activities are organized to actively promote gender equity, creating awareness and fostering a culture of inclusivity. These initiatives aim to address issues related to gender discrimination and violence.

3. Gender Audit: Gender audits are conducted to conduct a thorough analysis of gender characteristics within the organization. This includes assessing organizational structures, processes, culture, human resources management, and the formulation and implementation of policies and services. The gender audit aims to evaluate the impact of organizational performance on gender equality within the institution.

Promotion of Gender Equity Events/Activities:

The college's commitment to gender equity is evident through these proactive measures, ensuring a campus environment that values and upholds the principles of women's empowerment and gender equality.

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

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	[View File](#)
Any other relevant information	[View File](#)

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

Solid Waste Management: Dedicated bins and collection points are strategically placed across the campus for efficient segregation of solid waste. Regular waste collection schedules, recycling initiatives, and composting facilities contribute to minimizing the environmental impact.

Liquid Waste Management: Effluent treatment plants are in place to manage liquid waste generated on the campus. These plants ensure proper treatment before discharge, adhering to environmental regulations and promoting responsible water usage.

Biomedical Waste Management: Specialized containers for biomedical waste are strategically positioned in areas such as laboratories and healthcare facilities. The institution follows stringent protocols for the collection, segregation, and disposal of biomedical waste, conforming to biohazard safety standards.

E-waste Management: E-waste collection points are established for the disposal of electronic equipment. The institution collaborates with certified e-waste disposal agencies to ensure responsible recycling and the proper disposal of electronic waste.

Waste Recycling System: A robust waste recycling system is in operation, involving the segregation of recyclable materials such as water ,paper.Recycling initiatives are promoted through awareness campaigns and educational programs to instill a culture of sustainability.

Hazardous Chemicals and Radioactive Waste Management: Laboratories

and research facilities adhere to strict guidelines for the handling and disposal of hazardous chemicals and radioactive waste.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

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

The college extends equitable access to socially and economically underprivileged communities. The college, as a policy, admits students from the neighbouring village and makes priority and concessions for female students as well. Students who hail from economically weaker families are supported with fee concessions and management scholarships. Poor students are also provided with opportunities to earn while learning by hiring their services in the college library. Students with outstanding performances in sports are given 100% scholarships and free hostel facilities under the sports quota.

Special facilities are created for the Divyangjan students. Their mobility is supported by the provision of ramps and wheelchairs. Special restroom facilities have been provided on the college premises. Audio-visual and Braille facilities are available for them on the ground floor of the library. During the examination, scribes are arranged for the needy.

Grievance redressal cells ensure a fair and impartial resolution of issues, disregarding racial or cultural backgrounds. This reinforces a culture of equality where every voice is heard and valued.

Fresher's Day is a cherished tradition, emphasising the importance of communal socio-economic diversity. It serves as a welcoming event, fostering a sense of belonging among new students.

The institution's commitment to fostering a harmonious environment extends to the celebration of Hindoustav, an event encouraging students to showcase their talents in various fields. This celebration underscores the institution's dedication to nurturing not only academic but also artistic and cultural excellence, creating a well-rounded and inclusive learning environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

Institutional sensitization plays a pivotal role in fostering a deeper understanding of constitutional obligations among students and employees. By emphasizing the core values, rights, duties, and responsibilities of citizens, individuals become more aware of their roles in a democratic society. Through workshops, seminars, and educational programs, students and employees can be enlightened about the principles enshrined in the constitution, such as equality, justice, and freedom. This awareness instills a sense of civic responsibility, encouraging active participation in democratic processes.

Electoral Literacy Clubappointed Faculty Coordinator: Mr. Elanchezhiyan, Assistant Professor Students Coordinator: Mr. Joshua Sam — II B.Com(General) Ms. Shivani — I BBA Mr. S. Sudharsan — I B.Sc (Computer Science) Mr. S. Jayaseelan — I B.Sc (Microbiology) The clubaims at initiating the following events every year

1. Awareness about the registration procedures for the eligible voters and inculcating democratic values among the students.

2. Awareness about the democratic values by participation in casting votes as a community service.

3.To sensitize the students the duties as aresponsible citizen we have organised " Helmet Awarness Program" and a rally with 200 students organised. This rally insist on the habbit of wearing helmet among the students and displayed the importance of safe ride.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	A. All of the above

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

To inculcate and nurture principles like sacrifice, dedication, devotion, struggle, patriotism, equality, nationality, brotherhood, and humanity, the college organises a number of programmes. Celebration of National Festivals Independence Day and Republic Day, Observance of Indian Constitution Day, Observance of Indian Constitution Day, imbibe these principles among students. Such activities inspire the minds of the youth and also create awareness in them. Voters' awareness, environment awareness, and road safety programmes are organised by the college. The NSS volunteers,NCC units, Rotract Club, and student council play a major role in these activities.

Every year, colleges celebrate the birth and death anniversaries of national leaders like Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pandit Jawaharlal Nehru, Dr. Radhakrishnan (Teachers Day), A.P.J. Abdul Kalam, Bharathiyar, and Kargil Vijay Diwas. There are also celebrations that raise public awareness, such as Yoga Day, World Aids Day, Women's Day, International Mother Language Day, World Disability Day, Anti-Drug Awareness Day, World Nature Conservation Day,World Social Work Day, World Humanitarian Day, National Unity Day, and others.

Treating individuals with different religious beliefs with dignity and acknowledging their right to hold those beliefs, the college celebrates religious festivals like Christmas, Onam, and Pongal

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

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

Go green campaign

To create awareness among students on environment consciousnessThe focus is to ensure the sustainability of sufficient water, materials and other resources for future generation. The college inculcates and appreciates the sensitivity, biodiversity and responsibility through herbal garden, water harvesting, biogas plant, solar panel and vermicompost pit. Environmental studies serves as a mandatory subject for all undergraduatesThe Herbal Garden is maintained with the active involvement of the Enviro-club volunteers . It has various medicinal plants and encourages the students to pursue research. The college has solar lights as initiatives for energy conservation and use of renewable energy.The biogas plant is used for cooking purposes as a replacement of charcoal and cook stoves.Vermicomposting has helped to train students to recycle organic waste in a productive way.

The problem encounteredwaspreparing the land suitable for planting is expensive. It is essential to utilize the produced biogas in other areas too

Best Practice 2

Service Learning Programme

The main objective is topromote a value-based education to the

school and orphanage children.Service Learning is pedagogy of integrating academically relevant service activities that address community needs into a course. It helps to cultivate a sense of social responsibility among the student community.The college has effectively initiated the service learning programmes in various fields. The Government Higher secondary school in Thaiyur,Padur got benefited with quality teaching by the faculty of HCAS..Staff and students adapted new teaching methodology

File Description	Documents
Best practices in the Institutional website	https://hcaschennai.edu.in/files/2/Best%20Practices.pdf
Any other relevant information	Nil

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

Skill development and leadership training

By prioritizing skill development and leadership training, the collegeenhance the employability and career prospects of their students but also cultivate a culture of continuous learning and professional development among faculty. Moreover, thiscontribute to the overall mission of the institutionto advance knowledge, promote critical thinking, and foster leadership excellence in service to society.

1. Enhanced Employability: Skill development programs equip students with the technical, academic, and soft skills demanded by the job market, increasing their employability upon graduation. The placement cell and the departments conducts seminars, workshops and special hands on training to the students to equip students with academic and technical skills.

2. Career Advancement: Leadership training programs empower students, with the confidence needed to take on leadership roles and advance in their careers. Regular sessions conducted

to createawareness on abroad studies, also develops interestfor advance studies and research activities

3. **Innovation and Problem-solving:** This programmefosters critical thinking, creativity, and problem-solving abilities among students through Entrepeneurial development Cell(EDC)and Cell for Research and Development(CRD).Conduction of exhibition for innovative business ideas, business bazars, publication of research articles, etc organized to develop innovations and problem solving techniques

4. **Quality Education Delivery:** Well-trained faculty and experts from various field engage students effectively, and create enriching learning environments through confeences and addon courses

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To initiate Start ups among the students

To facilitate a Research Environment in the College, which encourages Faculty to undertake Research.

Green initiative- battery car,Sensor based energy conservatation, solar energy installation

To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues

Expansion of infrastructure by construction of classrooms and laboratories for additional courses and additional sections of existing courses