

SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

HINDUSTAN COLLEGE OF ARTS AND SCIENCE

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603103

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It was with the definite aim of establishing a centre of excellence in Applied Sciences and Arts the Hindustan Engineering Training Centre (HETC) was registered under Societies Registration Act in 1968 with the address of No.40 GST Road, St. Thomas Mount, Chennai 600 016. Hindustan Group includes several institutions unified by the founder's vision of imparting quality education for one and all. Dr. K.C.G. Verghese, Founder - Chairman, a visionary who built the entire edifice of Hindustan Group of Institutions created a springboard for many aspirants to mould them into good citizens of integrity and morality for nation building. The motto of the founder was **“To make every man a success and no man a failure”**. The mission is to provide every student with an environment conducive to achieve his/her career goals.

College is approved by the Govt. of Tamil Nadu and is affiliated to the University of Madras, to conduct job-oriented degree courses. It is a unit of Hindustan Group of Institutions and was accorded the Minority Status. It offers 15 Under Graduate and 7 Post Graduate courses and 2 M.Phil Programmes. It is spread over nearly 11.90 acres. It has well-equipped laboratories. There are 145 faculty members with student strength of 3468.

The College admits students from all communities to courses of their choice. 62% of the students are boys. The college also embraces students from all the states as well as from other countries thereby providing them a cosmopolitan and challenging institutional culture, infused with opportunities.

Vision

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

Mission

To offer the best education and to develop the young mind into an all-round personality to meet the growing challenges of industries and the social needs of the technology-oriented global community.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Activities undertaken to promote social welfare and inculcate a sense of social responsibility
- Lush green campus
- Spacious classrooms with good ventilation
- Research environment and recognition given to faculty and student research
- Good Library with large number of books, journals, magazines and e journals of national and international repute
- Participative Management through Students Council

- Certificate courses offered for students to develop employability skills
- Large number of initiatives undertaken for supporting first generation learners, economically challenged students and students from diverse background
- International exposure to students.
- Recruiting highly experienced and qualified faculty
- Collaborations with research institutes, government departments and industries
- Innovative teaching methods adopted
- Emphasis on holistic development of students
- Conducive learning and working environment both for students and faculty
- Ragging free campus
- Bus routes operates for students and staff connecting all the places in Chennai

Institutional Weakness

- Rigidity in curriculum as given by Madras University to which we are affiliated.
- Many students coming from the urban background belong to either nuclear or broken families. Some of them find it difficult to cope with the demands of a community life based on caring and sharing.
- The College has not been able to enter into either faculty exchange or student exchange programmes due to the rigidity in University of Madras norms.

Institutional Opportunity

- To apply for 2f status
- To attain an Autonomous status
- To have an International Hostel.
- To be one of the Nationally recognized Institution.

Institutional Challenge

- Students with diverse background with diverse needs.
- Enhancing number of students opting for entrepreneurship.
- To devise add-on courses for all students to offset the lack of flexibility in curriculum content.
- To make a large number of students conversant in English

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The academic curriculum with CBCS and the college calendar are directed by the University of Madras. The college aims at developing the overall character and personality of our students and moulds them into good citizens of integrity and morality for nation building. The college provides appropriate guidance for students in their quest for higher knowledge. It provides excellent laboratories and infrastructure meeting standards

stipulated by the Government. Innovative methods of teaching are adopted to quench the thirst for knowledge of the students. Students are encouraged to participate in certificate courses offered by reputed institutions like IIT, NSE etc. Add-on courses are a regular feature of the college to train the students in various fields. Candidates pursuing Under Graduate / Post Graduate are eligible to take up one of the Add-on courses simultaneously with their regular course of study.

Effective feedback system is designed and data are collected separately from the stake holders. This is systematically analyzed. Based on the feedback, corrective measures if any, are implemented giving scope for better development. Feedback system paves the way for the quality enhancement of the faculty and the students. Through Academic Audit the college avails expert advice.

Highlights

- **Curriculum from University of Madras under CBCS**
- **Four new courses introduced**
- **Staff members are representing various bodies**
- **ICT methods of teaching**
- **Add-on courses conducted**
- **Effective feedback system**

Teaching-learning and Evaluation

Highly qualified and dedicated faculty members work hard to achieve academic excellence. ICT method of teaching is widely used. It provides good academic environment that helps all students to study and achieve success.

Application-oriented learning, through various certificate and add-on courses, makes the students industry ready. The courses are offered to the students to build capacity and to develop employability skills. Mentoring system prepares the students to face challenges in the world. Special care is given to physically challenged students. Owing to intense competition and peer pressure, some students succumb to stress, anxiety and depression. The faculty members provide individual/group counseling on varied issues like bullying, peer pressure, pressure to perform, low self-esteem and so on. This helps them to develop confidence and makes them mentally strong and mature to handle situations affecting their educational and vocational life.

In every semester three Continuous Assessment Tests are conducted and transparency is ensured. Any grievance in the evaluation is addressed immediately. Every year the college produces good number of university ranks in all major subjects. To fill the gap between the curriculum and knowledge various measures like Seminars, Guest Lectures, Workshops, Conferences, other department activities have been conducted by the College for the students.

The course outcomes of all the courses communicated to the students through website.

Highlights

- **Highly qualified faculty**
- **Reservation policy**
- **Mentoring system**

- **Continuous Assessment Tests**
- **Effective mechanism of communication followed**

Research, Innovations and Extension

Seminar, workshops and conferences were organized to disseminate knowledge. Faculties were provided with financial assistance for participating in Seminars / Conferences, presenting papers and attending training programs in India.

Microbiology and Biotechnology are conducting M.Phil., courses and shortly planned to introduce Ph.D., programmes. Institution has a research committee to monitor and address issues pertaining to research. The committee provides recommendations for the implementation of improvements such as modernization of Laboratory. The management has approved the amount requested by each department to modernize their labs. New equipments for each laboratory have been purchased to carry out research within the campus without any interruption.

We have signed MoUs with nationally and internationally renowned institutions and doing collaborative academic work, sharing knowledge during technical events, participating in doctoral committees and sending project proposals to various funding agencies.

Faculty can avail on duty leave to attend and present papers in conferences. They are also involved in guiding M.Phil. Many have served as resource persons. Staff members are extending their knowledge to nearby villagers by involving student volunteers to teach organic farming, vermi composting, biogas technology etc. Neighborhood community were highly benefited by the extension activities carried out by us which includes AIDS awareness programme, blood donation, social issues, etc., Awards were also received for the same.

Highlights

- **Publications in UGC listed journals**
- **Awards and recognition from reputed bodies**
- **MoUs with National & International organizations**
- **Internship / Extension activities**

Infrastructure and Learning Resources

The college has equipped with good infra structure like class rooms, laboratories and library. Library is the nerve centre of study, teaching and research in the college. It is also an institutional member of the British Council Library and INFLIBNET. The holdings of the library include more than 16,388 core books, a large number of journals and magazines and 13 news papers. Free access to the internet; full access to online resources a wide range of data bases and free literature search service is available to staff and students.

Water coolers and RO plants are installed in the college campus to provide pure and clean drinking water to the students. Internet access is provided to the staff members in the department to keep themselves abreast of the latest development in their field.

Staff attendance management system is monitored biometrically. The College ensures regular maintenance and upkeep of all infrastructural facilities; the maintenance work is carried out by trained in-house experts. Indoor, outdoor games and gym are made available for the students and staff. Hostel facilities catering to the needs of students and staff is available within the campus for both national and international students

Health care services are provided to the students and staff by the Campus doctor. Transport facilities are made available to the staff and students connecting various remote places in and around Chennai.

Highlights

- **Lush green campus**
- **Well equipped laboratories**
- **Library with INFLIBNET**
- **Sports ground**
- **RO water facility**
- **Hostel and Canteen facilities**
- **Transport facilities**

Student Support and Progression

Underprivileged sections of the society and meritorious students are recognized through fee concession and scholarships from the institution and government. Counseling and career guidance center for students functions actively with an objective to bring about a transformation in the student. Counseling sessions are conducted as and when a demand arises a demand for the same. Such sessions help the students to resolve their problems in academic as well as personal life. Remedial classes and bridge courses are conducted to cater to the needs of first generation learners and students from rural background.

The students of our college have progressively excelled in examination through constant efforts being made by faculty and students together. The students over the years have brought laurels to the College in academic and extra-curricular activities. In the past 5 years, we have secured many University ranks. For the upliftment of students in and around Padur, fee concessions and free seats are provided.

The students are empowered through various curricular and extracurricular events which creates a platform for developing their leadership and bring out their hidden talents. Different committees have been constituted for the welfare and involvement of students such as Student Council, Grievance Redressal Committee, Anti-ragging Committee, and Prevention of Sexual Harassment Cell. The Institution has a structured mechanism for career guidance and placement.

Highlights

- **Counseling and career guidance**
- **Students Council**
- **Special Cells**
- **Concessions and scholarship**
- **Remedial classes and bridge courses**
- **Active NSS, YRC, CCC and NCC Units**
- **Alumni association**

Governance, Leadership and Management

The Governing Body of the College headed by Dr. (Mrs.) Elizabeth Verghese, the Chairperson of the Hindustan Group of Institutions, fosters the spirit of participative management and focuses on developing a healthy culture in the organization that is in the best interests of the institution.

The Chair person is assisted by the Director, Deputy Director (Academics) and the Principal in all administrative and academic affairs, including campus development and discipline.

The staff council comprising of the Deans and Heads of the department, assists the Principal in academic matters; in maintenance of discipline and decorum and in conducting the University Examination. A culture of innovation reinforced in administration, academics, research and student support ensures quality. Mechanism of grievances redressal of teaching and non teaching staff is strengthened. Budgeting is based on the needs of academic departments and administration. HODs are trained for various leadership roles, thus ensuring that a second layer of leadership is created. Policies and procedures for the college are very clearly defined in the College. Various staff and student welfare schemes are practised. Regular leadership and training programs are conducted for support staff, office staff and teaching staff. Good governance practices are followed by practicing transparency and collaboration between all departments.

The IQAC brought in many initiatives pertaining to research, campus development, ICT adoption in teaching, providing better focus for the research scholars through workshops, coordinating Academic Audit of the College etc.,

Highlights

- **Decentralised and participative management**
- **IQAC**
- **Academic Audit**

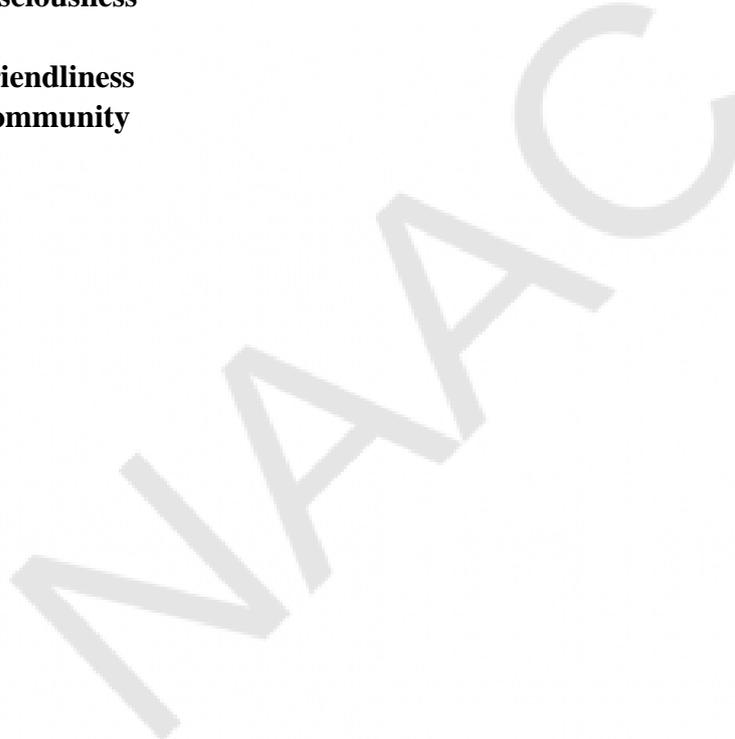
Institutional Values and Best Practices

Gender equity promotion programmes like women's right, women empowerment are organized regularly to create awareness on legal issues, grievance and Redressal procedures. The best practices adopted are divided into three different categories. They are social responsibility, social sensitization and institutional values. Zero waste management is the slogan used to sensitise the students and staff towards waste management. The practices followed are reduce, reuse and recycle. The eco-friendly practices like Vermi composting, Biogas production and Enviro club keep the college campus green and clean. The biodegradable and non-biodegradable wastes are segregated and collected to be reused. The liquid waste is also treated. E-mail services reduce the usage of papers. E- waste are sold as scrap. All the above practices lead us towards a Green friendly campus. The noble service of donating blood to the blood banks is a continuous healthy practice with the institution. Blood Donors registration camp was also conducted to register the eligible volunteers to collect rare blood groups

Differently abled students of our institution are given Braille software facility and peer teaching to cope up with studies. Ramps are made available to facilitate movement of these students. Scribes are arranged to write the examinations for both internal and external exams. The management supports the local community through liberal contributions to schools. The community college accommodates school drop outs to train them with employability skills.

Highlights

- **Gender equity**
- **Environmental consciousness**
- **Green practices**
- **Differently abled friendliness**
- **Initiative to local community**



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HINDUSTAN COLLEGE OF ARTS AND SCIENCE
Address	Rajiv Gandhi Salai, Padur, Kelambakkam
City	Chennai
State	Tamil Nadu
Pin	603103
Website	www.hcaschennai.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S. Thirumagan	044-27474671	9841066895	044-27474013	hcaspadur@yahoo.co.in
IQAC Coordinator	L. Esther Thamarine	044-27475249	9444430173	044-45511553	hcaspadur@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	25-09-1995			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Tamil Nadu	University of Madras	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Rajiv Gandhi Salai, Padur, Kelambakkam	Rural	11.9	18538.58

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Higher Secondary	English	70	47
UG	BBA,Business Administration	36	Higher Secondary	English	140	139
UG	BCom,Commerce	36	Higher Secondary	English	212	203
UG	BCom,Commerce	36	Higher Secondary	English	70	69
UG	BCom,Commerce	36	Higher Secondary	English	71	67
UG	BCom,Commerce	36	Higher Secondary	English	50	0
UG	BCom,Commerce	36	Higher Secondary	English	70	69
UG	BCA,Computer	36	Higher Secondary	English	200	196

	Application					
UG	BSc,Computer Science	36	Higher Secondary	English	150	146
UG	BSc,Microbiology	36	Higher Secondary	English	50	48
UG	BSc,Biotechnology	36	Higher Secondary	English	50	48
UG	BSc,Mathematics	36	Higher Secondary	English	50	33
UG	BSc,Electronic Media	36	Higher Secondary	English	50	20
UG	BSc,Visual Communication	36	Higher Secondary	English	50	42
UG	BSc,Electronics And Communication Science	36	Higher Secondary	English	50	23
PG	MCom,Commerce	24	Under Graduate	English	40	18
PG	MSc,Computer Science	24	Under Graduate	English	26	8
PG	MSc,Computer Science	24	Under Graduate	English	26	17
PG	MSc,Microbiology	24	Under Graduate	English	26	22
PG	MSc,Biotechnology	24	Under Graduate	English	26	16
PG	MA,Journalism And Communication	24	Under Graduate	English	30	6
PG	MSW,Social Work	24	Under Graduate	English	40	27
Pre Doctoral (M.Phil)	MPhil,Microbiology	12	Post Graduate	English	2	1
Pre Doctoral (M.Phil)	MPhil,Biotechnology	12	Post Graduate	English	9	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	1	0	0	1	0	0	0	0	62	82	0	144
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				31
Recruited	22	9	0	31
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	13	5	0	18
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	20	10	0	31
M.Phil.	0	0	0	0	0	0	29	58	0	87
PG	0	0	0	0	0	0	13	14	0	27

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		1	2	0	

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	7	0	0	0	7
	Female	12	2	0	0	14
	Others	0	0	0	0	0
Certificate	Male	441	17	1	1	460
	Female	203	4	0	0	207
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0
UG	Male	1982	80	1	3	2066
	Female	1153	46	1	3	1203
	Others	0	0	0	0	0
PG	Male	71	6	0	0	77
	Female	101	19	1	0	121
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	131	155	184	202
	Female	43	74	107	93
	Others	0	0	0	0
ST	Male	10	9	5	8
	Female	2	1	2	2
	Others	0	0	0	0
OBC	Male	414	525	511	580
	Female	129	161	141	224
	Others	0	0	0	0
General	Male	111	86	178	107
	Female	57	85	46	45
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		897	1096	1174	1261

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 24

Number of self-financed Programs offered by college

Response : 24

Number of new programmes introduced in the college during the last five years

Response : 04

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3274	3081	2597	2112	1805

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

2016-17	2015-16	2014-15	2013-14	2012-13
1026	987	972	869	784

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1002	885	707	594	631

Total number of outgoing / final year students

Response : 1013

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
143	131	125	130	117

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
143	131	125	130	117

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
143	131	125	130	117

Total experience of full-time teachers**Response : 1853****Number of teachers recognized as guides during the last five years****Response : 09****Number of full time teachers worked in the institution during the last 5 years****Response : 276****3.4 Institution****Total number of classrooms and seminar halls****Response : 89****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
837.74	646.13	600.42	648.51	858.78

Number of computers

Response : 360

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.39

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.25

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College is affiliated to the University of Madras and follows its curriculum. Principal holds meetings with the Deans and Heads of the departments and discusses different strategies to improve the delivery of the curriculum through innovative teaching methods like presentations, seminars, case studies, projects, visual demonstrations, audio visuals, etc apart from traditional black board teaching methods. Whenever there is a change in the curriculum, the University intimates the College and the same is communicated to the respective departments for immediate implementation. For effective implementation of the curriculum the institution directs all Staff members to prepare lesson plan for each subject & execute it effectively. The execution and completion of syllabi is monitored by the Head of the departments under the supervision of the Deans. Students' feedback is also obtained regarding effectiveness of delivery and completion of the portions.

Bilingual teaching is adopted till the majority of the students get accustomed to the medium of instruction. Assignments are given to the students based on their syllabus to increase the learning capabilities of students. It motivates the students to refer various reference books, journals and websites to acquire in-depth knowledge. Two Continuous Assessment Tests (CAT) and one Model Examination are conducted every semester which helps the students to assess their level of understanding. This helps the concerned departments to take necessary initiatives and changes to be made for a better outcome in the future performance of the students.

The college encourages the faculty to make use of ICT and multiple methodologies for effective implementation of curriculum. Facilities like INFLIBNET and Journals are available in the college for reference. So the faculty and students can access international and national Journals and other e-resources. To improve quality of faculty Members, college encourages them to update their knowledge by obtaining higher qualifications in their respective field and to participate in FDPs, Workshops, Seminars and Conferences, Refresher courses. The college provides open access to books and international journals, to enable teachers to ensure delivery of curriculum. All the departments organize special lectures, in addition to regular classes, and also arrange workshops for hands on training, and seminars by experts in the field for better understanding of subjects and create awareness about the current trends in respective fields. All students are motivated to take seminars, in order to improve their presentation skills within their curriculum. Under-achievers and slow-learners are identified by the departments and remedial classes are conducted for them. They are provided with additional help with supporting materials, lecture material and old question papers, taking special care to clarify their doubts. Advanced learners are provided further guidance. To supplement the curriculum, the college offers certificate courses and Add on courses for the students and communication skill and personality skill development courses are held. NET coaching is given to students from all PG programs. The students are encouraged to develop a research interest at the postgraduate level. The college has collaborations with industries and has also signed MOUs.

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 22**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
04	09	04	02	03

File Description**Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 6.19**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	02	02	02

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)

Any additional information

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 16.67**1.2.1.1 How many new courses are introduced within the last five years**

Response: 04	
File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 24	
File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years				
Response: 19.54				
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years				
2016-17	2015-16	2014-15	2013-14	2012-13
770	581	553	477	207
File Description	Document			
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document			

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
Response:
Institution conducts an awareness program on Personal Hygiene and grooming of the girl students. The institution has established a prevention of sexual harassment cell. This cell organizes seminars on topics

like Sexual Harassment, Women Rights & Safety etc.

As a part of curriculum, a course on Environmental Education has been taught to all Undergraduate II year students to bring awareness to keep the environment clean, and understand the importance of protecting the environment and issues like pollution free environment, green environment, zero waste campus, clean environment. Seminars, presentations, competitions are conducted to encourage students to do their part, to reduce pollution and protect environment.

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

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 15

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 15

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.44

1.3.3.1 Number of students undertaking field projects or internships

Response: 309

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and

5)Parents for design and review of syllabus-Semester wise/ year-wise**A.Any 4 of the above****B.Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** E. Feedback not collected

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.85

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
51	56	91	70	73

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 68.9

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1260	1175	1096	897	734

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1572	1528	1525	1415	1406

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 89.58

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1009	950	925	729	582

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college initiates certain measures to assess the knowledge base of the students. During admission process, counseling desks are provided to guide and assess the students. An Orientation Program is held for the first years along with their parents before the commencement of the program through which they are familiarized with the rules, regulations and various facilities of the college. Based on the feedback from the student and their parents, the strong and weak attributes of the students related to academics are assessed and the concerned staff takes appropriate steps to enhance the knowledge levels of the students. Based on the assessment at different levels, different strategies are adopted by the faculty to cater to the slow and advanced learners. Special attention is given to the slow learners by taking extra classes and tutorials. One to one meeting during tutorials helps staff to identify slow and advanced learners and accordingly render maximum support to them. Students are encouraged to participate in Seminars, Presentations, and Group Discussions where in the slow and advanced learners are combined in groups which helps the slow learners to learn a great deal from the advanced learners. The toppers of the class are encouraged by giving awards during the College day celebration. Awards and cash prizes are given to students who secure University Ranks.

Department of English and Mathematics conducts remedial classes for the below average students. Slow learners and advanced learners are identified and accordingly notes are prepared and given to them. University question papers with answers are revised to enable the slow learners to pass the University Examinations. The communication skills of the students are improved by arranging special communication skill improvement classes with experts from other institutions.

The learning needs of advanced learners are identified primarily through interactions of course teachers and faculty advisors with the students, performance in internal examinations and semester-end feedback forms of students, test etc. The college responds to the learning needs of advanced learners in different ways.

In a classroom, the advanced learners are grouped based on their ability, so that they can work with intellectual peers to meet some demanding and challenging tasks. They are encouraged to undertake programs with challenging learning targets or tasks pertaining to a specific domain, communication skill, project learning, leadership skill etc. They are asked to take up projects in areas of their interest with able guidance from staff. NET coaching is given to students in all PG programs. Project works on challenging areas/subjects are given to the post graduate students who aspire for doctoral studies so that the same topic may be continued as the broad area of their doctoral studies. School of Science has a Journal Club to encourage students to present papers on advanced topics. Interactive sessions with eminent Scientists, Seminars, Conferences, Workshops, Industrial Visits/ Tour etc are arranged for students to update them with latest developments in the field of Science and Technology.

2.2.2 Student - Full time teacher ratio

Response: 22.9

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.27

2.2.3.1 Number of differently abled students on rolls

Response: 9

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

The College has taken innumerable measures for quality enhancement in experimental and participative learning through different learning strategies such as, conducting seminars, group discussions, debates, presentations, quizzes, article reviewing, educational tours, screening of documentary films, taking the students for industrial visits, etc. Spoon feeding degrades the learning capabilities of the students. Besides imparting knowledge through lectures, assignments are given to students for self-study. Freedom is given to choose topics for home assignments, presentations and projects depending upon their own areas of interest. Project work is given to promote their spirit of exploration and to nurture a tendency of teamwork. Preparing assignments helps the students to inculcate the practical skills.

Seminars are conducted to develop new skills among the students that can help them to go ahead further. Each department conducts seminar on various topics in an effective way. Eminent resource persons are invited to give lectures in which the topics revolve partly around academic and partly around the non-academic areas which fills the gap of curriculum. Practical learning is made possible through the student centered seminar, in which the student delivers a lecture in the class on a pre-assigned topic. The teacher questions the students to assess, whether they have grasped the concepts and initiates a discussion on the topic. It provides a way for the blended-learning. To assess the performance of the students class tests are conducted by the teachers. This helps the teachers to identify the weak students and provide them extra care through remedial classes. As a part of curriculum, educational field trips ensure the involvement and participation of the students to understand the practical aspects of life.

Documentary films are screened from time to time to the students. Visuals engage students and grab their interest towards the topic effectively. Moreover, screening of documentary films of great personalities is done to discipline the students in a better way, which in turn plays a vital role in inculcating the moral and social values in the students.

The College also organizes co-curricular, extra-curricular, sports and cultural activities to develop the all-round personality of the students.

Industrial Visits provide students an opportunity to learn the theory practically through interaction, working methods and employment practices. To equip the students as a full-fledged knowledgeable individual, they need both practical and theoretical exposure. Theoretical knowledge is fulfilled by lectures in the class. Industrial visits provide students an insight into the mechanism of practical knowledge. Our College has the treasure house of knowledge, the Library, which has a large collection of reference books, dailies, magazines, novels, encyclopedia and journals. Books are available for the students throughout the year. Students are encouraged to use the library to enhance their knowledge. Moreover E-Resource Centre is also present in the library.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 87.41

2.3.2.1 Number of teachers using ICT

Response: 125

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.22

2.3.3.1 Number of mentors

Response: 141

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution is very keen in the usage of innovative aids in the teaching-learning process. The Principal verifies the use of ICT by the faculty and gives proper suggestions periodically. Students are highly benefitted by the innovative teaching methods. Faculty also acquires technical knowledge with regard to handling modern instruments. The teaching-learning tools are adopted to make students knowledgeable, and to develop soft skills. The learner acquires an extensive knowledge of the subject by reading the prescribed text, using suggestive reading online links which in turn helps them to broaden their area of interest.

Teaching aids are very important to enliven the classroom teaching process. Efforts are taken by the teachers to bring innovation in teaching-learning processes like interactive learning, computer-assisted audio-visual learning and use of online resources, which help them to make both, the teaching and learning more effective.

The use of LCD projectors pave the way for teachers to have a friendly approach to interact with students and provide an entertaining way to teach. It also helps the teacher to achieve the objectives of the lesson. As the teachers are well-versed in using technology, projectors have become user-friendly.

Departments have LCD projectors to enable teachers to adopt modern teaching methods. Blackboards are also provided in every classroom. This virtual classroom can be accessed by students and staff.

Innovative teaching methods have been adopted over the years to encourage participative learning. Many

students consider ICT tools very helpful for them to do assignments. Teachers have observed that ICT enables students to face their special needs. Students shoulder responsibilities when they use ICT to organize their work through digital projects. It has been proved that new technologies have lots of benefits on the students in their studies. ICT also develops analytical skills, writing skills, spellings, grammar, punctuations, editing and redrafting the students' works.

The new methods and techniques have triggered interest among students towards the subject. By providing these facilities, teachers feel encouraged and motivated to use the innovative methods in teaching-learning process.

Staff members update their knowledge by referring to the recent editions of the reference books, journals and periodicals, research articles and papers. They attend refresher courses, seminars, workshops, and conferences regularly. The faculty members are acknowledged for their teaching performance by means of giving due weightage while evaluating the faculty performance.

Teaching learning process is made student centric, by encouraging the teachers to attend workshops and seminars to upgrade their knowledge skills. Students are increasingly aware of the real world and are at ease with technology.

Teachers are also motivated to be resource persons outside the institution and get an opportunity for interacting with experts. The information gathered by the faculty members during these training sessions helps them to impart the same to their students, to broaden the panorama of knowledge.

Association activities are organized in which all the students in the class will get an opportunity to explore some ideas and present it before their class mates. Internships, fieldtrips and study tours are a part of curriculum for students. There is also a growing trend to foster a sense of social responsibility among the student community through seminars which are focused on burning issues of the day. Prominent speakers are invited to present papers.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 14.55

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	21	18	15	09

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.96

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 3.87

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	02	01	00	01

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.24

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	01	01	02	02

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The College has conducted various assessment processes to evaluate and to develop the skills of the student. Internal Tests are conducted on scheduled dates as mentioned in the College calendar at the department level. As a reformatory initiative, the institution has made it compulsory for the students to pass at least any one of the internal tests, to get his/her minimum internal marks.

Meticulous effort has been taken to evaluate the answer scripts of the students. Also, the marks of each student are sent to their parents. Re-test and remedial classes are conducted for the needy students. In case, if a student has not appeared for any of the tests, the relevant teacher conducts re-test according to the individual student request only if the reason is genuine. The roll of the class teachers and mentors is vital and counseling has been given to the low learners for the relevant subject. After the internal tests, review meeting will be conducted to assess the performance of the students and remedial measures to be undertaken. Also, the overall results analysis meeting is being conducted for each examination, in order to rectify the previous mistakes and also to find out solution for the students' problems. Personal counseling is also given to the students who lag behind in studies.

Students performance is been evaluated by giving different assignments as tasks. Individual skills of the students are identified by the subject teachers and different assignments are given to individuals according to their individual intelligence and it's based on their interest.

Class tutors are in touch with parents regarding the performance of the ward. Parents Teachers Meet is organized in order to maintain a bridge between parents and the institution. This also helps the students to improve themselves in their studies. Parents also get to know about the performance of their children. The evaluation methods help the College to produce better results in the University exams.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:**

The College has conducted various assessment processes to evaluate and to reform the learning skills of the students. Continuous Assessment Test is one of the methods followed by the College to assess the students for the internal marks of 25.

The College calendar has all the dates for the internal assessments. Internal Tests are conducted on scheduled dates as mentioned in the College calendar at the department level. Continuous Assessment Tests are conducted three times in a semester. All the departments must ensure the completion of the syllabus for the final internal assessment test. Questions paper set for the same as per University exam norms. Every department has an exam cell which ensures the transparency of conducting and assessing the internal marks by the assessment tests and other categories which are mentioned in the norms of the University of Madras.

As per the university norms, internals are assessed for 25marks. Out of three internal tests, the two best marks will be considered. Each semester internal marks are assessed based on the tests, assignment, seminar and attendance. The overall performance of the student is taken into consideration while given internal marks. A transparent mechanism has been followed to assess the internal marks. Students know on what basis they are tested and are given marks.

Internally assessments are mostly conducted once in every twenty five working days. Portions are covered by the teachers well in advance. Important questions and answers are discussed in the class room. Questions papers are set by individual subject teachers. The question papers are set based on the ability of the students such as low, medium and high achieving students, which ensures to some extent that slow learners are able to pass. Knowledge, skill and application level questions are given in the assessment tests in order to satisfy the different abilities of learners. Low achievers could answer knowledge level questions through which they could achieve basic level of understanding and they could get minimum pass percentage. Medium students could answer skill level question through which they could achieve average level of understanding and they could get average percentage. High achievers could synthesize and answer application oriented questions through which they could score top percentage. The internal marks, at the end of each semester, are displayed in the department notice board for the student's reference. These internal marks are also sent to the University.

The evaluation and reform methods of the University are strictly followed by the College in which the students are shown their answer sheets. Any doubt about evaluation is made clear to the students and they are satisfied by the evaluation process. Students are given the right answers after every internal assessment tests. The queries and worries of the students are fulfilled immediately. Measures have been taken by the respective subject teachers to reduce the fail percentage of the relevant subject. The quality of the Teaching-Learning Process is monitored and governed by the Internal Quality Assurance Cell (IQAC). 100 percentage transparency is ensured in the internal assessment. The students are encouraged for better performance in the upcoming examinations.

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

Response:

The college conducts internal examinations Continuous Assessment Test (CAT) for each semester & the marks of internal examinations are sent to University of Madras. The internal mark split ups are maintained in the respective departments and in the Principal's office. For any grievances related to the internal examination, students can represent to the HOD/ Principal and get redressed. Since the external marks are fully awarded by the University, any grievances related to University are directly attended by the University. On request by paying the prescribed fee to the University, any grievance (re-totaling and reevaluation) related to the University Examination evaluation are resolved by the University. Immediate steps are taken towards exam related grievances to rectify them. Grievances from students side is rectified through Parents – Teachers Meeting. Personal Counseling helps them a lot. The performance of the students in CAT is analyzed in the review meeting. Pass Percentage of each department is discussed and analyzed in the presence of Principal, Heads of the Department and class tutors.

Grievances from students are discussed and solutions are brought out to improve the pass percentage. Review meetings are conducted within 4 to 5 days after the exams so that the problems identified can be solved before the next meeting starts. This mechanism is efficient as when discussed about a problem naturally, a solution is acquired, new methods could be framed. The College ensures transparent, time-bound & efficient mechanism to deal with exam related grievances.

Transparent

Assessment of student helps to gauge their present academic level. After the evaluation of the exam, answer scripts are shown to the students to make them aware of their weakness and to improve themselves by working hard. Evaluation comments are given by the teacher to the students and the grievances are resolved then & there performance of the students in the end-semester exam is monitored through result-analysis.

Self learning habit is improved among the students through Assignments, which also helps the teachers in assessing the student's strength. During College Day Celebration, Best Academic performance award is given for the best student of each class based on both internal test & external examination.

Time-Bound

Two Internal assessment exams and model exams are conducted as scheduled in the academic calendar. Examinations are conducted as per the schedule in the academic calendar. After the end of each internal examination mark statements are prepared by the subject teachers & are handed over to the class tutors, who consolidates and maintains a complete record of all the students. During the month of October & March, Internal assessment marks are entered in the University Website. Any grievances of the student regarding the entry are solved through the exam cell of the College. The students & parents are quite satisfied as complaints are heard and attended to and explained so that the matter is settled effectively.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

All the students of the UG and PG courses are issued a college calendar on the reopening day to get to know the information about the examination and evaluation process.

In the beginning of the first semester, the college conducts an Orientation program for the fresher's, where both the students and parents are briefed about the evaluation methods of the college, the norms of Madras University and the other criteria required to appear for the final examination.

The evaluation comprises of Internal Assessment & External Assessment. The internal assessment is done based on tests, assignments, seminars & attendance. The Internal marks are allocated as Test marks – 10marks, attendance – 5marks, seminar – 5marks and assignment -5marks. The total test marks are calculated as the cumulative marks of CAT-I, CAT-II & Model Examination for 10 marks. Dates for exams are fixed in such a way that they do not affect any events & vice versa. CAT-I, CAT-II & Model exam are scheduled in the month of July, September & October respectively as planned in the college academic calendar. Equal interval of time is given between each examination. Our institution follows the day order system for following the time table. Exam begins for all the departments on the same day as mentioned in the calendar. The review meetings are conducted regularly after 3 days of the examination. The problems faced by the students are addressed & steps are taken for the betterment of the students. Each department maintains a continuous assessment file, to assess the progress of the students.

Parents teachers meeting are conducted for all the departments on the same day as said in the calendar. We strictly adhere to the calendar dates, but during unavoidable circumstances of natural calamity dates of the exam are postponed and the students are informed by their respective class tutors. Not only Continuous Internal Evaluation, all the important events of college go by the schedule in the academic calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The course outcomes, program outcomes and program specific outcomes for all the courses have been mentioned in the college calendar and the students and parents can scrutinize them at any time. Moreover, the college website is informative to supply the outcomes of each course and they can be accessed by browsing the website. The class tutors also inform the students regarding the outcomes during the initial classes in order to help them be clear and focused on their objectives in studying the course.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

1. SCHOOL OF HUMANITIES

The school of humanities makes every student well versed in English communication, languages and also gives them a detailed vision on social work. The school trains students in arts and applied skills. The modern era is one where communication is of prime importance and the students are sculpted to face the challenges of the world on professional, ethical and social grounds.

2. SCHOOL OF BUSINESS STUDIES

The school of business studies aims at helping a student understands the finer nuances of business, commerce, bank management, information systems, business administration, corporate secretary ship, accounting & finance and management studies. The students are equipped with effective communication skills and are given industry standard coaching in administration and management. They turn out to be efficient businessmen, marketing executives, managers and entrepreneurs in the global scenario.

3. SCHOOL OF COMPUTATIONAL STUDIES

The school of computational studies encompasses the areas of computer sciences and applications. The students get exposure to various advanced technologies and modern day practices. They become capable of offering technical excellence and also work to achieve sustainable development of the industry. The school also imparts professional ethics as a part of their overall development.

4. SCHOOL OF SCIENCES

The school of sciences delivers the state-of-the-art facilities and knowledge to help the students achieve in the fields of microbiology, biotechnology, electronics & communication sciences and mathematics. The students turn out to be professionals in the fields of sciences and evolve as scientists, engineers and mathematicians. They help redefine the world of science and technology and have a great impact on the modern day world.

5. SCHOOL OF MEDIA STUDIES

The school of media studies helps in shaping the technical skills of an individual in the areas of electronic

media, visual communication, journalism and mass communication. The school develops the individual's skill set and usage of the recent technical advances in the industry of Television and radio production, print & visual media production and new media. The school brings out the talents of the students in technical, creative, social, ethical and environmental aspects. Thus, the students shine out in the media industry with unique characteristics.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 54.78

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1881

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 3434

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.65

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1.45

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	0.70	0.75

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.29

3.1.2.1 Number of teachers recognised as research guides

Response: 09

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

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.04

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 02

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The innovation ecosystem highlights the flow of technology and information in people, institutions, and organizations in an innovative process. It consists of the interactions needed to turn an idea into a process. The country is facing this moment in history wherein a bright future is in its reach. Employability and Entrepreneurship skills development will definitely help to realize this. Therefore, improvement and development of these skills is the need of the hour.

Considering this, the College has collaborated with I.N.D.I.A Trust (Integrated National Development in Action Trust), a National Public Non Governmental Organization, in the academic year 2016-17. Graduate Entrepreneurship Training was implemented. This included classroom training for second year Undergraduate students. The College provided the venue and infrastructure for the above entrepreneurship training programme. The Professional services provided by I.N.D.I.A Trust included the strengthening of the capacities and capabilities of the Entrepreneurship Developmental cell and Standardization of Training, which will be conducted on a need based and sector specific area in Entrepreneurship. The contributions comprised: competency identification, setting of competency standards, development of curriculum, skill-gap studies, training delivery, assessment, monitoring and evaluation methods, work place experience, trainers and equipment, and other incentives to improve Employability and Entrepreneurship skills development.

Our college provides faculty and students a lively ecosystem that encourages and boosts innovation and entrepreneurship. Innovation eco-system was established with the following collaborative foundations: networking, knowledge generation and partnerships. We are continuously involved in collaborative Research, Development and Innovation, as part of our unrelenting approach for technological advancement. We have created linkages with 91 different nationally renowned industries and institutions and our students have utilized the facilities available in the partnering institutions. The industrial exposure helps the students to know the career opportunities available in their relevant fields and also helps them to gain more practical knowledge. MOUs with international and national Universities, institutions and industries have been an important innovative strategy to provide more opportunities for the students for their higher studies and career growth. Through these contacts, our students have gone abroad for doctoral programmes with fellowships. Industrial partners have encouraged our students' final year project to be transferred to a product. For instance, the biotechnology company Capri enzymes has agreed to buy our seaweed biofertilizers with specific formulations for a particular commercial crop. Availability of good infrastructure and a field for trials are an additional boon for our final year students to carry out innovative

projects and to check its validity. We are providing opportunities to our students to publish research and review papers during their final year in national and international journals. We have organized several training programmes, workshops, career development programmes, conferences etc. for our students to provide them hands on training and to be enlightened with the knowledge shared by eminent professors and scientists. This networking has provided an opportunity to our students and faculty to move forward, think wider with greater vision. In addition to the regular curriculum, we are offering several certificate courses catering to the needs of industries and to add an incremental qualification for our students to have a successful career. Various club activities also help them to become more responsible. For instance the eco club conducted several programmes, including ozone depletion awareness, food adulterations, climate change, wealth from waste programme, dengue awareness, ill effects of narcotics and alcoholism etc.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	01	00	00

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 00

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.31

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	06	07	09	07

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.29

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
55	33	27	41	11

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities of an educational institution can endow a link between the college and the community. Extension activities have always been a central part of our college. Before the inception of our college in 1995, the Padur village and other neighboring villages in and around our college were deprived of all basic amenities, including literacy. HCAS started a number of programmes such as organic farming, awareness programmes about hygienic practices, beach cleaning, educating the poor students, extending financial and infrastructure support to schools and orphanages etc., for community welfare. Various strategies such as mimes, models, charts, dialogues, folk media, recreational activities, interactive and participatory programmes, group working and group discussions, were executed to create an awareness among masses about their basic rights, access to information, exploitation, discrimination, employment opportunities etc. Our education system includes extension activities as a part of curriculum and is based upon the basic human values to help individuals/families and community as a whole, to lead a successful life in changing our neighborhood society. The activities beyond class rooms have been improved through students social responsibility, team spirit and leadership qualities.

The Department of Biotechnology organized organic farming and awareness programme on hygiene practices from the year 2012 to 2017 at Anumanthapuram, Sembakkam and Kadambathur villages. The students got a hands-on experience working with the villagers. The sessions were a classic example of the application of knowledge for the benefit of the society at large. The theoretical and practical knowledge of the concepts and techniques in organic farming such as the production and application of biofertilizers and biopesticides, which the students learnt in the classroom were shared with the villagers in an attempt to promote small scale cottage industrial activities at the village level. The students immensely benefited from the experience of interacting with the villagers in understanding the difficulties of the farming community and the requisites of taking science from the laboratories into the fields.

The sessions conducted by the students on the need for personal hygiene was in line with the country's agenda on promoting cleanliness and improving population health especially that of children. The interaction with villagers on personal hygiene made students aware of the practices of personal hygiene in the rural population or the lack of it in some cases. In addition, the students discussed the concept of modern village and promoted the need for a balanced food diet as well as that of waste water management.

The villagers were also made aware of the presence of the common food adulterants. It served to be an eye-opener for several students wherein they understood the day-to-day problems faced by the rural populations of the state of Tamil Nadu. In the year 2013 - 2014, 59 students with 2 teachers visited the New Life Vision Orphanage home at Vettuvakani, Chennai, an orphanage housing children of various ages, who either had no family or had lost their families in natural calamities.

Mass cleaning programme and Rally, was conducted by the Business Studies department at Ezhil Nagar, Chennai, with 3 faculty and 75 students, in the year 2014-2015. Consumer Awareness Programme was conducted in the year 2016-17 in Besant Theosophical Hr. Sec. School, Besant Nagar, Municipal Middle School, Tambaram and Arumbugal Aalayam, Chrompet, by 4 staff and 82 students.

A one day Environmental awareness programme was conducted in collaboration with Exnora International, on 22.08.2015 at Bharath Mahal, Padur. More than 500 people in and around Padur and representatives from the neighboring Apartment's Association benefited from the awareness programme. Representative faculty members and students from the Department of Microbiology and Biotechnology participated and immensely benefitted from this awareness programme on protecting Muttukadu Lake. From the awareness programme the public has learned about the problems caused to the Muttukadu Lake, and thereby stopped dumping domestic waste and sewage water. This resulted in the protection of Padur and surrounding areas from the devastating rainfall which occurred between 15th November to 10th December, 2015. Department of ECS conducted an awareness program on "E-waste and Mobile Hazards, Chennai, as well as an Awareness Programme on "Solar Energy" in Kuzhipanthandalam Village, Chennai.

A Service Learning Programme (SLP) was conducted by the Computer Science department, at Govt. Hr. Sec. School, Thiruporur, Kanchipuram Dist., on 02.02.2016. A HP Printer worth Rs 4,300 was presented to the school management for the benefit of school children.

A School Outreach Programme was conducted by school of Media Studies by three staff and fifteen students, to enhance students' from school towards media education and literacy, in the years 2012 & 2015 at Padur and Thiruporur, Chennai. The students had an interesting learning experience beyond the classroom.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 6

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

/recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	02	01

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 44

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., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	10	09	04	09

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 11.68

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
380	178	362	313	221

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 89

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	18	02	19	08

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
06	03	01	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College has adequate infrastructure facilities with spacious classrooms which can accommodate maximum of 70 students in each class room.

The main block has 31 class rooms, K.C.G. knowledge center has 36 class rooms with LAN facilities and the Elizabeth block has 20 class rooms. There are 10 classrooms with LCD Projector, laboratories are spacious to accommodate 50 students to perform experiments and equipped with ICT technology. Every department is provided with computer systems, with high speed internet connectivity and one printer.

The School of Sciences, School of Computational Studies, and School of Media Studies have their own fully equipped laboratories to upgrade the technical skills in their field.

In the Department of Life Science laboratories are provided with sufficient equipment such as Binocular Microscope, BOD & COD Incubator, CO₂ Incubator, Colorimeter, Column Chromatography, Cooling Tabletop Centrifuge, Dark field Microscope, Digital dissolved oxygen meter, Double Distillation Unit, Electronic Balance, ELISA Reader, Eppendorf Centrifuge, Fermenter, Gel document, Gel rocker, Gold plated Nano Vue, High Vacuum Pump, Hot air-oven, Ice Water bath, Incubators, Inverted Microscope, Magnetic Stirrer, Manual and Digital Colony Counter, Microtome, Micro-Wave Oven, Mini 2D PAGE System, Mini PCR work station, Phase-Contrast Microscope, Shaking incubator, Sonicator, Tissue Homogenizer, TLC Apparatus, Ultra Low Freezer, UV-Spectrophotometer, Vacuum Dessicator, Vertical and Horizontal Laminar Air Flow Chambers, Vertical and Submarine Electrophoretic Unit, Western Blotting Apparatus, to carry out experiments both for academics and research.

Electronics and Communication Science lab is facilitated with equipments such as CRO (Cathode Ray Oscilloscope), Digital Trainer Kit, Television Demo Unit, Microprocessor – 8085, Microcontroller – 8051, Newtons Ring, HARAS apparatus, Sonometer, Volt Meters with various range from (0-3) V, (0-10) V, (0-12) V, (0-25) V, (0-50) V and (0-100) V, Ammeter with various range from (0-10) mA, (0-25) mA, (0-50) mA, (0-100) mA, (0-250) mA and (0-500) mA, Multi meter, IC-Tester, Function Generator, Resistance Box, Induction Box and Rheostat to do their practical experiments.

The School of Media Studies has fully equipped Audio laboratory with a separate voice booth & separate working room. Some of the software include Final Cut Pro (Video editing Software) and Adobe Premiere. Apart from that we have sound editing software like Nuendo from Steinberg, Audio Mixer, Digital Video Camera, Video Lighting equipment, Steadicam fitting, Kicker lights, Microphones and Dolly to improve the sound Engineering and cinematography skills in media field.

The Photo studio laboratory is equipped with cyclorama setting, D-90 and D-3100 Digital single-lens reflex camera (DSLR) Nikon Camera, Studio flash light with railing system, Tripods, Soft boxes, Umbrella, Black & White developing and Printing Enlarger, Flash Gun and different types of Backdrops to develop the ability of the students in the photography skills.

The Multi Media laboratory has 36 high end Computers, LCD projector, UPS Power backup and some of the software like Adobe Dreamweaver, Adobe Flash, Adobe Photoshop and 3-D Studio max. We also have a small Mise-en-scene setup in the television studio. Edit suite lab is having 8 system and audio lab with 2 systems.

There are 7 computer laboratories provided with 209 Systems with AC & proper computer tables, to carry out the programmes of the relevant courses. E-resource Centre 14 systems and a Language laboratory 50 system are functioning to facilitate the faculty and students towards ICT learning. 41 systems are allotted to the respective departments to do the administrative work.

The smart classrooms offer students a unique educational experience and are indeed a resourceful technological tool to complement the teaching-learning process. The key consideration while enhancing infrastructure in the College, has been to see that it is optimally efficient, and meets the present requirements of the students and staff of the College. The introduction of ICT has enhanced the quality of education and has opened new dimensions to learning.

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

Response:

Adequate importance is given to extracurricular activities by providing outdoor and indoor games for our students. Students are encouraged to take part in tournaments by training in the grounds of the college.

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

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

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

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

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

Snooker: The College has Snooker table. Students are encouraged to play snooker

Chess: Around 40 students are regularly practicing.

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

Gym: Well equipped gym facility is available for the physical fitness of staff and students. The area of the gym is of 1500 sq.ft. The students and staff are using the gym after the College hours. It is equipped with Peck Deck, Flat Bench Press, Incline Bench Press, Leg Press, Hack Squad, dumbbells with different weights and different weight plates.

Culturals: The students are motivated to participate in the Inter house Cultural competitions to exhibit their talents. The students are divided into four different houses such as Orion, Hercules, Pegasus and Phoenix. Various events are conducted like Solo Singing, Classical, Western and Folk dance, Face Painting, Bouquet making, Soap Carving, Mehendi, Bridal Make-up held in the indoor and outdoor auditorium.

Inter Collegiate Culturals: A Two day mega cultural event named “HINDOTSAV” is organized in the open area accommodating 4000 students from various Colleges in and around Chennai. Celebrities from Cine field and Television artists are invited as guest of honor to judge the events every year. The size of the area utilized for organizing the cultural event is around 8000 sq.ft.

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

Response: 58.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 52

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 27.72

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
241.92	115	151.95	105.15	432.98

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

ILMS is an automated software package of library service, which performs various tasks and provides detailed information of the task. It involves sound understanding of both, application & technology domain to enrich effective communication and to develop the innovative and integration skills.

The in-house operations are performed with a software package named Docbiblio. It works with Java frame work, My SQL is used. Acquisition, cataloging, circulation, administration process are carried out with this software package.

- Nature of automation (fully or partially): Fully
- Version : 3
- Year of automation: 2012

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

To enrich the knowledge of the students and staff the library has 5000 digital collection of rare books. Some of the books are following below.

- A Larger Grammar – Part I, American Mission Press Publishers, G.U. Pope, 1 Copy, 1858.
- Ilakkana Akkam – British India Press Publishers, S. D. Sargunar, 1 Copy, 1918.
- Ilakkana Prayoga Vilakkam, Thompson and Co at the Minerva Steam Printing Works, P.S.D. Muthusamy Pillai, 1 Copy, 1905.

- Thirunavukkarasu Nayanar Sarithiram, Jubil Press Publishers, V. Kanagasabapathi, 1 Copy, 1899.
- Manas Tatvam, Golden Press Publishers, K. Ganesa Sastriyar, 1 Copy, 1904.
- Tamil Treatise on Building Materials and Construction, St. Joseph's College Press, Revenue Department, 1 Copy, 1904.
- First Book of Agriculture, Macmillan Publishers & Co, C. Benson and R. Ramaswamy Ayer, 1 Copy, 1907

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.65

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.33	3.08	2.77	3.30	5.77

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 14.49	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 495	
File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p>Response:</p> <p>The college has a campus-wide LAN network facility, all interconnected with Gigabyte Ethernet connectivity. The campus, including Faculty rooms, Computer Labs, Library and Administrative Office, has network connectivity with broadband internet access. There are 7 Computer laboratories, Media Lab, E-Resources and Language Laboratory with more than 360 high end computer systems with LCD/LED monitors. Each system is installed with the latest multi-user operating system and antivirus software. The college has Wi-Fi network, which provides internet access to the students only in Hostels.</p> <p>The College has installed Closed Circuit Television Cameras (CCTV) for the safety of Staff, Students and Visitors, for the protection of properties and buildings. The College campus is under the surveillance of 24 hours CCTV recorder.</p>

The Campus Network Facility provides a wide range of IT facilities and services with a state-of-the-art networking environment to support all students and faculty for their learning, research, teaching, and administration.

The facilities include advanced high-speed network, powerful central servers with web-based e-mail application, internet security system, anti-virus application, network services supporting up to the distribution switch level, cyberoam & firewall and Wi-Fi services.

Updation:

Laboratories are updated every 5 years with new high-end computers.

Firewall renewed every 3 years

Antivirus renewed every 3 years

4.3.2 Student - Computer ratio

Response: 9.09

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 60.05

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

2016-17	2015-16	2014-15	2013-14	2012-13
410.04	448.13	439.27	452.01	335.55

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The college provides a multifaceted infrastructure in all functional areas to ensure that the requirements of teaching learning and other processes specified by the statutory bodies are met with

excellence. With a view to impart quality education and excellence, a widespread policy in infrastructure is framed and implemented. This policy is need based and is formulated based upon the guidelines provided by the statutory bodies, considering the developments in educational skills, procurement, upgradation and proper maintenance of infrastructure, upkeep and maintenance of laboratories, equipments, furniture, records of maintenance and writing off depreciated assets.

Overview of infrastructure facilities in the college

The campus is taken care of the maintenance team, which includes the chief engineer, site engineer, electricians, plumbers and other supervising staff. Housekeeping and security work have been outsourced and is keenly supervised by the maintenance team. Class rooms and laboratories are properly maintained. Purified RO water is provided to the staff and students on all floors.

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

Computer science laboratory management

- In Laboratory required computer other requirements may be kept safe, secure and ready for the use of observation and experimentation as and when required to do so.
- Here the different systems are properly arranged and properly locked in specific tables and places to save time and energy of the students and teachers.
- The lab environment, encourage the students to perform their practical's carefully in a congenial environment.
- Name of the students, their group consisting of a specific number should be presented in the lab. Students time table and date on which the laboratory work conducting should be kept in the laboratory the name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained.
- Maintenance of records and handling of students when they work in the laboratory.
- The period of duration of the practicals should be maintained.

Life science laboratory management

- The equipments are thoroughly cleaned with soap and water for basic cleaning. Wire brush is used to remove some residue. Rinsed with purified water to ensure that all soap residues is removed.
- Boil purified water in the lab equipment to remove caked-on material like solidified agar or other gelatin-like products.
- Rinse with acetone to remove traces of organic materials including soap residue.

- Rinse with ethanol to sterilize any lab equipment that must have all bacteria and other microorganisms removed before use.

Record and verification of infrastructure

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

Depreciation

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

Insurance

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

Maintenance of infrastructure

- The College gets a new looks with complete whitewash once in 3 years.
- Housekeeping staff are in charge for keeping the premises and rest rooms clean and tidy.
- Pest control treatment is regularly made
- Apart from regular maintenance and upkeep of the plumbing and electrical works, the Plumbers and Electricians promptly attend to the complaints if any.

Library – The Knowledge centre

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

Sports activities

- Regular maintenance of outdoor courts, sports surfaces is crucial to prolong the life of court and maintain ideal playing conditions.
- Water sprayed in the sports ground as a daily routine practice.
- Outdoor courts or sports surfaces are professionally cleaned every 12 to 18 months to prolong the lifetime of the surface.

- Keeping grass and any other plants or vegetation cut back from the court surface (monthly once).
- Measurements for practice lane markings will be done weekly.
- Basket ball court and posts are well maintained and damages are immediately rectified.
- Playing materials (balls, net, rackets, etc) are fully utilized till it is worn out.
- Disinfectants prevent the spread of germs and illness
- Proper disposal of waste and recyclable materials keeps play areas clutter-free.
- Rain showers help to clean outdoor courts

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 5.72

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
283	213	163	139	03

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 9.06

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
314	277	225	181	171

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 12.95

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
558	386	110	408	210

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 1.12

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
71	57	41	00	00

File Description

Document

Details of the students benefitted by VET

[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description

Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.12

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
122	129	31	134	12

File Description

Document

Details of student placement during the last five years

[View Document](#)

Any additional information

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 19.96

5.2.2.1 Number of outgoing students progressing to higher education

Response: 200

File Description

Document

Details of student progression to higher education

[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	1	1

File Description

Document

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

5.3 Student Participation and Activities

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

Response: 21

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	04	03	02	01

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student council plays a vital role in maintaining a cordial relationship between the management, faculty and students of the college. This is the formal body of student representatives elected by the representatives of respective departments and by a panel of staff members which includes the vice principal and the dean of student affairs based on certain criteria like academic performance with nil arrears, extracurricular & sports achievements etc. Elected students represent the student fraternity of the college and work towards the betterment of the students and the college. The council comprises of various posting like President, Vice President, General Secretary, Women Secretary, Cultural Secretary, Sports Secretary, Nss Secretary , Editor & Foreign Student Representative . These members report to the Dean of student affairs. The Dean serves as a primary administrative contact and advocate for *students in both undergraduate and postgraduate programs*. Also he/she handles discipline-related matters. The President calls and presides over meetings of the student for various events and reports to the Dean of student affairs. Vice president executes the duties and power of the president in his/her absence. Editor prepares reports of every event that occur at college and documents it for future reference. Cultural secretary takes care of cultural activities, teachers day, fresher's day, Founder's day, orientation programs and college day. Also conducts auditions for various events by leading media channels. Sports secretary takes up the role of organizing various events like republic day, annual sports day hindosparx, independence day and also segregates students into college houses namely Pheonix, Orion, Pegasus and Hercules. This encourages them to bring out their competitive spirit. NSS secretary coordinates blood donation camp and special camps, awareness programs (AIDS, alcoholism and narcotics), plantation program conducted annually at college.

Women secretary plays a vital role in the organization of Women's Day and "Women safety program" an exclusive event for promoting self defense in girl students. A women welfare organization was initiated in the academic year 2017 to solve the problems faced by the women population of the college. Foreign student representative remains a person to coordinate the international students of various cultures around the world such that a healthy relationship is inculcated among the students to understand each other and also plays active role in organizing the international students day, international youth day. These members not only address the immediate needs of students, they also ensure that various college activities and initiatives are executed in the best possible manner. Their academic contribution is well proved by the

editorial committee which contributed in the publication of the college journal “Campus Blaze” brought out each semester.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 10.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	12	11	09	08

File Description

Document

Number of sports and cultural activities / competitions organised per year

[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

REHASH is the Alumni association.

Non Financial Modes

Alumni Guest lecturers are arranged by the departments to motivate students. The Alumni share their experience and discuss the environment they work in. The students were given exposure in higher studies and to do various researches in their specialized area.

The Alumnus is invited as Guest of Honour in Various Department during their technical meet, Symposium and Film Festival. By this the students interacted with the Alumnus and get a greater understanding of the scope of their study.

They also have provided sponsorship for the technical meet of the department in which they studied.

Memorandum of Understanding - Signed a MoU with our Alumnus Mr.Sathish of BCA (2007-2010)

who has a company called Skyline Medical Coding Academy, Chennai for Medical Coding Training. It also supports the Life Science students for employment in their fields. Thirty students joined the course under the supervision of our Staff. The company has branches in Coimbatore and Hyderabad. Some alumunus bring their siblings for admission to their Almamater.Placement has also been done by the alumunus to extend their values and guidance to the students in the final year.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description

Document

Alumni association audited statements

[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	02	01

File Description

Document

Number of Alumni Association / Chapters meetings conducted during the last five years.

[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

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

Mission

To offer the best education and to develop the young mind into an all-round personality to meet the growing challenges of industries and the social needs of the technology-oriented global community.

The college believes in empowering the students to be professionally competent in interpersonal, decision making skills and updating their knowledge in different fields of specialization, familiar with the new technologies, develop their understanding towards the emerging areas and the requirements of society thus enhancing the scope of employability. Our mission is to develop life-long learners equipped with competencies nurtured through integration of academic learning with humanity. We make an effort for our students to be future-ready, confident of taking up professional and societal challenges with passion and maturity. All efforts are made towards enabling the students to take leadership roles in society and act as change agents in the globalized world. The vision and mission statements are given concrete expression through the provision of excellent teacher student relationship and to make teaching student friendly.

The top management provides effective leadership to enhance quality and performance of the institution. They motivate, empower and encourage Principal and staff to enhance their performance of duties. Infrastructure facilities are provided by the management for efficient functioning of the institution. He communicates and corresponds with the staff efficiently and quickly. He promotes the participation of students through the Students Council and several other subject associations in intra- and inter-collegiate extracurricular activities. Deans are in charge of the overall progress of their respective schools to meet institutional goals. They coordinate the initiatives undertaken by the Principal, and create departmental and academic activities which reflect the department/college goals. The staff imparts subject knowledge, interpersonal communication skills, support remedial and outreach activities and provides emotional support whenever required to the students. They implement and enhance the quality of education through effective teaching, learning and evaluation methods. Conventional lecture method (using white boards) with innovative and modern methods of teaching (ICT, student-presentations, student research, guest lectures, films, classroom discussions and debates, subject related field trips) and evaluation of student learning via quizzes and viva-voce besides the mandatory examinations.

The leadership takes initiatives along with the staff to create academic and extracurricular programmes that reflect the institution's goals. The social outreach and value education programmes help building values whilst equipping students to meet environmental and global challenges. The major stakeholders are students, parents, employers, the affiliating university and the society at large. The college interacts with

the students through a feedback mechanism. The faculties meet parents through Parent-Teacher Meetings. The leadership motivates and provides opportunities to staff and students to realize their potential through participatory and leadership initiatives. The staff is motivated to participate in subject and education related national and international seminars, conferences and workshops. A culture of research is promoted at all levels.

6.1.2 The institution practices decentralization and participative management

Response:

The College follows the policy of decentralization. The College has the following Committees.

- University Course Affiliation/Approval
- Anti Ragging Redressal
- Disciplinary Action
- University Examinations
- Hostel
- Time table
- NSS/RRC/YRC
- Canteen
- Alumni
- IQAC
- Parents & Teachers
- Grievance and Redressal
- Student Affairs

The Principal assigns staff members for each committee and they discharge their responsibilities. For example, in the time table committee, Tutors consult the students regarding changes that they suggest for improving the time table. It was suggested that remedial classes for Mathematics should be held in the morning hours itself. The Language department blocks certain hours for teaching language (English, Tamil, Hindi, French, Arabic, and Malayalam) for the entire college and submits to other departments. The System administrator prepares time table for laboratories for the departments who use computers so that there is optimum usage. After receiving time table from Language Department and System Administrator, each staff responsible for Time Table prepares their department Time Table and gets approval from the Head of the Department. The Head of the Department submits to Dean and the Dean submits to the overall in-charge of the time table committee. The overall in-charge of the time table committee checks the entire time table of the College and submits to the Principal. The time table work is decentralized and is carried out effectively.

The college promotes a culture of participative management. The departments and various committees organize activities that help to achieve the college goals/mission. At the department level, Heads of the Departments hold meetings with students and staff periodically and discuss the points to be brought forth to the Principal. The Students Council is a body that is elected by the student representatives from every class. The Principal has regular meetings with these members at which issues related to teaching-learning, activities, examinations and facilities in the college are discussed. Students express their views on issues pertaining to the college and also point out deficiencies in the system as well as the improvements in

infrastructure they require. Students are in-charge of organizing various college events, mega inter-collegiate events. Students assist staff members in organizing department seminars/conferences/workshops.

Students, who have any grievance with regard to the marks scored in tests, take the matter to the staff teaching that subject and who has given the test. If it is not solved the grievance is addressed by the Head of the Department. Only in few cases the matter is taken up by the Dean. It is very rare that the Principal has to be consulted to sort out a grievance of this nature.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

College has identified several concrete plans for the future and strategies to implement them as listed below:

- Introduce Ph.D programmes in Schools of Life Sciences & Business Studies
- Strengthening of the Placement Cell
- Strengthening Research and Academic Collaborations
- Strengthening Infrastructure Facility
- Intensifying Academia – Industry Interactions
- Autonomy
- International Hostel

Drinking Water sources are at times contaminated now-a-days and require appropriate treatment to remove disease causing agents. This aspect is a critical area to be considered from the point of view of students and Staff health safety issues. As a component of perspective plan, it was proposed to launch and incubate a project for access to safe drinking water. This project is now a part of evidence action. The proposal for this project was prepared on 26th July 2016 by the Swaraj Equipment Private Limited, one of the leading environmental consultants and also EPC Contractors approved by all pollution Control Boards. They are been in existence for around two decades in this field.

They proposed Water treatment plant of Capacity 500 litres per hour based on the ground water quality and as per the water requirement of the institution. The Swaraj RO (Reverse Osmosis) system took their team effort to install the RO system. As the first step, the well water was tested to analyze the physical and chemical properties of water. The results concluded that Turbidity, Total Dissolved Solids, Total Suspended Solids, Hardness and Iron were on higher side. Building upon these results, the water treatment plant was installed with the following features:

- Excellent silica rejection
- Resistance to bacteria/biological attack
- Excellent product water quality having TDS (Total Dissolved Solids) less than 100
- Low operating pressure resulting in low power consumption
- Low operation and low maintenance cost
- Low membrane replacement cost due to longer life span

- Consistent and reliable performance

Further, the system has used special polymer based anti-scaling in the RO pretreatment against softening or acid dosing to control the scaling on the RO membranes. This anti scaling dosing system will have lower operation cost. It is effective in controlling scale formation due to carbonates, sulfates and metallic oxides precipitation within membranes

Now the Safe Water Project is operational and around 3500 people inside the institution are able to access to safe drinking water.

File Description	Document
Any additional information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

FUNCTIONS OF VARIOUS BODIES

The Governing Body

The Governing Body is responsible for the development and approval of the College programmes and for the policies under which the Institution operates. The Governing Body comprises of Chairperson, Directors, Secretary, University Nominee, Academic Council Dean and other members.

The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, and domestic arrangements. The major duties of Governing Body are:

- i. To ensure that the College is administered well,
- ii. To always act in the best interests of the College, rather than that of the individual, and to avoid conflicts of interest,
- iii. To ensure that the finances are used appropriately, prudently and in accordance with the objectives of the College,
- iv. To take overall responsibility for student academic progress and welfare and,
- v. To frame need-based policies and resolutions.

The Principal

- i. The Principal shall be the Head of the institution and has the power of administration and

control for the betterment of the institution.

To coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.

1. To identify and recruit suitable persons in various departments and administrative units.
2. To develop laboratories, Computer Centre, library etc.,
3. To maintain cordial relationship with the university authorities.
4. To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.

vii. To plan functions like Convocation, Annual Day, Fresher's Day, and so on.

Vice Principal

- i. To assist the Principal by providing support wherever needed.
- ii. To consult with Principal on all important matters related to Institution.
- iii. To monitor the various managerial and organizational tasks.
- iv. To look into the Student disciplinary issues

Deans

- i. Deans lead individual schools, which consists of two or more allied departments.
- ii. To ensure that their school meets its goals to educate students.
- iii. Leading, and coordinating college strategic planning and curriculum development.
- iv. Coordinating in organizing Seminars, Conferences, Workshops and Symposium.

Evaluating overall Departmental/School productivity in their contribution towards academic progress and research.

Heads of Departments

- i. Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of work as per the schedule.
- ii. Ensure compilation of students' attendance and internal marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- iii. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- iv. To arrange for regular maintenance, updating of the laboratories and plan for the conduct of

workshops and guest lectures.

v. Extend all possible help to the students of the department in academics/ training / project work / professional employment. .

SERVICE RULES

The Governing body has formulated the terms and conditions of service for regulating the various categories/levels of employees employed in the Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to impart high standard and quality education in the field of Arts & Science.

Having set the aforesaid goals, it is necessary for the Institution to frame conditions of employment, which are clearly just and fair to the interest of both the employees and the Institution. These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institution and its progress and to put their best talents in the discharge of their responsibilities.

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations.

Appointments, Probation & Termination of Service

1. Teaching Staff
2. Non-Teaching staff including administrative, supporting technical staff and non-technical employees.

Appointments of Teaching Staff

The appointment of the teaching staff is according to the norms of University of Madras. The appointment will be valid only if the selection has been made through a duly constituted selection committee comprising of the Management, Principal, University Representative and Subject Expert.

Joining Formalities

At the time of joining, the new recruit would have to furnish the following to the HR Department:

- Joining Report
- Original Certificates supporting qualification/experience for verification with copies to be furnished.

Probation

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year. The probationary period shall stand automatically extended until confirmation orders or otherwise is issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's

notice to the other party or one month' salary in lieu thereof.

Resignation and Termination

If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three months' notice.

Appraisals

There will be a system of annual performance appraisal of Institution employees on a regular basis by the respective head of the departments. The main objective of this scheme is to evaluate the performance of an employee systematically. Obviously, the performance appraisal report will have an important bearing on the:

- Promotion as well as sanction of increments
- Confirmation of service.

Discipline

Every Staff is expected to maintain a certain standard of discipline as envisaged by the Institution policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institution and perform his/her duties with utmost integrity, honesty, devotion and diligence.

Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

Dress Code for Teaching Staff

- All male staff are advised to wear formal shirts and formal pants.
- All female staff are advised to wear Saree.

Attendance and Punctuality

Each employee in the Institution has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institution. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

Leave Rules

The leave year will be the calendar year i.e. January to December. No leave can be claimed as a matter of right, and the discretion shall rest with the Management to grant/refuse leave.

Principal is the leave sanctioning authority for all Teaching, Non-Teaching and other staff members. Every Staff member should apply for leave at least three days in advance. Alternate arrangement made by the staff should be certified by the HOD. If any leave is required for unforeseen emergencies it shall be informed to the HOD and Administrative Manager before 9.15 a.m. Leave information will not be entertained after 9.15 a.m. and such absence will be treated as unauthorized leave.

Staff members, who absent themselves without prior sanction due to circumstances stated above, must submit their leave applications before resuming work on the next working day. Staff members will not be permitted to join duty without submitting the leave application.

All leave letters with the completed compensation class details have to be submitted within one week of reporting back for duty, latest by 23rd of every month duly attested by the HOD, to Admin. Department to facilitate salary preparation.

Staff may be permitted 6 days Casual Leave in a year. CL will not be granted for more than 2 continuous days in a month. The minimum CL that can be availed at a time is half-a-day. Prior sanction is essential. CL cannot be combined in with any other type of leave except Compensatory Off. CL will be credited in advance for each leave year for those who have completed one year of service. CL cannot be carried forward to the next academic year and it will lapse at the end of the Leave Year (December 31st).

Staff may be permitted 6 days Sick Leave in a year. SL will not be granted for more than 2 continuous days in a month. The minimum SL that can be availed at a time is half-a-day. SL cannot be combined with any other type of leave. SL will be credited in advance for each calendar year for those who have completed one year of service i.e. regular staff. SL can be carried forward to the next academic year and it will lapse at the end of the next Calendar Year.

Taking leave on Friday and not reporting to work on Monday too will be considered as four days leave which automatically will include Saturday and Sunday.

Staff are not allowed to take leave on the day when important functions conducted by the College like Independence Day, Republic Day, College Day, Founder's Day, Convocation Day etc. Strict monitoring of attendance will be done and suitable action taken.

Staff in probation can avail CL only one per month (max. 6 CL/Yr) and cannot be clubbed together. SL cannot be carried forward and lapses at the end of probation period. In case of resignation 1 month notice period required otherwise in lieu of which 1 month salary should be surrendered. During probation no experience or salary certificate will be issued.

Staffs are eligible for 3 days Medical leave in a year after completion of one year. Staff availing ML should produce Medical Certificate from a Registered Medical Practitioner on the day of resuming duty.

Those who have completed 1 year of service are eligible for 5 days Marriage Leave. After availing the marriage leave, staffs have to work at least till the end of the academic year.

Teaching Staff — not eligible (no leave for paper correction/ attending normal duties associated with the post) .Non-Teaching Staff are eligible with HOD's approval.

Those who have completed 3 years of service are eligible for 45 days Maternity Leave with basic salary.

Male staff who have completed 3 years of service are eligible for 2 days Paternity leave with salary. The leave could be availed within one week of the delivery.

Voucher Staff and house-keeping staff are not eligible for leave

On Duty (OD)

Teaching and Non-Teaching Staff before availing OD should submit their OD forms to the Administration Office with due approval of HOD and the Principal. On return OD slip to be submitted, signed by official who was visited. Principal is the sanctioning authority for OD leave for all Teaching and Non-Teaching Staff.

Staff members pursuing part-time higher education in M.E. / M.B.A. / M.Phil wishing to appear for the examination can avail maximum 2 days / semester as On Duty and appear for their examination. The staff members should inform in advance their registration / joining the course by producing the relevant ID card to HR Dept.

Those wishing to avail this OD should produce their copy of Hall tickets and get prior sanction from HOD / Principal. If pursuing Ph.D minimum 3 years commitment to HCAS on Completion is mandatory. A maximum of 5 working days / semester will be given as OD. The decision by Management / Principal will be final on any issues relating to the same.

PROMOTIONAL POLICY

The promotion policy of the institution meets the specific aspects and requirements of the management. The Institution has a Committee to decide on the designations and promotions of the faculty members.

This Promotions Committee consists of Management, Principal, Vice Principal, Dean, and HR. This Committee maintains a continuous check on the institutional criteria for promotions. The review process for promotion decisions is sequential and cumulative.

The promotional policy depends on various criteria such as educational and professional qualification, faculty teaching effectiveness, years of experience, seniority in the department, ability to organize conferences and workshop, assessing students' performance, academic achievements, involvement in the college activities and contributing towards the qualitative development of the college.

GRIEVANCE REDRESSAL MECHANISM

To realize the primary needs of the student and staff and to secure civil liberties of everybody, a Grievance Redressal Cell has been constituted with three faculty members. The final responsibility of Grievance Redressal rests with the Principal of the College.

The objective of this Cell is to develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the College. The Cell deals with grievances received in writing from the students and staff with respect to academic matters, financial matters, personal issues, hostel accommodation matters and other matters related to sanitation, food, transport etc.

The Cell is indented to find solutions on students and staff related problems, if and when they arise. In case

of any grievance, the members of the cell along with Vice Principal are empowered to analyze the problems at their level through discussion with students/staff and final report is passed on to the Principal. In case of members fail to find out any solution, the matter is referred to the Principal for final comment on the matter. In certain cases, when the grievance directly goes to the Principal, the Principal directs the Grievance Redressal Committee to analyze the issue and submit the report for final recommendations. In all cases, the Principal would be the primary authority for the final decisions and recommendations.

Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If any student is found to be guilty for any kind of nuisance, punishment is given by the Principal. The nature of punishment includes verbal as well as written warning, informing to the student's parents or expelling from college.

In case of staff found to be guilty, memos are issued as a letter of warning. Subsequent issue of three memos to a particular staff may lead to termination of service from the college.

The Grievance Redressal Cell of the College functions with the following purposes:

To ensure a healthy and smooth environment in the campus,

- To acquaint all teachers about their rights and duties,
- To solve the various personal and educational related grievances of the staff and students,
- To ensure qualitative and quantitative development of the institution.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The smooth functioning of the institution along with overall development of students is facilitated by the formulation of various bodies/cells and committees such as Discipline, Website, magazine, Cultural activities, sports activities, NSS, placement, Student Affairs, university examination and so on. The Institution has 28 such Committees and 9 special cells for the effective conduct and management of the various activities in the respective areas.

One such active and effective body throughout the year is the Student Council who undertake all activities and issues related to the students inside the campus. The Student Council is led by 15 student members and Dean – Student Affairs. They are also involved in the College house system, which is an important part in student's life. It is this system where the students learn work as a team and develop good behaviour, leadership and organizing skills. The senior students are given the responsibility to serve as Captains and Vice-captains of the various houses. Faculty members along with the leaders lead each house. The Student Council elected by the students manages these houses and helps them to develop a spirit of team work and coordination.

The College is grouped into four houses signifying the name of constellations - Phoenix, Orion, Pegasus and Hercules. Each house has a flag with different colours and their house symbols depicted on it. The students are allotted one of the four houses at the beginning of their first year in college and they remain in the same house till their final year. The main objectives of the house system are:

- To inculcate the sense of unity and pride among the students,
- To provide platform to exhibit their talents,
- To develop a sense of collective responsibility that motivates them to promote their house in various competitions held,
- To develop a spirit of healthy competition among the students,
- To socialize students and to integrate themselves well into campus life,

The Student Council members along with the Dean – Student affairs and Physical Director, organize and execute Inter-house cultural and sports competitions. All the rules and the points allotted to each event are informed well in advance. The various cultural competitions held are Adaptune, Solo Singing, Photography, Mehendi, Poster Designing, Group Dance, Adzap, Variety and so on. Various sports and games competitions such as Cricket, Basket Ball, Volley Ball, Atheletics, Kabbadi, Kho Kho, etc., are also held. The teams are assigned points for each competition held. It's a week scheduled programme where the students actively participate to make their house to win the winner's trophy. There are two rolling trophies given to the Winner house and Runner-up. Certificates and other prizes are also given to the winners and participants.

6.3 Faculty Empowerment Strategies

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

Response:

- Group insurance covering accidents and unexpected demise.
- Provident Fund and ESI available
- Support Medical expenses
- 50% of the registration fee is reimbursed for the attendance and participation of the International, National Conference, Refresher Course, etc. This fund is included in the annual budget of each department.
- Teaching faculty are motivated by providing them awards to the 100% results, attendance as a sign of appreciation along with the cash price.
- Emergency first aid for the staff are provided in Campus clinic
- Subsidised rate for the staff members in the college canteen
- Periodical general medical check up
- RO purified drinking water facilities in the campus
- Staff picnics are organized in the commencement of every year to refresh them. All the expense including transport and food is being taken care by the management.
- The college provided Transportation for the staff members in subsidized fees.
- Casual, Sick, special leave for wedding and sudden demise of their family members; leaves including maternity and paternity leaves are given to the staff members.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 6.44

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

2016-17	2015-16	2014-15	2013-14	2012-13
19	07	07	07	03

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	06	02	03	03

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 25.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
61	26	50	14	17

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

At the end of each academic year the staff members need to submit a short self- evaluation form (ISO format)- a portfolio that evaluates their performance in teaching, service, and research. Through this Staff appraisal system the performance is assessed and evaluated. Also the staff members teaching are also evaluated through students' feedback at the end of the each semester. This feedback is systematically analyzed and the report is submitted to the Management and necessary action taken on the defaulting faculty. Periodical analysis and updates are done in it. Student's feedback plays a vital role in analyzing the teaching outcome of the staff members which is given great importance in the staff appraisal. The teaching faculty is appreciated for their meritorious work with cash awards and certificates every year as token of appreciation by the management. Non-teaching staff members comprising of Administrative staff members, Accounts, Lab-technicians, Lab-instructors, Lab Attenders, are given periodical orientation and counseling by the institution which would enhance their quality of work. A report will be furnished by their immediate authorities about their attendance and performance. If need arises necessary training will be provided to enhance the quality of their work.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution conducts internal and external audits regularly. The internal audit function is led by the internal auditor who has latest financial knowledge and experience. The Internal auditor is appointed by the management to look into the daily account transactions of the college and should report the audit findings to the management on periodic basis. The internal audit is done daily in the week days. The internal auditor looks after daily opening balance, receipts (fee collections), payment vouchers and collections. These payment vouchers and receipts are recorded in cash book and is brought to external audit wing. The above documents are also updated at external audit office. Further purchase bills, maintenance bills, verification of quotations and proposals are done and submitted to higher authority for the approval of payment. The payment is made to concerned vendors after verifying stock entries by the internal auditor and also after the approval of the higher officials. Such type of audit focuses on controlling weaknesses of the existing financial system, fraud or abuse if any, and also to maintain the accuracy and appropriateness of the financial transactions for the smooth functioning of the Institution. Further the internal audit system also paves the way for error free accounts and it is easier for the external auditor to conduct the external audits very smoothly.

External audit is also undertaken quarterly in the main administrative office to examine the financial records and statements of the college. The overall audit is undertaken during the period June to September every year to verify financial documents. The external audit examines checking in vouchers, vendor bills (date, vendor name, address, GST number, TIN number, PAN number, total amount to be paid, calculations, if any deductions, VAT, service tax etc), collection receipts, bank statement entries, BRS verification day to day journal and contra entries. Bill analysis, TDS recovery details, quarterly filing details, salary and salary deduction details are also checked. Further checking and verification is done for PF and ESI submissions, Challan generations, Bank availing over draft facility and interest calculation checking, fixed deposit interest, TCS calculations. The opening balance on 1st of April and closing balance on 31st March every year in both bank and cash book is verified in-person by the external auditors. Trial balance / P & L account / BS / Statement of Income is prepared by the account staff and submitted to the external audit which is finalized and approved by the external auditors and after that IT returns are filed. Opinions and suggestions are provided during external audit which is very useful for the effective and efficient functioning of the financial administration.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1.58

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.420	0.200	0.170	0.490	0.295

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College focuses on mobilizing the funds from external sources to organize various activities and functions at the department as well as college level. Financial resources mobilization is also an important aspect from the point of view of Management to economize its expenses to the specific and priority area of the Institutional development and thereby fulfilling the objectives of the Institution. The funds are raised

by the respective departments with the consent of the Heads, Deans, Principal and the Management. Official letters from the Institution is provided to the voluntary individuals and corporate organizations having keen interest in the educational development of the students and want to build up their public image. The Institution is very particular on insisting that such contributions should be made only in the form of cheque favouring “Hindustan College of Arts & Science”. Such Funds collected are deposited in the College accounts and is availed by Departments in case of necessity.

The College adopts different mechanisms to monitor the effective, productive and efficient utilization of these resources raised externally from individual as well as corporate sources. These funds are provided to the departments to conduct various activities such as Workshops, Symposiums, Guest lectures, and National & International conferences. The utilization of financial resources is being monitored and audited in the Accounts Department.

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

Response:

Excellence in education is guided by quality assessment. Quality assured education empowers the students and faculty in learning and teaching practices. Learner oriented pedagogy is the key term in today's academia. IQAC has ensured an integrated practise of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches. Information technology (IT) has indeed revolutionised the contemporary educational standards. ICT methods and tools have enhanced the educational models, upgrading the approach, method and assessment. ICT tools entertain, educate, engage the students with the curriculum. It enhances learners' potential and provides free access to vast resources and references available. It saves time, builds competency and enhances skills involving all sensory receptors. Language labs, projector- smart board teaching, CDs, Audio podcasts, Powerpoint slides, movies and multimedia labs are being used as a part of instructional materials. Online platforms open up the world of learning opportunities. Many students have registered for NPTEL online certification courses. The students use INFLIBNET database to widen their learning expertise. ICT acts as a platform for the teachers to upgrade their knowledge easily across the technology- gadget driven student community.

The second best practice is providing professional training to the faculty members periodically to upgrade their knowledge acquisition and promote research in higher educational fields. Learning is a life term process for teachers. The institution aids in boosting research skills among the teachers. The professional training programmes and workshop sessions offered enlighten them on the changing educational teaching and learning approaches and extensive researches in pedagogy. Regular Guest lectures on Emerging trends in Teaching, Learning and Research promotes professional development for faculty. The research aptitude and higher educational goals are met. The faculty members eagerly participate, present and publish research papers and articles at National and International Conferences. Few faculty members have contributed chapters to the Research books. The lectures of eminent research scholars, scientists and academicians have pruned the professional growth of the faculty in the institution. These are the two best

quality assurance practices institutionalized by IQAC.

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

Response:

Teaching plans, strategies and models are the most fundamental and integral part of quality education. IQAC has regular quality check on lesson plans which would be reviewed periodically. The lesson plan is the backbone of any pedagogical approach. It is set to tune with the learners' needs and workload requirements. Peer review, intra and inter departmental reviews are conducted to identify the lacuna in lesson plans. The instructional component is reviewed for the learner's interest and requirements, understanding their psychological needs and difficulty factors. The difficulties in the lessons are analyzed and remedial measures are suggested. The lesson plan is made flexible, adopting and adapting to the learners needs. Regular reviews enable to identify the gaps and guide classroom learning. The essential gaps between the learners' needs and institutional requirements are identified at initial stages and rectified at all levels, for quality assured teaching strategies.

Secondly, the learning and teaching outcomes are monitored by conducting regular Continuous Assessment Tests which are evaluated for its output. CAT examines the learners' competency and comprehensive skills at regular intervals covering monthly portions. The output of the teaching approach and learners' grades are assessed by the review meetings and feedback forms. A holistic assessment of the adopted pedagogy is made by CAT. The fundamental gap is identified, discussed for improvement and rectified at all stages. Feedback forms as an essential evaluative tool for measuring the quality of educational steps taken. Feedback forms are given to the teachers and students to voice out the suggestions and are taken into consideration for areas of improvement by IQAC. Moreover at the end of every examination, Review meetings are conducted regularly to evaluate the performance of the students. The consolidated mark statements are prepared by the class tutors and the performance review meeting is held. The problems and difficulties of the students in each subject, facilities required, strategies for improvement and practical solutions are discussed. The gap between the learner's needs and the teacher's expectations are sorted.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
08	04	03	04	03

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Hindustan College of Arts & Science has risen to the challenge of continuously working towards quality sustenance and enhancement by evolving systematic and focused strategies. All the departments have witnessed qualitative improvements in infrastructure and facilities over the years. Post accreditation initiatives have therefore focused on areas of weakness and steps have been taken to fulfill quality

assurance in curricular, co-curricular and extracurricular activities.

The following are the measures taken, since the last accreditation cycle, to further enhance quality in the overall functioning of the institution.

1. Curriculum aspects
 - a. Introduced new UG, PG and M.Phil courses.
 - b. Systematic collection of feedback from stakeholders and action taken.
 - c. Introduction of value added and certificate programmes in all the departments
2. Teaching learning and evaluation
 - a. Use of ICT in teaching learning process
 - b. Faculty and students are encouraged to use latest technology such as LCD projectors and e- resources in the teaching learning process
 - c. Establishment of additional smart rooms.
3. Research counseling and extension
 - a. Established linkages with foreign Universities
 - b. Increased the number of MOU's for research
 - c. Faculty Development Programme on research development topics
 - d. Regular guest lecturers from industry, prominent academicians, scientists and entrepreneurs in different fields
 - e. Publication of research articles reputed journals, presentation of papers and publication of books by faculty members.
 - f. National level and International level conferences conducted.
4. Infrastructure and learning resources
 - a. Extension of library with e- resources and new arrivals
 - b. Upgradation of computer labs and studios
 - c. Lab equipped to meet research demands.
 - d. E- journals subscribed for the welfare of the students & staff

- e. Establishment of e-resources
 - f. Institutional membership with British Council and American consulate.
 - g. Establishment of gym, play field areas such as basket ball court, kho-kho, cricket nets, volley ball court and foot ball court.
 - h. Establishment of Language Lab
5. Student support progression
- a. Career guidance for all students
 - b. 65 university ranks
 - c. Active participation of Students Council
 - d. Scholarship and financial support for meritorious and under privileged students
 - e. Functioning of Grievance and Redressal Cell
 - f. Organized intercollegiate cultural
 - g. Phase II in Dr.KCG Knowledge Centre completed.
 - h. Extension activities of adoption of villages and social initiative activities of NSS and YRC.
6. Governance leadership and Management
- a. ESI, PF, group insurance to staff members.
 - b. Well qualified faculty recruited
 - c. Academic audit and ISO audit conducted for quality assurance
 - d. PTA meeting conducted at the department level, every semester.
 - e. Women empowerment programmes conducted.
 - f. Establishment of EDP Cell.
7. Innovation and best practices
- a. Smart Water level controller
 - b. Earn while you learn
 - c. Zero waste management

- d. Blood Donation
- e. Tree Plantation

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 11

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
05	01	02	02	01

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

a) Safety and security

Safety and security programme for girl students was organized to educate them about the importance of self-defense and preventive measures during the times of crisis. Mr. Yoghnanan and Mr. Ravi, Martial Arts trainers, demonstrated the skills to the students to protect and defend themselves when they are being assaulted. CCTVs were installed to monitor the movements of the students in the campus. Anti-ragging cell plays an active role to ensure that the campus is free from ragging. A complaint box regarding this is placed near Principal's room, giving details of the contact numbers of Principal and local police station.

b) Counselling

The Counselling cell effectively functions by counseling students who are addicted to narcotic drugs, alcohol, and marijuana bhangh etc., referred by departments. Also, it counsels students who are long absentees, depressed, demotivated slow learners etc., periodically. When need arises for further guidance they are directed to professionals. Special awareness programmes are conducted for women students on the topic 'Her Health and Hygiene' to sensitize them about menstrual hygiene, understanding relationships,

importance of diet, exercise etc. Women's Day celebrations are conducted every year with eminent women personalities to create awareness on legal issues, grievance and redressal procedures.

c) Common Room

To refresh themselves, the girl students take rest in complete privacy in the college common room. They often feel neglected by society and thus the challenge lies in making them feel needed so that develops a sense of belongingness to the College. Moreover in our male dominated society, issues related to women are quite complex, multi-folded and overlapping. Our Institution therefore has a holistic approach in addressing and handling such issues. We believe that 'Prevention is better than Cure' not only applies to an individual's physical health but also to the mental health of the students.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 165120

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 34

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 9792

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 28800

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

SOLID WASTE MANAGEMENT

To create a Green Campus the practices to 'Reduce, Reuse and Recycle', the waste generated in the college is adopted on a full-fledged scale. The college has initiated eco-friendly practices like vermicomposting, bio-gas production, waste segregation, liquid waste management and enviro-club to keep the college campus green and clean. The bio degradable and non biodegradable wastes are collected in separate bins and reused. The School of Science actively carries out the task to make the HCAS campus a Zero Waste Campus.

LIQUID WASTE MANAGEMENT

Sewage Treatment Plant

Primary Treatment

Any solid particles and floating oil content screened off is manually removed periodically and disposed. This solid organic waste is collected in a pit, located in a remote place and allowed to become "compost" which can be used as organic manure for gardening.

Secondary Treatment

1. Equalization Cum Collection Tank

The screened sewage is collected in the transit collection sump for equalization. Pump sets pump equalized sewage into two aeration tanks installed in series. The operation of these pumps is manual and is controlled by level switches.

2. Aeration Tanks

The sewage thus received in aeration tanks is treated by means of activated sludge process. In this process, the organic matter present in the sewage is completely oxidized to the end products like carbon dioxide and water. Two fixed surface aerators in the aeration tank provide the necessary oxygen for the microbes for performing the oxidation the capacity of aerators is 5.0 HP each.

3. Clarifier

Overflow from the aeration tank is allowed into a copper bottom circular clarifier to settle the biological sludge. The overflow from the settling tank/clarifier is taken to a clarified water tank.

4. Tertiary Treatment

The water from the clarified water tank is pumped to a pressure sand filter and from this the filtered water is admitted into an activated carbon filter for tertiary treatment. The final treated water from the activated carbon filter is taken into another tank.

5. Reuse for Gardening

The final treated water is pumped by means of 7.5 HP pump for using the same for landscape/gardening purposes within the college campus by means of a sprinkler system.

6. Sludge Drying Beds

The settled sludge from the clarifier is pumped into the sludge drying beds, the filtered from the drying bed is pumped back to the sewage collection system and dried sludge is taken out of the drying beds and is used as manure for the gardens.

No. of persons contributing waste water to the treatment plant

1. Students staying in the hostel

100@100 liter /c /day =10000 liter / day

2. Day Scholars

3500@15 liter /c / day = 52,500 liter / day

62,500 liter / day

62.5cu.m / day

e-Waste Management

e-Waste such as CPU, monitors, keyboards, batteries contain hazardous substances, which are harmful. So great care is taken in handling e-waste storage and also segregation of such waste is done based on usable level. Later, these wastes are sold to scrap dealers.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water Harvesting units are installed since 2011. Ten pits are constructed near the three blocks of the college namely Main Block, KCG Knowledge centre Block and Elizabeth Block. Another rain water harvesting pit has been constructed near Philip Hostel. The run-off from the terrace of these buildings is channelized into the pits at different locations, each containing bricks, gravel and coarse sand. This facilitates ground water recharge. The Layer of bricks filled inside ensures proper filtration of the harvested water. Due to rain water harvesting system ground water level has gradually increased in and around the campus. Chennai receives only moderate rain every year, which is not sufficient to meet the water demands. During summer, ground water level decreases. Due to this, water scarcity occurred in the campus. After the installation of the rain water harvesting system, the ground water level has increased preventing water scarcity in the campus. College uses the ground water as the main water source including for drinking purpose. Thus rain water harvesting is a boon to the institution.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The lush green lawn, herbal garden, vegetable garden and the age-old trees in the campus creates a pollution free environment for the students and staff. Garden in-charge and other workers toil everyday to keep the campus green and clean. Every year saplings are planted. To encourage every staff towards this noble cause, fruit-bearing & shade – providing tree saplings are planted on their birthdays. Though the recent cyclone played a foul game on the greenery, yet it is maintained with much effort. Plants with medicinal values are bought and used in the herbal garden. Students are motivated to tender the plants. The College garden which is free from the usage of chemical fertilizers, provides greens, fruits & vegetables.

Students are encouraged to use bicycles in the campus. Many opt for public transport for which the bus pass is availed through the college. Vehicles used by the staff and students are not allowed inside the campus, to make the roads pedestrian friendly. The college canteen sells the items served on plates, and packaging system is discouraged. E-mail services reduce the usage of papers. E- Waste is sold as scrap. All the above practices go towards making our campus a Green friendly campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years**Response:** 7.56

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
70.93	69.66	48.78	39.00	37.89

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	01

File Description**Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	02	02	02

File Description**Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 03

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

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

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

As a mark of respect to the former President and missile man of India Dr. APJ Abdul Kalam, his birth anniversary is celebrated on 15th October with great enthusiasm .Speeches was delivered about his struggles, sacrifices and how he faced them with determination every 5th of September, Teacher's day is celebrated to pay tribute to the contributions made by the teachers to the society. In remembrance of the great teacher Dr. Sarvapalli Radhakrishnan we celebrate his birthday every year as Teachers Day. Our Student Council organizes the event GURUKRIPA. Teachers are given prizes for the various games conducted by the Student Council. Teachers who produced 100 percent result are recognized and cash awards are distributed. Best attendance award was also given to motivate the students.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college adopts all the measures possible to have transparency in the financial, academic, administrative

and other operations. The admission process is transparent and the college brochure carries all the details needed by the students. The fee structure is informed well in advance to the students and the dues to be paid would be displayed on the college notice board to avoid late payment and fine imposed. The funding received, the sponsors given are credited to the department bank account, and utilized for the welfare of the students.

The College Calendar clearly shows the academic programmes, cultural and sports events for every academic year and this is strictly adhered to by the committee. The brochures and manuals and invitations received from the other institutions are displayed on the notice board for the staff and students. The competitions to be held and the scholarship announced are intimated to the students through circulars, making all the eligible students to benefit. The Examination cell functions meticulously to help the students and staff to know things in advance and plan accordingly.

The recruitment of staff is carried out with a transparent interview and then with the consent of the Deans and HoDs the appointment is processed by the core committee. Leave rules and privilege off are clearly informed to the staff in the meeting.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

1. Title of the Practice: Earn while you Learn

2. Objective of the Practice

The objective of the practice is to support the economically challenged students. This practice gives them an opportunity to work after the college hours between 3.10 and 4.30 in the library. After college hours, the books remain scattered on the reading tables and are not placed in order on the racks. This would be segregated and arranged properly.

The artistically skilled students are used in designing the campus blaze, bi-annual newsletter and Hindlehar, annual college magazine. This would develop the skills of the students and give them hands on experience at designing. This work can also be done at home.

3. The context

By the implementation of this practice the student learn the work culture of an educational institution. They are given the financial assistance which would help them to stand on their own legs. They are given an orientation on the method of work expected from them. They are also taught how to value work whether it is small or big.

While designing this Programme, we considered the certain criteria to choose the students who really find it difficult to meet both ends meet. The scheme is adopted in the beginning of both the semesters and ends before the examination. They get enough time to prepare for the exams and pay the fees on time. The task of identifying such students was given to different departments. The class tutors who collect the details of the students and study the financial background of the them and render the right help to them.

4. The practice

In India the number of students pursuing higher education is very less. Due to their financial crisis they are forced to work in hotels, medical shops, courier, driving cabs, etc. All these work nature put a full stop to their studies and they miss out the joy of learning at college. Some students sign up for part time jobs on night at shifts. This becomes a heavy burden to the students.

The work at educational institution under the banner “Earn While You Learn” doesn’t consume much time and at the same time, they are not strenuous. They also tend to get a soft corner from the faculty. Regular monitoring of their work gives them encouragement and assistance.

Since the college is situated in the out skirts of Chennai, many students have financial constraints to continue their studies. For many of them it is an opportunity to earn with dignity. Regularity of work is sought by the college. As students are not regular they find it difficult to continue the work and there by earn a little amount only.

5. Evidence of success

So far about 18 students are benefitted out of the scheme. They find it very useful in paying their exam fees and some dues. Instead of being idle away their time at the college campus between 3.10 and 4.30 and waste their time at home, they utilize it to earn and support their family. They learn to value time. The satisfaction that they get out of this is great. For the designing work the students receive a certificate of appreciation during the college day celebrations. This certifiestheir work culture and shows them a way to pursue such jobs after their course completion.

This also paves way for peer learning in designing work. They learn from other students about different software or method to do the work easily and perfectly. The students who have helped in designing and photography excel in media after their degree (e.g.) Vignesh and Ashwin of 2015 and 2016 batch respectively have been well placed in media shows.

6. Problems encountered and resources required

Regularity in attending to the work is difficult.

Best Practice 2

1. Title of the Practice: Blood Donation

2. Objective of the Practice

The objective of the programme is to sensitize the student community about the importance of life saving practices; the noble service of donating blood to the blood banks of Tamil Nadu is conducted annually. The growing need for blood in the state is met with the support of the potential donors such as students, teaching and non-teaching faculty, NSS volunteers and administrative staff.

There are some intended outcomes of this practice for the donors also. Each person who donates blood completes a simple physical examination and short blood test before giving blood. As a result, it is possible that a person could identify unknown health issues as a part of the blood donation process. Blood donation reduces the extra iron levels.

3. The context

Becoming a blood donor is a generous thing to do, and provides essential blood for the medical industry. Many donors donate blood as an act of charity, but in some cases there are incentives other than money. Donating is relatively safe, but some donors have bruises where the needle is inserted or may feel faint. First Aid Facilities are kept handy for such situations.

Potential donors are evaluated for anything that might make their blood unsafe to use. The screening includes testing for diseases that can be transmitted by a blood transfusion, including [HIV](#) and [viral hepatitis](#). The donor must also answer questions about family [medical history](#) and take a short [physical examination](#) to make sure the donation is not hazardous to his or her health. The amount of blood drawn and the methods vary from individuals to individuals. The collection is done manually or with automated equipment that takes only specific components of the blood.

4. The practice

By the implementation of this practice the student learn the importance of donating blood to the blood banks. Donors are typically required to give [consent](#) for the process and this requirement means [minors](#) cannot donate without permission from a parent or guardian. Some students come enthusiastically to donate but their hereditary family health history deters them from this act of kindness. Today's food intake also makes the students anemic and the officials stop them from donating blood. In certain cases the blood collected proves to be useless after testing its components.

Most of the components of blood used for transfusions have a short [shelf life](#), and maintaining a constant supply is a persistent problem. This has led to some increased interest in [autotransfusion](#), whereby a patient's blood is salvaged during surgery for continuous reinfusion—or alternatively, is "self-donated" *prior* to when it will be needed. The Blood Donation camp is conducted at college twice a year to meet this dire need. In 2017 the college conducted the Blood Donors' Registration Programme to register the volunteers who are willing to donate blood at the time of emergencies.

Time constraint is another problem that is faced during such blood donation camps. Without affecting the classroom activities such programmes need to be conducted and managing the enthusiastic donors is another constraint as most of the staff would be engaged in classroom activities. Blood can be stored for a limited period of time that is why the blood banks need a steady and constant collection.

Nowadays public awareness is created to donate blood. It is a healthy gesture. The blood banks in India are running short of required blood. By organizing such blood donation camps the college helps them to enrich their capacity. On an average, the human body has around 4-5 liters of blood which can be donated

every three months in the case of men and every four months in the case of women. Most of the people are of the view that donating blood can be harmful to their body but this is not true. By giving blood, one can save the lives of people who are in need of it. Blood donation is the duty of every human. The human body does not get affected if we donate blood. The body can repair the loss within a few days. If this awareness is spread many may come forward to donate blood as it can make sure the return of a dying man again into the light of life. However, it is very important that while taking blood from a certain person the concerned authority must make sure that the blood is not infected.

5. Evidence of success.

Since the Blood Donation Camp is conducted twice every year, many blood banks are regularly collecting blood to use it for the future purpose. About 200 students come forward to donate blood every year. More over 200 units of blood is collected and given to the blood banks.

6. Problems encountered and resources required.

Lack of awareness on the benefit of Blood donation reduces the number of students coming forward to donate blood. Many doctors and nurses are needed to check the students quickly and give a green signal to donate blood. Staff members are needed to organize the movement of the students for blood donation booths. Many booths need to be created to assist the students in this noble act.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The condition of the villages needs to be developed in India. It is believed that only education can bring in such development to the society. But proper higher education is denied to villages due remoteness, transportation and other facilities. Since the inception, of this institution in the year 1995, its focus has been to develop the literacy rate of the village, Padur, where it is situated. To give a clear view of the courses available at college level to the school students of Padur, a “Open House” – ‘Knowledge Hunt’ programme is conducted annually. First generation graduates are also given preference in admission. The students in Padur are given preference during admission. Free education is provided to the economically challenged students and fee scholarship is offered to the meritorious students.

The Indian villagers are ignorant of the unhygienic conditions prevalent in their vicinity. They are prone to lot of diseases as they lack awareness of health and hygiene. They rely on superstition and blind faith. Hence, they fall an easy prey to epidemics. Various awareness programmes are initiated to address the

issues affecting the community. A cleanliness campaign was carried out in collaboration with Exnora International Institution, an NGO headed by the President Dr. N. B. Nirmal. Sewage was poured in lorries into the Muttu Kadu lake spreading various diseases to the people living in and around the area. The College took initiatives to curb this act of violation and safeguarded the lake which serves as the natural water resource for the village. The staff and students conducted a rally and a street play to enlighten the people on the core values to be imbibed for the welfare of the society. The college laid pucca roads for better transportation.

During the natural disasters such as flood (2015) and Vardha cyclone (2016) the College carried out flood relief work in full fledge to support the victims of Padur, Mudichur, Kelambakkam, Pandithamedu and Thiruporur. The Management personally distributed the relief kits containing medicine, blankets, mats, pillows, bed sheets, food stuff, clothes etc., to the people.

When a liquor shop was set up near the college vicinity, the police officials were alerted about its bad effects on village people and closed down the same immediately without causing damage to the people.

Most of the families are financially poor and do not have job opportunities. The college creates employment avenues to cater to the needs of such people. Such employees' children are given fee concession. The school drop outs are catered by our Hindustan Community College (HCC), which was started in the year 2010. HCC is affiliated to Tamil Nadu Open University (TNOU).

The government schools that needed electronic gadgets like LED TV and Laptop to support their teaching methodology were provided by our college. Staff and students visited these schools and imparted their knowledge in their extension activities. The College distributed LED TV and Laptop to government schools in Padur, Kelambakkam and Thaiyur, for the same purpose.

5. CONCLUSION

Additional Information :

- Application submitted for 2(f) status.
- Four new courses and a diploma course offered for the students.
- Measures taken to increase the incentives to the faculty for their academic development.
- Allocation of additional funds to modernize science laboratories. Additional computer lab has been established.
- Conducted various entrepreneurship and skill development programmes at the departmental level and also offers Certification course in collaboration with INDIA Trust.
- Increased MoUs for academic research activities and certificate courses.
- Every year two Faculty Development Programmes organized to enhance the teaching potentiality of the faculty members. ICT based teaching adopted.
- Training conducted for the faculty for e-content preparation.
- NPTEL online courses encouraged.
- Language lab established to enhance the capabilities of the students.
- Conducted special programmes with the alumni to motivate the present students. Alumni assured placement support for the students.
- Number of qualified staff increased. Courses conducted to develop students for competitive examinations.
- Career guidance programmes organized in the departments and also through the placement cell.
- Perspective plan for the development of the college for next ten years prepared and adopted.

Concluding Remarks :

The Founder's profound qualities of enthusiasm, perseverance, vision and live networking created a springboard for many aspirants to mould their careers. The institute has a vision to provide quality education. Started as a Centre of excellence in Applied Sciences and Arts, the College was accredited by NAAC with 'B' grade in the academic year 2012 – 2013. ICT-enabled teaching-learning process has made students active participants in the classroom. The college encourages faculty members to do higher studies, publish research articles, attend workshops and conferences by providing financial assistance and duty leave. Regular NET/SET classes are conducted for the faculty and students. The college being the local chapter for NPTEL online courses, ensures learning environment for students and staff. Students have brought many laurels to the college by participating in national and international sports events. Students, as a part of extension activities are involved in social service and also sensitised themselves with social issues through their visits to old age homes and orphanages. The college has good infrastructure in terms of number of laboratories, laboratory equipment and library resources, indoor and outdoor sports, gym etc. The college library has a large collection of books and journals to facilitate research. The Management believes in participative management and strives to bring in excellence by structured organizational system with the involvement of all the stakeholders. As a part of Corporate Social Responsibility Hindustan Community College was started with the aim to empower the disadvantaged through appropriate skills development leading to gainful employment.