

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

9841066895

IQAC e-mail address:

iqachcas@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/62/A&A/119 Dated 05-01-2013

1.5 Website address:

www.hcaschennai.com

Web-link of the AQAR:

WWW.hcaschennai.com/AQAR2013-14.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.69	Jan'13	5
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

08/11/2011

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University

State

Central

Deemed

Private

Affiliated College

Yes

No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF MADRAS

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Faculty development programmes
University result analysis

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
➤ To increase the programme options available to students in terms of Certificates	Add on courses conducted for all the departments
➤ To promote three International collaborative programmes through MoU with Foreign institutions/Universities.	Edexcel, Check Point, Concordia
➤ To conduct faculty development programmes	Organised two faculty development Programmes
➤ To enhance the Placement Cell activities and give training in soft skills for employment	Special classes to enhance employability
➤ To cater to the needs of slow learners through remedial classes	Remedial classes conducted for Maths, statistics, English, Accounts
➤ To construct new building with well furnished lab facilities.	New building Dr.KCG Knowledge Centre established with well furnished lab facilities
➤ To conduct an academic audit of departments	Conducted academic audit

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action taken

Remedial classes conducted for Maths, statistics, English, Accounts
Add on courses conducted for all the departments

Part – B Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	5		5	4
UG	16		16	16
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others(M.Phil)	2			
Total	23		21	21
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	121	47	11	63	-

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
47	nil	11	nil	63	nil			121	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	04	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		12	
Presented papers	40	19	
Resource Persons		1	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Practical explanation of theoretical concepts studied in classes by experts from the field. MSW social work practitioners are invited to explain the models of practice-Banyan community mental health

View and discussion of documentaries and movies. Creation of documentaries and movies

2.7 Total No. of actual teaching days during this academic year

180 days

2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum Restructuring / revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2

2.10 Average percentage of attendance of students

81

2.11 Course / Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	535	17	53	20	9	58
PG	29	8	88	4		86
M.PHIL	2		2			100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- University Result analysed and adequate measures will be adopted for improvement
- Students feedback evaluated and analysed for the further improvement
- FDP organised to update and motivate the faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	9
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	Nil	nil	nil
Technical Staff	35	Nil	nil	nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Faculties are encouraged to present papers and publish international research papers.

3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	2	
Non-Peer Review Journals			
e-Journals	2		
Conference proceedings		4	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2013-14	Management	Rs.5,00,000	Rs.5,00,000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2013-14	Ministry of Earth Science	Rs.75,000	Rs.75,000
Total				Rs.5,75,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
1		1				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4

5

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- Special camp in adopted village, coastal cleaning, literary development, visits to orphanages and old age homes.

- Hindustan Community College caters to the needs of financial challenged students in and around Padur and also helps in employability.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.90 acres	Nil	Management	11.90acres
Class rooms	62	28	Management	90
Laboratories	21	Nil	Management	21
Seminar Halls	1	Nil	Management	1
No. of important equipments purchased (1-0 lakh) during the current year.		4*	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)			Management	
Others		Basket ball court	Management	18 lakhs

No. of important equipments purchased (1-0 lakh) during the current year

S.NO	EQUIPMENT	NUMBER	AMOUNT IN RUPEES
1	Vermi Decomposition Plant	1	3,00,000
2	Biogas Plant	1	2,00,000
3	Furniture & Fixtures		26,80,000
4	Computers (Printers, laptop, ups, LCD projector)	1	3,65,300.00

4.2 Computerization of administration and library

S.NO	PURPOSE	APPLICATION NAME	VENDOR/ORG	S/W SPECIFICATION	H/W SPECIFICATION
1	Administrative Procedures including finance	Profit Plus	B2E Solution	Profit 5RM tool	Ms-Access
2	Staff Attendance Management System – Biometrics	Uniq-ERP College administration tool	Uniq Webtech	ASP.NET	SQL SERVER
3	Library Management System	Uniq-LMS	Uniq Webtech	ASP.NET	SQL SERVER

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value(Rs)	No.	Value(Rs.)
Text Books	14043	1429230.73	89	8587	14132	1437817.73
Reference Books	1786	351974.43	29	6513	1815	358487.43
e-Books	-	-	-	-	-	-
Journals	13	34196	10	24774	23	39874
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	20	8000	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	332	6	4Mbps	-	303	13	16	-
Added	80	-	2Mbps	-	67	5	8	-
Total	412	6	6Mbps	-	370	18	24	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

<ul style="list-style-type: none"> • Internet access to staff and students in the department • Campus network, 6Mbps 1:1 lease line connection • Active Director integrated service for students and staff • Proxy firewall to login for internet usage • Add on course for networking basics for all computer science final year students

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.20lakhs
ii) Campus Infrastructure and facilities	5.5 crores
iii) Equipments	44.8lakhs
iv) Others	
Total :	5.47crores

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes serious steps to make the students aware of various student support services like remedial coaching . It also ensures that these services are properly made available to students.

5.2 Efforts made by the institution for tracking the progression

The progresses of the students are assessed after each internal examination like continuous assessment tests , model examination based on which parent meetings are arranged. Based on the performance in the internal examination, needy students are given remedial coaching.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2139	88	-	3

(b) No. of students outside the state

160

(c) No. of international students

68

	Last Year				This Year						
	No.	%	Physically Challenged	Total	No.	%	General	SC	ST	OBC	Physically Challenged
General	365	50	17	1096	1893	407	436	40	1347	2	2230

Men

Women

Demand ratio 64%

Dropout % 8%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Computer training program conducted

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counseling and career Guidance Centre function actively in the campus with an objective to bring about a voluntary change in the student. The counseling sessions are conducted as and when there arises a demand for the same. Such sessions help the students to solve the problems in academic as well as personal life. The counseling centre of the college keeps a proper record of the students who underwent individual counseling sessions

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	450	150	15

5.8 Details of gender sensitization programmes

Advocate Mrs.Uthra, delivered a lecture to create awareness on gender sensitivity in education institution.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

State/ University level National level International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	70	14,63,000
Financial support from government	129	4,17,050
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _installation of water cooler in the new block

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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.

6.2 Does the Institution has a management Information System

- Yes. MIS applied to administrative procedures including Finance through computerised system which also includes ERP.
- Students admission information available on college website , banner display ,prospectus , Education Fair –Off Campus , Advertisements
- Evaluation and examination procedures printed in college calendar, Notice Board &

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

It is the role of the affiliated university to design curriculum for different Programmes.

6.3.2 Teaching and Learning

Teachers are encouraged to use modern ICT facilities for effective communication in the class rooms. Assignments are given to test the academic levels of students. Remedial coaching is provided to weak students. Internet facilities are made available to students. New books and journals are added to the library to enrich the knowledge base

6.3.3 Examination and Evaluation

External examinations are conducted at the end of each semester by the affiliated University. Internal examinations are conducted as two continuous assessment test and one model examination in a Semester . Internal scores are published promptly and parent meetings are held periodically

6.3.4 Research and Development

Faculties are encouraged to present and publish national and international research papers

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library resources are updated with latest editions
Library well equipped with required titles, e-Journals, volumes of text books
Use of computers in teaching learning, broad band & wifi facilities given to all the departments

6.3.6 Human Resource Management

It is responsible for the attraction, selection, training, assessment, and rewarding of employees, also overseeing organizational leadership and culture and ensuring compliance with employment and labour laws.

6.3.7 Faculty and Staff recruitment

1. The existing vacancies are advertised by the college in leading regional and English newspapers inviting applications from eligible candidates (Eligibility as per the University norms).
2. All the applications are screened and the short listed eligible candidates are informed to attend interview along with the original certificates.
3. The short listed eligible candidates are interviewed by selection committee comprising subject experts, Principal, Deputy Director-Academics and Head of the Department

6.3.8.Industry Interaction/Collaboration

The Institution has taken the initiative to invite Various Recruiters like Indian Institute of Science & Management, Tata Consultancy Services, Concentrix, Tata Motors to visit our institution to conduct campus interviews in the college. During the academic year 2013-2014, 15 companies have visited of our college and 174 students were placed in the companies .The management also encourages the students to attend the off campus interviews conducted by various reputed companies.

6.3.9 Admission of student

Candidates as per the criteria of university of Madras are admitted.

6.4 Welfare schemes for

Teaching	Group insurance schemes
Non teaching	Group insurance schemes
Students	Group insurance schemes

6.5 Total corpus fund generated

10lakhs

6.6 Whether annual financial audit has been done

yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	QUEST CERTIFICATION(P) LTD	YES	ISO
Administrative	YES	QUEST CERTIFICATION(P) LTD	YES	ISO

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

NA

For PG Programmes

NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Resource person for the state level and national conferences in the departments.
Rank holder among alumni gave morale boosting to top 10 students of each class.
Meeting by alumni association REHASH was conducted with meeting and entertainment programme.

6.12 Activities and support from the Parent – Teacher Association

Conducted Parents Teachers meet once in every semester department wise regularly

6.13 Development programmes for support staff

Orientation programme organised in the beginning of the academic year and a trip was arranged for all the staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

Vermicompost harvested in college campus
Water recycles plant made available in the campus

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Carnival was organised to raise fund for Distress Aid Fund to meet the medical emergencies of the students

Open house for 2000 school students

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Maths results were poor.

Conducted Remedial classes in Maths

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Given responsibilities to organise cultural events and other social awareness programmes.

Women Empowerment program has been active from the year 2011 catering the needs of the women in housing keeping department .The members are encouraged to save the money in the Indian Overseas Bank in the campus. A number of motivation sessions are arranged for the members.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- 7.4 Contribution to environmental awareness / protection

Consumer awareness programmes organised among the students.

100 Tree saplings were planted in the campus by the students

- 7.5 Whether environmental audit was conducted?

Yes

No

Any relevant information wish to add(SWOT analysis)

Strengths:

- Managed by Hindustan Group of Institutions which has over 40years of experience in the field of higher education
- Qualified Faculties
- Employability oriented academic programmes and MOU's
- Remedial Classes conducted for the weak students
- Eco friendly environment
- ISO 9001:2008 certified institution
- Good infra Structure

Weakness:

- No aid from government for research projects
- Lack of UGC grant
- Lack of Alumni contribution

Opportunities:

- Placement of students in reputed companies through campus interviews
- Encourage students to take part in various extra circular and cultural events inter college and intra collegiate
- International institutions/Universities Collaborations

Threats

- Distance from city
- Proliferation of professional institutions

8. Plans of institution for next year

- ✓ To increase the programme options available to students
- ✓ To conduct Faculty development Programmes
- ✓ To enhance the Placement Cell Activities and give training in soft skills for employment
- ✓ To cater to the needs of slow learner's through remedial classes
- ✓ Motivate bright students to achieve ranks in University Examination
- ✓ Establishment of Monitoring Cell to monitor Attendance

Name L.ESTHER THAMARINE

DR.C.JOSEPH BARNABAS

Coordinator, IQAC

Chairperson, IQAC
