

Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	HINDUSTAN COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution	S. Thirumagan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	044-27474671
Mobile no.	8838295003
Registered Email	hcaspadur@yahoo.co.in
Alternate Email	iqachcas@gmail.com
Address	Rajiv Gandhi Salai, Padur
City/Town	Kelambakkam
State/UT	Tamil Nadu

Pincode	603103																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Rural																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	Dr.K.Malarvizhi																								
Phone no/Alternate Phone no.	04427474671																								
Mobile no.	9444430173																								
Registered Email	hcaspadur@yahoo.co.in																								
Alternate Email	iqachcas@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://hcaschennai.edu.in/files/2/2016-17-converted.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://hcaschennai.edu.in/files/2/CALENDAR%2024_JUNE%202017.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.69</td> <td>2013</td> <td>05-Jan-2013</td> <td>04-Jan-2018</td> </tr> <tr> <td>2</td> <td>B++</td> <td>2.88</td> <td>2018</td> <td>16-Aug-2018</td> <td>15-Aug-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.69	2013	05-Jan-2013	04-Jan-2018	2	B++	2.88	2018	16-Aug-2018	15-Aug-2023
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.69	2013	05-Jan-2013	04-Jan-2018																				
2	B++	2.88	2018	16-Aug-2018	15-Aug-2023																				
6. Date of Establishment of IQAC	08-Nov-2011																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC meeting -II	12-Feb-2018 1	14
IQAC meeting-I	19-Jul-2017 1	14
FDP	08-Aug-2017 1	150
SSR Preparation	12-Jul-2017 224	40
Academic audit	04-Apr-2018 1	100
NIRF participation	08-Mar-2018 7	10
International conference-ICRICS	20-Sep-2017 2	450
Staff Orientation	09-Jun-2021 1	170
Short film festival-FRAMEZ	31-Aug-2017 1	200
Commercio	15-Sep-2017 1	250

L::asset('/', 'public')/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.\$instdata->upload_special_status)}}}

[View Uploaded File](#)

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	conferance	TNSCST	2018 1	10000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View Uploaded File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1.IQAC monitors and validates the academic results 2.Promotion of research activities 3.Out reach and community programs 4.External academic audit 5.Standardization of formats	
View Uploaded File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To Prepare for re accreditation II cycle• To Promote Research Activities and to aim for• major projects from the funding agencies To introduce Ph.D programmes• To develop courses which enhance• employability and focus on experimental learning. To strengthen the campus placements process• to provide more job opportunities for the students. To improve the play fields of Physical• education department	Applied for reaccreditation II cycle under new guideline and Peer team visited ? MoUs signed to develop research activities Applied for research projects ? Two Ph.D programmes introduced in Biotechnology and Microbiology ? Communication skill oriented courses conducted for all the I year students ? Full Time Placement Officer appointed to strengthen the Placement Cell and more number of companies invited ? Gym facilities extended to staff and students. Volley ball court renovated
View Uploaded File	
14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing Body	28-Nov-2017
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	08-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018
Date of Submission	31-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1.Students and Parents would be able to view the attendance details online at any point of time. 2.Accounts department is using MIS for preparation of institution Budget, fees and salary calculation. 3.Accounting package software for collecting fees from students 4. Library is using information system for issue of books. Library has been automated with ERP software. Library software is used for all kinds of transactions (Issue, Renewal and Return)Library information systems are being used to access ejournals and ebooks. Library information systems are used to access eresources of "INFLIBNETNLIST". Library information systems are used for maintaining file management

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution affiliated to the University of Madras and follow the curriculum prescribed by the University. The college ensures systematic and effective delivery system. The college follows the Academic calendar prepared and approved by the Principal. Department heads will prepare the workload and staff will be allotment for specific subjects. Time table will be prepared for labs and class room sessions Lesson plans will be prepared by the faculty at the beginning of every semester and monitored by the heads. Simplified notes will be circulated among the students for quick references. Faculty maintains course wise students attendance and 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. Continuous Assessment Test will be conducted to check the subject knowledge of the students. The college encourages Faculty to update their knowledge by obtaining higher qualifications in their respective field and to participate in FDPs, Workshops, Seminars, Conferences and Refresher courses. All the departments organize special lectures,. Innovative teaching methods like presentations, seminars, case studies, projects, visual demonstrations, audio visuals, etc apart from traditional black board teaching methods used to deliver the lecture. In the Laboratories manuals kept for the students for reference. Each Department maintains library in addition to the centralized one. This helps the students and staff to avail books frequently.

As a part of curriculum students were taken to industrial visits and this give students a practical exposure. Students' feedback is also obtained regarding effectiveness of delivery and completion of the portions. During the year smart boards installed in the class rooms and adequate training given to staff for update of teaching technology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Desktop publishing	Desktop Publishing	27/02/2018	2	employabil ity	Computer application
Beautician	Nil	13/09/2017	20	employabil ity	skill development
Nil	Diplomo in Medical Laboratory Technology	25/01/2018	60	employabil ity	Technical

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accounting and Finance	31/07/2017
View Uploaded File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accounting and Finance	31/07/2017
BCom	General	21/06/2017
BCom	Bank Management	21/06/2017
BCom	Corporate Secretaryship	21/06/2017
BCom	Computer Application	21/06/2017
BA	English Literature	21/06/2018
BCA	Computer Application	21/06/2017
BSc	Mathematics	21/06/2017
BSc	Computer Science	21/06/2017
BSc	Biotechnology	21/06/2017
BSc	Microbiology	21/06/2017
BSc	Electronic Media, Visual Communication	21/06/2017
BSc	Electronic Communication Science	21/06/2017
MSW	Social Works	21/06/2017
BSW	Social Works	21/06/2017
MA	Mass Communication and Journalism	21/06/2017

MCom	General	21/06/2017
MSc	Mass Communication and Journalism	21/06/2017
MSc	Information Technology, Computer Science	21/06/2017
MSc	Microbiology, Biotechnology	21/06/2017
BBA	business administration	21/06/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	26	50

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	11/10/2017	250
Cyber Security	03/01/2018	130
Vermicompost	04/01/2018	30
Multiple Rehabilitation training in disability	05/12/2017	20
PHP My SQL	29/08/2017	140
Applications of Embeded system and its simulation software	13/12/2017	21
Photo Journalism	16/08/2017	40
View Uploaded File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	group projects	70
MCom	Internship	15
MSc	Internship	70
MSW	Field work	28
BCom	Internship	60
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback collected from the stakeholders of the college such as Students, Alumni, Parents and Teachers. The feedback has been analyzed based on the following parameters: Learning resources, Higher education, employability, moral values, personal and professional ethics, efficiency of teacher and teaching methodology. Based on the evaluation of feedback from the students and parents additional courses were introduced. Initiatives have been taken to start the research programmes in science based on the alumni feedback. To increase the employability skill life coping skills introduced.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	Business Administration	140	145	139
BCom	Accounting and Finance	70	50	50
BCom	Corporate Secretaryship	70	69	69
BCom	Bank Managment	70	67	67
BCom	Computer Application	70	69	69
BCom	General	210	216	206
BA	English Literature	70	47	47
BCA	Computer Application	200	205	196
BSc	Computer Science	150	146	146
BSc	Microbiology	50	48	48

[View Uploaded File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	3269	198	112	28	140

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
140	100	10	10	3	1
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All the Teachers are involved in the process of mentoring. Every mentor is allotted with about 40 students to take care of their academic and personal. A mentor encourage and support the mentee, increase their social and academic confidence, empowers them to make decisions, help them to develop personal and communication skill which in turn help d them to develop strategies to deal in both personal and academic issues. Every mentor prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. Regular counselling sessions will be conducted. The mentee also in need can approach the mentors and share their personal issues affecting their academic side. Mentoring system prepares the students to face challenges in the world. Special care is given to differently abled 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. The same mentor will continue till the end of the course in order to maintain good rapport.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3467	140	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
145	145	0	1	40

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr.S.Thirumagan	Principal	Nehru Yuva Kendra
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARA	III	19/03/2018	14/06/2018
View Uploaded File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the guidelines of University of Madras the following are the evaluation processes implemented by the college. Internal marks 25 are awarded based on Seminar, Assignments, Tests and Attendance. Every semester three examination will be conducted once in 30 days as scheduled in the academic calendar and as a reformatory initiative, the institution has made it compulsory for the students to pass at least any one out of three, of the internal tests, to get his/her minimum internal marks. After the internal tests, review meeting will be conducted to assess the performance of the students and remedial measures to be undertaken. Internal marks will be displayed in the notice board and Progress reports will be sent to the parents and PTA will organized for each semester to discuss about the progress on their ward.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

College will prepare Academic calendar every year, scheduling academic activities which is going to happen during the academic year. The college follows the activities based on these planned scheduled dates. The calendar will be circulated to the students and staff in the beginning of the year and also displayed in the website. The calendar provides important dates scheduled for continuous assessment test, model examination, tentative dates for university theory and practical examinations and events like academic audit, association activities, PTA, IQAC meetings, conferences and seminars/workshops. It also provides details of working days and day order, list of holidays scheduled for the year.

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 in website of the institution (to provide the weblink)

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BPZ	BCom	Gen	192	105	55
BRA	BA	English Literature	16	11	70

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://hcaschennai.edu.in/files/2/SSS%2017-18.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	90	TNSCST	0.1	0.1

[View Uploaded File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	Department of Biotechnology	24/08/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	21/02/2018
View Uploaded File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
10000	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Biotechnology	3	7.5
National	Biotechnology	1	3.55
International	Microbiology	4	2
National	Computer Science	1	1
International	Mathematics	2	3
National	Management	4	4
International	Commerce	2	2
National	Microbiology	4	2
View Uploaded File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biotechnology	4
Computer Science	10

Commerce	3
Mathematics	3
Social Work	2
View Uploaded File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Effect of isobutyl methacrylate and methacrylic acid eluted from chair side denture hard liners on enzymatic cellular antioxidant as an in vitro study in human primary buccal mucosal fibroblasts.	Dr. A. Ganesh Kumar	J. Indian Prostho Soc	2017	1	Hindustan College of Arts Science	1
Phytomedicinal Chemistry and Pharmacognostic value of Carica papaya L., Leaf.	Dr. A. Ganesh Kumar	Journal of Pure and Applied Microbiology	2018	2	Hindustan College of Arts Science	2

[View Uploaded File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2017	0	0	Nil

[View Uploaded File](#)

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	6	5	3
Presented papers	11	1	4	1
Resource persons	1	0	1	3
View Uploaded File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World mental health rally	Prime India Health Care Solutions Pvt Ltd	3	50
Adult Stem Cell Donors Awareness	Jeevan Stem Foundation	8	150
Dengue Fever awareness	Government Hospital Chengalpattu	2	47
Blood Donation	The Madras Voluntary Blood Bureau	2	103
NSS awareness	Youth Red Cross	2	100
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
RESURGENT INDIA	Recognition	Heartfulness Institute, USA	20
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on stem cell banking	DATRI blood stem cell Donors Registry	awareness	8	52
Swachh Bharat	Hindustan College of Arts Science	cleaning	5	112

World Mental Health Rally	Prime India HealthCare Solutions Pvt Ltd	awareness on mental health	3	40
Village camp	University of Madras	awareness	5	100
Global Iodine Deficiency awareness Program	Ministry of women and child development	awareness	8	100
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
students exchange programme	35	Asia University	11
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Industrial	Narayani Hospital and Research Centre	12/06/2017	16/06/2017	1
Internship	Industrial	CLRI	15/05/2017	14/06/2017	1
Internship	Medical	Durgabai Deshmuk Hospital	15/05/2017	26/05/2017	4
Internship	Secretorial practice	Port trust ,Chennai	01/12/2017	29/12/2017	10
Internship	Office Management	LIC	01/12/2017	29/12/2017	2
internship	Pharmaceut icals	TTK Health Care Pvt.Ltd	22/05/2017	26/05/2017	9
Internship	Medical	Ponnaiya Ramajeyam Institute of Medical Sciences	08/05/2017	17/05/2017	1
Internship	Medical	K.R. Hospital	06/05/2017	15/05/2017	4
Internship	Office	Sholingana	01/12/2017	31/12/2017	10

Management llur

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sky Line Medical Coding Academy	10/07/2017	certification in Medical coding	6

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
58	58.88

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14955	1555042	432	84858	15387	1639900
Reference Books	2006	1511155	100	103855	2106	1615010
e-Books	6237	34500	0	0	6237	34500
Journals	57	113144	5	10900	62	124044

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	269	227	150	6	4	15	17	10	0
Added	93	50	0	24	0	8	11	30	0
Total	362	277	150	30	4	23	28	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio Recording Theater	http://hcaschennai.com/sites/default/files/2015/05/media.mp4
Photography Studio	http://www.hcaschennai.com/Gallery/index

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6.2	6.2	52.68	52.68

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures that the requirements of teaching learning and other processes specified by the statutory bodies are met with excellence. 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 the three blocks. 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.

<https://hcaschennai.edu.in/files/2/Procedures%20and%20policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit/sports/local quota/Alumini	295	5969750
Financial Support from Other Sources			
a) National	University of Madras fee scholars hip/SC/ST/Minority	304	716000
b) International	nil	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
workshop on phonetics and phonology	26/02/2018	50	EXCEL
Softskills development	12/12/2018	400	EXCEL
Bridge Course	05/07/2017	800	Department of English
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	career development	0	600	0	20
2018	counseling for higher studies	Nil	20	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
---------------------------	--------------------------------	-----------------------------------

		redressal
2	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
AGS Health, HCL, TCS, OPP P	100	15	Diamond Engg. ltd	10	8
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	3	B.Sc	Microbiology	SRM University	M.Sc
2017	2	B.Sc	biotechnology	Chettinad Hospital	certificate course
2018	8	B.Sc	Microbiology	Hindustan College of Arts &	M.Sc
2018	10	B.Sc	biotechnology	Hindustan College of Arts & Science	M.Sc
2018	6	BBA	BBA	University of Madras	MBA
2018	6	B.Com	B.Com	Hindustan College of Arts & Science	M.Com
2018	6	B.Com	B.Com	Hindustan University	MBA
2018	5	BBA	BBA	SRM University	MBA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Hindotsav Cultural	National	1200
Hindosportz	Inter department	800
Photography	Inter deparment	30
Hindosparkz	Department	540
No file uploaded.		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Inter zone Fencing Championship under EPEE	National	1	Nil	Nil	PradapKumar
2018	Inter zone Fencing Championship under EPEE	National	1	Nil	Nil	Ajith Kumar
2018	Rural Indian Volleyball championship	International	1	Nil	Nil	Jetlee Fernando
2018	Asian Rugby Championship	International	1	Nil	Nil	Nithyandam
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students have active representation on academic and administrative bodies and committees of the Institute. Student council is the formal body of student representatives elected by the class representatives. The council comprises of President, Vice President, General Secretary representing sports, culturals and other executive members. This committee encourages the students to bring out their competitive spirit. These members not only address the immediate needs of students but 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 to the publication of the college journal "Campus Blaze" brought out each semester. Also, the college has various committees for the effective functioning of academic and administrative activities. 1.Anti-ragging Committee - Student representatives will play a major role in informing ragging cases, helping to create harmony, and curb ragging. 2.Prevention of sexual harassment Cell - students and Faculty Members will be the members of this Committee. The Committee on receipt of any complaint on harassment issues if any, confidential enquiries will be conducted and further action will be taken. 3.Grievance and redressal cell. If any

grievances regarding common facilities like canteen, water, etc are reported, then the faculty member who is the Coordinator of this committee will bring it to the notice of higher authorities. Further, the matter will be resolved and follow-up actions will be taken. 4.SC/ST and reservation cell. This committee was formed to support the privileged categories of students. The govt welfare schemes like scholarships and other benefits will be guided to the respective category of students 5.NSS/NCC/Red ribbon Club/ YRC/CCC. Students contribution to society is significant. The volunteers in these units organize programmes under their coordinators guidance and conduct awareness camps through street plays, cycle rallies, marathons, cleaning the shores, planting saplings, blood donation camps 6.Placement cell . Through students placement coordinators in the final year, the placement officer updates the recruitment details and ensures campus interview dates are communicated to all the classes. Also, adequate sessions will be conducted through this cell to develop the confidence to face the recruitment procedures. 7. Guidance and counselling cell. Under the able guidance of the professionally qualified staff coordinator, the needy students will be counselled and career development programs for higher studies also be conducted.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

800

5.4.3 – Alumni contribution during the year (in Rupees) :

20000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. The Principal, who is the academic head of the institution divides the academic responsibilities among the staff members. Accordingly, Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. And the Deans and Heads of Departments monitor the functioning of the respective departments. Based on the specialization of subjects the courses categorized under five schools namely School of Business Studies, school of sciences, school of Humanities and School of Media Studies. Each school headed by Deans and Under the deanship department heads monitors their departments individually. Tutors will be allotted for each class. At the School and department level, formal meetings will be periodically conducted and discuss the points to be brought forth to the Principal. • The participative decision-making ensures the total participation of all the people concerned. The college promotes a culture of participative management. Under the guidance of the Principal along with the IQAC, deans, and heads, the academic year calendar will be drafted and get it approved by the management .In the beginning of the academic year the staff will be allotted to the various

committees. Accordingly students and staff committees take responsibility for the various activities of the college. The departments and various committees organize activities as scheduled in the calendar. Every year the Students feedback on teachers and infrastructure will be collected and analyzed. Valid Suggestions from the students will be considered and follow-up actions will be taken.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	? Library resources are updated with latest editions. ? NPTEL online courses organized ? Library well equipped with required titles, e-Journals, volumes of text books ? Modernized the library with e-resources for the benefit of students and staff. ? Language Lab facility is available for all the students. ? Smart board and LCD projectors are available for teaching purpose ? KCG Block II Phase construction completed which includes auditorium of 250 capacity ? Cubicles were constructed for Heads Deans. ? Ro Purified Water Campus ? Gym facility is provided for both staff and students. ? CCTV camera installed in the college premises. ? Additional Cafeteria introduced. ? Reprographic facility is available on Campus
Research and Development	? Faculties are encouraged to present and publish in UGC recognized national and international journals. ? Financial Assistance is provided by the Management to promote faculty participation in Conferences and Research activities. ? Doctoral Programmes were introduced in Microbiology and Biotechnology
Examination and Evaluation	? Continuous Assessment Tests and Model Examination are conducted each semester for internal assessment and scores for the students. ? Internal marks and internal examination marks are maintained by each department and reviewed periodically by the Principal. ? External (Theory and Practical) exams are scheduled and conducted by the University of Madras. ? Scribe facility is provided for differently abled students with the prior approval from the University of Madras. ? Result Analysis is presented for the

	<p>University Examination Results. ? Students are allowed for reevaluation and the final year students can appear for the instant exam</p>
Teaching and Learning	<p>? Orientation program Bridge course in English for all first year students ? ICT Methodology of Teaching and learning is encouraged. ? Interactive teaching learning process through group discussions and conducting Seminars for the students. ? Internships, Field trips and Industrial visits to enhance the knowledge of the students. ? Mentor Mentee system for intensive academic and personal development of the students</p>
Curriculum Development	<p>? Curriculum designed by University of Madras. ? All the courses are offered under Choice based credit system. ? Compulsory Internship Project work for PG students ? To increase the employability of the students Diploma/ Certificate courses are offered. ? To improve the communication skills of the students, Life coping skill programs are organized. ? Non Major Electives/Basic Tamil offered at the under graduate level. ? New courses are introduced to meet the current academic challenges. ? Environmental Studies is offered to the II Year Undergraduate students to create the sense of environmental consciousness</p>
Human Resource Management	<p>The following are the activities carried out by the HRM ? Assess the staff requirement for both the teaching and non teaching ? Recruitment Training ? Maintenance of attendance ? Suggestions Recommendations for Leave Policy ? Payroll preparation ? Orientation to the new staff ? Grievance Redressal Committee addressing problems of staff and solves them. ? Performance Appraisal of the staff through structured and informal feedback.</p>
Industry Interaction / Collaboration	<p>MOU with 1. Skyline Medical Coding Academy 2. ICT Academy for certificate courses 3. Bharath Sevak Samaj for certificate courses.</p>
Admission of Students	<p>Students are admitted as per norms prescribed by the University of Madras. Free seats and concessions in admission for economically weak students and students with merit. Also free seat with free accommodation for students</p>

with outstanding sports record.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	various types of fee for the students, like tuition fee, hostel fee, mess fee, exam fee, fine etc are computerized. Fee collection official would be able to update the fee details when a student pays the fee. Draft and cash both modes would be allowed, and respective details would be captured.
Student Admission and Support	<ul style="list-style-type: none"> Students admission information available on college website , banner display, prospectus , Education Fair -Off Campus , Advertisements
Examination	<ul style="list-style-type: none"> Evaluation and examination procedures printed in college calendar, Notice Board Circulars.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nill	Nill	ICT academy	5000
2018	Dr.GokulaKris hnan	Journal of management rsearch	Nill	1000
2017	Ms. Cleeta	NPELT' 17, Hindustan University	Nill	500
2017	Mrs. Indra Balini Jacob	National Conference on "New Perspectives in English Language Teaching", Hindustan University	Nill	500
2017	Dr. J. Sivakumar	National conference on environmental protection, Thyagaraja College	Nill	750
2017	Ms. S. Bhuvaneshwari	International Seminar on "Literature Explores	Nill	800

		Impediments in Society" Urumu Dhanalakshmi College		
2017	Mr. P Mohana Chelvan	International conference on comp. intelligence comm., Calcutta Business School, Kolkatta	Nill	3500
2017	Mr. A. Vijaya Kumar	Intellectual Person Identification using 3DMM, GPSO Genetic Algorithm, IJCSIS - Thompson	Nill	3850
2017	Mr. A. Vijaya Kumar	Video processing to identify a mentally retarded people, RVS Technical Campus, Coimbatore	Nill	3440
2017	Dr. S. Illajiam	National Conference On Environmental Protection And Sustainability, Sir Theagaraya College	Nill	750
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Enhancing competency Excellence	Basics of computers	13/06/2017	13/06/2017	120	20
2017	Food Technology	Food technology	22/08/2017	23/08/2017	15	5
2017	Biotechnological	Nill	24/08/2017	24/08/2017	15	Nill

advances

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty orientation and train the trainers program	4	15/07/2017	15/07/2017	4
National Workshop on Solar PV system design	2	27/08/2018	27/08/2018	5
State Level Workshop, Quaide Milleth College for Men, Medavakam.	2	05/10/2017	10/10/2017	3
Recent trends in image processing using mat-lab	2	24/07/2017	25/07/2017	3

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
145	141	40	40

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
i) Contribution for provident fund for the permanent staff. ii) Loan facilities provided for meeting emergency situation. iii) Group insurance schemes iv) Distress Aid Fund in case of emergencies	i) Group insurance schemes, ESI, PF provide for the supportive staff. ii) Distress Aid Fund in case of emergencies. iii)Uniform for all the house-keeping and gardeners provided. iv)Refreshments to supportive staff during the working hours. v)Concessions in fees for children of supportive staff	i)Group insurance schemes ii)Campus doctor available on all working days iii)Counsellors available in the campus. iv)College buses available connecting all the routes in Chennai. Also MTC Bus passes made available. v)Distress Aid Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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. External audit is also undertaken quarterly. The overall audit is undertaken during the period June to September every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	0
View File		

6.4.3 – Total corpus fund generated

1200000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academician from various Universities and Colleges	Yes	IQAC
Administrative	Yes	Alladi Krishnan Kumar	Yes	Auditor Ifrom HGI

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> • Feedback collected from the parents • Every semester academically weak students and personally disturbed student's parents will be called to discuss on the student's progress and records maintained in the department for the follow up action • Inclusion of certificate /add on courses based on parents feedback

6.5.3 – Development programmes for support staff (at least three)

1.In the beginning of the academic year a training session and orientation to the supporting staff was conducted 2.Basics of computers, training conducted for the supporting staff every year. 3.Awareness programming for banking operations for the housing keeping staff
--

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Research programmes in Biotechnology and Microbiology introduced 2.MoUs to student support programmes increased 3.Financial support to faculty for presenting papers in UGC listed journals

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	IQAC meeting	19/07/2017	19/07/2017	19/07/2017	14
2018	IQAC meeting	12/02/2018	12/02/2018	12/02/2018	14
2017	SSR preparation	13/06/2017	13/06/2017	24/01/2018	40
2017	Academic audit	04/04/2018	04/04/2018	04/04/2018	100
2017	Participation in NIRF	08/03/2018	08/03/2018	15/03/2018	10
2017	FDP	08/08/2017	08/08/2017	08/08/2017	120
2017	International conference-ICRICS	20/09/2017	20/09/2017	21/09/2017	150
2017	Staff orientation	09/06/2017	09/06/2017	09/06/2017	170
2017	Short film festival-FRAMEZ 17	31/08/2017	31/08/2017	31/08/2017	200
2017	Commerciol7	15/09/2017	15/09/2017	15/09/2017	250

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Personal Hygiene for girl students	02/02/2018	02/02/2018	150	0
Cancer awareness	05/03/2018	05/03/2018	60	120

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Sewage Treatment Plant (STP) is available Recycled water used for organic garden maintenance Vermicomposting technology in Practice LED bulbs are used

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
-----------------	--------	-------------------------

Physical facilities	Yes	4
Ramp/Rails	Yes	50
Braille Software/facilities	Yes	2
Scribes for examination	Yes	4
Rest Rooms	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	22/11/2017	1	Awareness to protect the environment	1	400
2017	1	1	11/08/2017	30	Drug addictions rehabilitation	1	250
2017	1	1	20/07/2017	1	Anti ragging	1	500

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students, teachers and governing body	02/06/2017	<p>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.</p> <p>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</p>

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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2017	15/08/2017	400
129th Birth Anniversary of Srinivasa Ramanujam	02/01/2018	02/01/2018	100
Republic Day	26/01/2018	26/01/2018	400
Pongal Vizha	05/01/2018	05/01/2018	1500
International Womens Day	08/03/2018	08/03/2018	850
Teachers Day	05/09/2017	05/09/2017	1120
Muthamizh Peravai	27/09/2017	27/09/2017	400
World Cancer day	09/02/2018	09/02/2018	45
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The college takes necessary measures to promote consciousness, preservation and protection of the environment. The staff coordinators of Environment Club undertakes the following responsibilities :
 - Promotion of eco-friendly campus
 - Maintenance of green campus
 - Promotion of environmental consciousness through the conferences and awareness programmes.
 - Implementation of suggestions on management of natural resources, energy and waste
 - Maintains herbal garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1 Earn while you Learn
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. 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. 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. 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 certifies their 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 Best Practices 2 Go Green The college initiated a small but a firm step to protect and preserve the greenery of the campus and to enhance the green environment culture among the students. The students need to learn the importance of pollution free environment and to inculcate the importance of conserving the natural resources. The context The College initiates to maintain green campus after the cyclone which uprooted large number of trees. Hence every month saplings are planted to mark the birthday of the management and staff of the college. Also initiatives taken to develop herbal garden and organic garden. Fresh organic vegetables and greens are sold to the staff of the college for minimum cost. Keeping the notion of Zero Waste Campus the college created a Vermicompost Production Unit and Biogas in the campus. A certificate course was conducted for the staff on Vermicompost. The participants were taken on field visit to the Vermicompost Unit to learn about the preparation of pancha kavya, types of earth worms, processing of Vermicompost, collection and packing of manure etc. To inculcate the importance of conserving the natural resources for its sustainable utilization, the Enviro-club of the Department of Biotechnology celebrated "World Honey Bee Day". The students displayed handmade posters to emphasize the importance of Apiculture and honey bees. The theme for the celebration was "Climate is changing". The club regularly conducts many activities regarding Environment protection. Evidence of success In the short term more than 50 saplings planted in the campus. Vermicompost certificate courses organized to the students and staff. The production from the vermicompost sold to the staff and students. More than 30 varieties of herbal and medical plants maintained in the garden. Students show keen interest to know the medical values of the plants. Problems

Encountered and Resources Required This involves huge investments and maintenance.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://hcaschennai.edu.in/files/2/best%20practice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has a formally stated Quality Policy and committed to impart Quality education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values. It gives the students, the right exposure to pursue and achieve excellence in their studies. In order to fulfill this aim, there is a separate Counseling cell which offers the services to the students and the faculty. The College has a well-structured mentoring system, in which every faculty member mentors a group of students. As regards academic assistance, weaker students are encouraged to meet teachers concerned during free hours and to get their doubts cleared. In addition, special classes are held for slow learners. Besides advising on academic matters, the faculty also help the students who come to them help with their some personal problems.the cell adheres to the following guidelines: • To develop the overall character and personality of our students and mould them into good citizens of integrity and morality for nation building. • To provide appropriate guidance for students in their quest for higher knowledge. • To provide an atmosphere in which students can realize their fullest intellectual potential through discipline, spiritual values, and dedicated hard work. The cell also extends support for career guidance and placement. The students are counselled about the job opportunities based on their qualifications. .

Provide the weblink of the institution

<https://hcaschennai.edu.in/files/2/vision%20mission.pdf>

8.Future Plans of Actions for Next Academic Year

1.To conduct Faculty development programme to update the ICT methods of teaching and Skill development training programmes for students 2. Organize seminar/workshop at National and International level for life coping skills and to develop employability skills for the students 3. To Introduce M.Phil programme in Commerce 4.To conduct international conference on Multi disciplinary in Sciences/Media/Commerce and provide a platform for students and staff to bring out the innovative ideas 5.Promote Research Activities by extending the financial support to publish research articles in the UGC listed/ peer reviewed journals 6.To strengthen research activities and encourage staff and students to attend/participate in workshops/conferences and present papers