



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		Hindustan College of Arts & Science
• Name of the Head of the institution		Dr.S.Thirumagan
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04427474671
• Mobile no		9841066895
• Registered e-mail		hcaspadur@yahoo.co.in
• Alternate e-mail		iqachcas@gmail.com
• Address		Rajiv Gandhi Salai(OMR)
• City/Town		Padur, Kelambakkam
• State/UT		Tamil Nadu
• Pin Code		603103
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Rural

• Financial Status	Self-financing																								
• Name of the Affiliating University	University Of Madras																								
• Name of the IQAC Coordinator	Dr.K.Malarvizhi																								
• Phone No.	8124679670																								
• Alternate phone No.	04427474671																								
• Mobile	9841066895																								
• IQAC e-mail address	iqachcas@gmail.com																								
• Alternate Email address	hcaspadur@yahoo.co.in																								
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.hcaschennai.edu.in																								
4.Whether Academic Calendar prepared during the year?	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.hcaschennai.edu.in																								
5.Accreditation Details																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.62</td> <td>2013</td> <td>05/01/2013</td> <td>04/01/2018</td> </tr> <tr> <td>Cycle 2</td> <td>B++</td> <td>2.88</td> <td>2018</td> <td>16/08/2018</td> <td>15/08/2023</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.20</td> <td>2023</td> <td>28/03/2024</td> <td>27/03/2029</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.62	2013	05/01/2013	04/01/2018	Cycle 2	B++	2.88	2018	16/08/2018	15/08/2023	Cycle 3	A	3.20	2023	28/03/2024	27/03/2029	
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Cycle 2	B++	2.88	2018	16/08/2018	15/08/2023																				
Cycle 3	A	3.20	2023	28/03/2024	27/03/2029																				
6.Date of Establishment of IQAC	08/11/2011																								
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	Students project	TNSCST	2023-24	22,500
Department of Biotechnology	Conference	NIDM	2023-24	2,19,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	6		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> If yes, mention the amount 			

11. Significant contributions made by IQAC during the current year (maximum five bullets)			
1. Quality Assurance and Accreditation:: Ensures the quality of academic programs, research, and other activities. Facilitates accreditation processes, maintaining institutional credibility and encourages a culture of continuous improvement and feedbacks collected from the stakeholders, analyzed and appropriate actions taken to ensure the quality parameters of the system.			
2. Mentorship: Provides mentorship programs for students, promoting			

guidance and support. Coordinates students support activities for entrepreneurial and skill development programs.

3.Encourages Faculty members to publish their research articles in the UGC care list and Scopus hi-index journals. Encourages research activities, fostering innovation and knowledge creation. among students and staff

4.Community Engagement: Promotes community outreach and engagement, ensuring social responsibility and impact.

5.Faculty Development: Organizes training and development programs for faculty members.

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

Plan of Action	Achievements/Outcomes
To initiate start-ups among the students	Hemcare bionapkin incubated inside the campus. Students registered their business under UDYAM, MSME
To facilitate a Research Environment in the College, which encourages Faculty to undertake Research.	Extension of solar panel installation, fresh lawns, tree plantations on the special days
Green initiative- battery car, Sensor based energy conservation, solar energy installation	To enrich the ability of students to interact with outsiders in progressively transferring knowledge for the betterment of the society all the departments carried out community service to the nearby villages
To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues	To enrich the ability of students to interact with outsiders in progressively transferring knowledge for the betterment of the society all the departments carried out community service to the nearby villages
Expansion of infrastructure by construction of classrooms and laboratories for additional courses and additional sections of existing courses	Additional sections for B.Com General and B.Sc Viscom and additional class rooms and computer labs added during the year.

13. Whether the AQAR was placed before statutory body?	Yes
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
General Body Meeting	16/06/2023

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2024	20/03/2024

15.Multidisciplinary / interdisciplinary

The institution focuses on the best of education in the arts and sciences, developing young minds into all-around personalities and meeting the growing challenges of the industry and the social needs of a tech-oriented global community. The institution enables the students to adapt to the constantly evolving, time period-oriented environment by providing expertise based on an intensive programme. The task of the organization is to increase excellence in academics, and knowledge in multiple disciplines. The institution offers programmes and training to the students that are knowledge and skill-based to help them keep up with the rapidly changing, technologically driven workplace. The mission of the institution is to develop educational excellence each year and produce university ranks in various fields. To enable students to achieve a holistic and multidisciplinary education, the institution offers adaptable and innovative curriculum that include credit-based courses and projects in the areas of involvement in the community and service, environmental education, and value-based education. The college adheres to the curriculum designed by the University of Madras. The college offers various programs in Arts and Science and all the programmes are offered under CBCS(Choice Based Credit System). All the under graduate degree courses curriculum include Environmental Studies and Value Education. Also, Soft Skill which includes Computing Skills, Personality Enrichment and Professional English are offered. Non Major Elective(NME) subjects opted from interdisciplinary education can be selected for all the first years. Students in their final year are required to participate in community development activities in order to earn their credit points.

16.Academic bank of credits (ABC):

The College is affiliated to the University of Madras, the procedures of admission prescribed by the University are to be followed. University Management Information System (UMIS), a groundbreaking initiative spearheaded by the Tamil Nadu e-Governance Agency (TNeGA), serves as a centralized portal, seamlessly collecting and storing comprehensive student data from all educational institutions across Tamil Nadu. Developed in collaboration with the Directorate of Technical Education, the project ensures data accuracy by validating student information through interfaces like Aadhaar and EMIS. UMIS goes beyond mere data

storage, integrating with platforms such as TNSSP (Tamil Nadu State Scholarship Portal) to automate processes. This transformative system not only provides analytical capabilities but also empowers governments and administrators to make informed, data-driven decisions, marking a significant stride towards efficient education management in the region.

17.Skill development:

The process of skill development involves identifying the skill gap amongst the students and provides skill development courses. The programmes' objectives are to recognize their potential and provide them with the necessary infrastructure, opportunity, and assistance to enable them realize their goals. Employability skills are emphasized at the college. Add-on-courses in various subjects are provided to the students in order to match the industrial requirements. This covers the accounting software programme on Tally, Python, the production of Vermicompost, Sociamdia influencer and Communication Skills. Additionally, Personality Development Programmes and Entrepreneur Development Programmes are organized to help the students to be driven as future focused. Through a variety of seminars, workshops and career guidance programmes students can gain knowledge about current trends that will help them secure a better way of life. Regular orientations for competitive tests are held to inspire students for high profile jobs. Under graduate students are encouraged to enroll in club activities like NCC, NSS, YRC, RRC, CCC, Eco Club, Rotaract and Toast Master Club. These clubs enable them to involve in social activities and gain positive attitudes.

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

It is crucial in this situation to preserve our magnificent ancient heritage. The organization hosts oratorical contests and discussions on a range of subjects to raise awareness of the nation's culture. The college makes it easier for non-Tamil students enrolled in the undergraduate program to learn Tamil. In contrast, our state's pupils are taught Hindi so they can converse with people from other states. In addition to encouraging students to learn Tamil Nadu folk dances and traditional marshal arts, the college also includes students in teaching the art to the neighborhood residents. In addition to maintaining a herbal garden and medicinal plants maintained

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

Outcome Based Education is a system where all the parts and aspects

of education are focused on the outcomes of the course. This helps the Faculty students and stakeholders to understand the Outcome Based Education (OBE) system implemented at Hindustan College of Arts & Science. It serves as a valuable guideline for the faculty to develop an assessment plan in the process to measure the outcome of the students during their course of study and also after their graduation. Also, it outlines the process involved in developing a constructive curriculum development and content delivery or teaching plan. The programme and courses prescribed in the syllabus have specific programme and course outcomes. In curriculum design and development, the affiliating University lay greater emphasis on the course outcomes. The assessment for measuring Course Outcomes include Continuous Assessment Test I and II, Model examination, Seminar presentation and Assignments. PO, PSO and COs are displayed in the institution website for the students to understand the programme designed for them.

20.Distance education/online education:

Online education becomes a great source of education for the students to help them pursue careers as professionals, there are many internet sources through which the teachers and students get connected. Some of the social media platforms such as: Google meet, WhatsApp, Zoom, etc., are used for online education. These sources provide training in Soft skills and online certificate programmes. Through the YouTube channel - 'Hindustan Academics', students can access audio, video, and virtual training from their teachers. These are the methods of conveying the skills and knowledge to the students. By using these sources the teachers can connect to a large number of students at the same time. These sources make it easier for the teachers to teach a large number of students at a single period of time. Webinar series are conducted using experts from national and international level. Also, the college is the approved centre for Learning Support Center(LSC) for MBA distance education from the University of Madras

Extended Profile

1.Programme

1.1

23

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

File Description	Documents
Data Template	View File

2.Student

2.1 3599

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 579

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

File Description	Documents
Data Template	View File

2.3 1261

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 145

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 145

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	23
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3599
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	579
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File Description	Documents
Data Template	View File

3.Academic

3.1	145
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	145
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	96
Total number of Classrooms and Seminar halls	
4.2	581.82
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	420
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows Choice Based Credit System, which is framed by the affiliating University. The course outcomes and program outcomes are listed on the departmental WebPages. The teachers will prepare, lesson plan for all the subjects. The institution has developed structured and effective implementation of the curriculum. This outcome-based education is highly for the comprehensive development of the students. The institution also provides students with smart classrooms, language labs and computer labs. Webinars, Seminars, Conference and workshops are being conducted by each and every department. It has signed MoUs with various International Universities. Institution also provides add-on courses. Implementation of Curriculum Course outcomes along with program outcomes are made along with lesson plan by every department. The outcomes focus on student development, moral values and employability. The Course module is divided as theory, practical and internal assessment. Regular assessment of curriculum delivery monitored by IQAC. Practical curriculum are

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://youtu.be/BJu491hjqII?si=chClqok4Xd_ahb1A

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

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar. The Internal Assessment schedule is made by the Examination Cell based on the completion of the syllabus prescribed by the University. Internal exams are conducted in the month of September and October for odd semester, February and March for even semester which keeps the student on constant evaluation. Model examination is conducted before the final exams. Semester Internal marks comprises of Attendance, Assignment, Class-tests, Seminar, CAT and model marks. Lesson plan is prepared and met with the course objectives to deliver the portions effectively. The result analysis is done after the university results. The Inter-Department club activities are conducted adhering to the academic calendar. Effective training is being scheduled for all by the Placement Cell right from the First year onwards to enhance their employability skills. Value-added courses, add-on courses enrich the skillset of students. Social relevant activities, Cultural and sports events are organized as Activity based Learning events where students build their leadership and teamwork skills. The Institution, from the Admission to the Convocation, administers the Student progression in their further future prospects

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

We ensure that our curricular and co-curricular programs cover a variety of important issues related to gender, professional ethics, environment, and human values.

Professional Ethics

Students are taught and trained to incorporate professional ethics into their respective disciplines with the aid of the syllabi framed by the University of Madras.

Gender Equity

The College has Prevention of Sexual Harassment Cell and Grievance Redressal Cells to promote gender equity among students and also deal with the issues related to safety and security of women students and staff. Women students are given information about hygiene and health-related issues. Men students are taught about the dangers of consumption of drugs and other substances. Guest lectures are organized to sensitize students to the other genders and instill in them the values related to their personal and professional life. The college campus is secured with CCTV and

high level security.

Human Values

To inculcate human values, University of Madras has prescribed a course 'Value Education' included in the curriculum for all the UG programmes. This course helps the students learn about sympathy, empathy, altruism, mindfulness, and other aspects helps them live peacefully and cooperatively with others.

Environment and Sustainability

Environmental Studies course as prescribed by the University of Madras is conducted for all UG programs. The college has an organic and herbal garden. The College has an integrated rain water harvesting system along with Sewage Treatment Plant. The waste water is recycled and reused for gardening in the campus. The college aids extensive tree plantation program.

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

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

14

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

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

739

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://hcaschennai.edu.in/files/2/feed%20back-20223.pdfck-20223.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://hcaschennai.edu.in/files/2/Action%20Taken%20Report%2023-24-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1165

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

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

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

1123

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Hindustan College of Arts & Science understands the challenges faced by students from rural backgrounds and those who are the

first in their families to pursue higher education. To bridge this gap, the college has implemented a robust strategy that includes a foundational Bridge Course in English. This course creates a supportive environment where students can develop their English language skills and gain confidence. It acts as a bridge, helping them transition smoothly from their native language to the English medium of instruction used in college. The college recognizes that students have different learning styles and paces. Through entry-level tests, they identify individual strengths and weaknesses. Based on these assessments, students are placed in focused learning groups to ensure their needs are met. Those who need extra support receive personalized attention through remedial coaching and peer tutoring. For advanced learners, the college encourages independent learning through self-study courses and research opportunities. This allows them to further develop their abilities and explore their interests. To make learning engaging and effective, the college incorporates interactive activities like debates, role-playing, and group discussions. These activities not only make learning fun but also hone essential language skills like listening, speaking, reading, and writing. Beyond coursework, the college fosters a supportive learning environment. Students have access to mentors who provide guidance and resources, further enhancing their academic experience.

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

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

Number of Students	Number of Teachers
3599	145

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Hindustan College of Arts & Science is committed to providing a comprehensive and enriching educational experience that empowers students to reach their full potential. To achieve this goal, our college employs a variety of student-centric learning methods that foster critical thinking, problem-solving and practical skills.

Experiential learning approach provides students with hands-on opportunities to apply theoretical knowledge to real-world situations. Through internships, industry visits, and studio performances, students gain valuable practical experience and develop essential skills such as teamwork and leadership.

Participative learning engaging students in group projects, seminars, and community engagement activities the college encourages active learning and collaboration. These activities help students develop critical thinking, problem-solving, and communication skills, as well as a sense of social responsibility.

Problem-solving methodologies are also integrated into the curriculum to equip students with the tools they need to address complex challenges. Case studies, role-plays and peer counseling sessions provide students with opportunities to analyze real-world problems, develop creative solutions and support one another.

On the whole, the ultimate aim is to create a dynamic and stimulating learning environment that prepares students for success in the 21st century. The college's commitment to student-centric education ensures that students are not only academically prepared but also well-rounded individuals with the skills and confidence to thrive in a rapidly changing world.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Hindustan College is committed to developing the ICT skills of students to enable them to participate in a rapidly changing world. Through their engagement with technology, students leave with a complement of marketable technical, personal and interpersonal skills that see them well placed in the workforce.

SMART classrooms have interactive boards. The students and staff use the available technology for curricular and co-curricular activities such as seminars, assignments etc. The faculties use Zoom, Web-Ex meeting, Google Meet to teach and train their students. Students' attendance, internal assessment and end-term assessment marks are regularly uploaded by the faculty. The students can provide online feedback through Google forms on the curriculum and teaching-learning environment for courses each semester. The laboratories in the college supplement the knowledge acquired in traditional classrooms. LCD projectors are used for screening educational movies, documentaries and for preparing power point presentations. Modules on important topics are prepared and recorded in the Institutional Media Centre to be accessed online by students. The library provides access to computers. Subscriptions to online journals are made on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

143

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

2.4 - Teacher Profile and Quality

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

145

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

41

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

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

2.4.3.1 - Total experience of full-time teachers

145

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The internal assessment is carried out for the entire semester and the university guidelines are strictly followed for awarding marks. The internal assessment method comprises of two Continuous Assessment Tests (CAT) and one model examination. Out of three, the best of two tests is computed along with the assignments, seminars and attendance percentage of the students. At the end of the CAT and model examinations, students receive their internal test marks and their corrected answer scripts. In case of any discrepancies, students rectify it with the course coordinators. The academic calendar contains the dates for the internal exams. Within in a month of the college reopening, CAT-I is administered. Followed by 30 working days, CAT-II is conducted. Subsequently, after eighty working days, a model examination is conducted. 25% of marks is awarded for theory paper and the practical at 40%, which comprises the series of tests, attendance and records. The course coordinators provide the split-up marks depending on the students' performance. To maintain the student's regularity, 5 marks are awarded for those who achieve 91-100% .4 for 76-90%, 3 for 60-75%. Students who achieve less than 60% receive no marks. The department maintains the record of students. Transparency and uniformity is maintained throughout the process.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/Calendar%202023.pdf

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

The College has established a comprehensive system to address student concerns regarding examinations. For internal assessments, students are provided with their graded work to facilitate self-evaluation and understanding of the evaluation criteria. Any discrepancies or questions can be initially addressed with the course instructor or department. If the issue persists, students can escalate their complaint to higher authorities within the department or college administration. The department maintains a record of complaints, enabling tracking and ensuring timely resolution. For external university examinations, students who are dissatisfied with their results can apply for reevaluation. The university grievance cell oversees these appeals and adheres to strict timelines. The reevaluation process involves a detailed scrutiny of the answer scripts by a panel of experts. If the

reevaluation results in a change in the marks, the revised marks are communicated to the student. While the college's complaint handling process is generally effective, there are areas where improvements can be made. Proactive measures like regular student feedback sessions and surveys can help identify potential issues and areas of concern before they escalate into formal complaints. Transparency in the reevaluation process can increase student confidence. Providing more detailed information about the criteria used and the potential outcomes of reevaluation can help alleviate student anxiety and promote trust in the system.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

The institution provides all relevant academic information to the students through the college website. The objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) and are framed by the department offering the concerned program after rigorous consultation with all stakeholders. PO, PSO and CO are included in lesson plans, course files, alumni survey etc. The syllabus of each programme is available on the webpage of said programme.

The introductory interaction between students and faculty centers around PO, PSO and CO of the program, so that the significance of outcome based attainment is emphasized. In all the interactions with the students, awareness on POs, PSOs and COs are consciously promoted. Decision making skills, interpersonal skills, and domain skills are improved through various courses offered. Critical thinking enables students to identify problems and come up with suitable courses of action.

Display and Communication :POs, PSOs and COs are displayed in websites.

The updated syllabi with the respective PSOs and COs are also made readily available on the webpage of the respective School and

programme. Hard copy of the syllabus is made available in the respective departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/outcome-based-education
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Attainment of Program Outcomes and Program Specific Outcomes. The following are the Assessment Tools:

Several tools are described for assessing course outcomes. The program outcomes are based on the course outcomes. Thus, the tools remain the same for assessing the program outcomes. In addition, the tools broadly are:

- End of course surveys (semester)
- Student exit surveys
- Alumni surveys
- yearly Staff surveys - yearly

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

2.6.3 - Pass percentage of Students during the year

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

966

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.56

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.tanscst.tn.gov.in/

3.2 - Innovation Ecosystem

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

The College has Innovation Council and it has been established to systematically foster the culture of Innovation amongst the students. Interactions with entrepreneurs, professionals and a mentor pool for student innovators have been organized. The centre facilitated four starts-up companies and the companies have been registered under MSME- Udyam. The main products of the start-ups are Herbal Band-Aid, Spirulina, Natural dyes and Vermi-compost.

Entrepreneurship Development Cell was established in the year 2021 and registered under EDII- University of Madras. Several awareness programs organized and provided platform for the budding entrepreneurs to learn about entrepreneurship.

All the faculty members and final year post graduate students were given appropriate training on IPR programs. Experts and patent attorneys were invited to give them hands on training. Few programs were supported by TNSCST.

Centre for Research & Development (CRD) was initiated in September, 2021 to engage faculty, scholars & students to involve in cutting edge research to excel innovations, collaborations and pioneering works.

The college has an organic garden and the herbal garden to conserve the environment and natural resources, re-establishing ecological balance, encouraging sustainable agriculture, improving soil fertility, conserving flora and fauna, increasing genetic diversity, and educate students in identifying different types of herbs and their medicinal uses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hcaschennai.edu.in/edc

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

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

16

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

42

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

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities are a vital component of a holistic education that transcends the classroom. These initiatives engage students in real-world issues and empower them to contribute positively to

their communities.

1. Social Issues:

- **Environmental Awareness:** Organizing clean-up drives, tree plantation campaigns, and workshops on sustainable living.
- **Health and Hygiene:** Conducting health check-ups, promoting hygiene practices, and organizing awareness campaigns on diseases.
- **Education:** Tutoring underprivileged students, organizing literacy programs, and promoting the importance of education.
- **Gender Equality:** Conducting workshops on gender sensitivity, organizing women empowerment programs, and addressing issues like domestic violence.

2. Holistic Development:

- **Skill Development:** Organizing workshops on various skills like communication, leadership, and teamwork.
- **Character Building:** Promoting values like honesty, integrity, and compassion through activities and discussions.
- **Physical Fitness:** Organizing sports events, yoga sessions, and fitness challenges.
- **Cultural Exchange:** Organizing cultural festivals, dance performances, and music concerts.

Impact and Benefits

- **Enhanced Social Consciousness:** Students develop a deeper understanding of societal issues and their role in addressing them..
- **Leadership Development:** Taking initiative and organizing activities empowers students to become leaders.
- **Personal Growth:** Experiencing real-world challenges and finding solutions promotes self-confidence and resilience.
- **Community Impact:** Positive contributions to the community create a lasting legacy and strengthen the bond between the institution and the community.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/nss
Upload any additional information	No File Uploaded

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

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

4

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

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

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

5

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

12

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

3.5 - Collaboration

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

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

09

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

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

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

23

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for the teaching-learning process. The college encompasses well-furnished, well-ventilated, spacious facilities with more than 80 classrooms for the conduct of theoretical classes. The Departments of Microbiology and Biotechnology have ten laboratories. Few important ones are namely Virology, Immunology, Molecular Biology, Mycology and Biochemistry. The Psychology lab provides hands on training for the students. There are five computer labs and one language lab with LAN and LCD projectors facilities. The Department of Media having multimedia lab, audio lab, edit suite, video recording facilities. The institution has ICT facilities such as Wi- Fi, LCD projectors, smart boards, LAN, and audio/video recording options are available in the campus. Laboratories have sufficient licensed software and open-source tools to cater to the requirements of curriculum & industry-enabled teaching. The entire campus is Wi-Fi enabled with 24/7 internet facilities for the students and staff.

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

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

The college has adequate facilities for sports, games, and cultural activities. The total area of sports and games fields is 9916.56sq.m. The institution has provision for multiple sports and games, such as Chess boards, Carrom boards, athletic events, volleyball, football, basketball, throw-ball, kabaddi, cricket, and kho-kho (boys and girls) respectively.

The college possesses a high-tech campus with a built-up area of 1,45,240 sq. m. on 11.90 acres. Three buildings make up the institution's structure: The Main Block, The K.C.G. Knowledge Centre, and The Elizabeth Block. The college has an Open Air Theater with 120 seating capacity, an AC auditorium, Newton hall with 200 seating capacity and a Seminar hall with 70 seating capacity for conducting various symposia, seminars, and academic programs. Additional facilities include hostel, canteens, seminar, and conference hall. Other utilities are pure RO drinking water, restrooms, and power generators. Physical infrastructure encompasses computer labs, chemical laboratories, libraries, Biogas plant, waste management plants, solid waste recycling facilities, and agricultural farms. The campus is secured with CCTV cameras for the safety of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

98

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

986.63

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

4.2 - Library as a Learning Resource

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

The college library has subscription to e-resources from National Digital Library India, INFLIBNET- N- LIST, and DELNET. It is an institutional member of the British Council Library and the American Consulate Library. It has an e- resources centre for staff and students. The Library has a separate browsing section with 14 computers for staff and students can access the internet and e-book resources.

Library automation software

The library is equipped with an automated computer system. List entries to newspapers, magazines, journals, and books are automated, facilitating the ease of access to favorite items. The Library's automated software helps readers keep track of what they've read, what they're reading, and what's new in the world of books.

Scanning

Barcode scanning is used at the Library so that books and journals can be easily identified and tracked. . The user ID of the book contains the library reference number of staff and students.

Other facilities

.The library provides other services like a printing facility, a reprographic facility, wificonnectivity, and an e-learning center. There is a fixed graph board and notice board that are used to display information. New arrivals, journals, and newspapers are displayed on an exclusive rack to keep the readers up to date.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hcaschennai.edu.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

3.54

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

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

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

972

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- The College regularly updates the internet connection every year and as of now, the available internet bandwidth is 50 MBPS provided by Spectra. A second line by Tata is provided with bandwidth of 50 MBPS.
- The College has a overall total of 420 Desktop computers for students & staff.
- The College has overall 3 Smart classrooms, provided with all required equipments.
- E-resource centre is equipped with 14 Systems .
- The Sophos XG 230 Firewall has been deployed for handling enhanced load on Network and Applications catering to academic and Administrative processes,
- Kaspersky Endpoint Security has been installed and servers Renewed for 200 systems for 3years.
- The College has provided 36Nos Sophos Access point in and around campus 24/7 internet service for staff to stay connected.
- The College has networking switch provided by CISCO & DLINK of speed 1000 MBPS. Over 500+ LAN points are augmented
- 70 nos of CCTV cameras in an around the campus.
- Implemented Hyper-V virtualization solution
- Implemented Biometric Systems for Staff attendanceAMC: (Annual Maintenance Contract) have been renewed regularly for IT equipments & UPS.The College is automating all its departments like Accounts, Administration, Library, Admission, Hostel, Transport, Online payment, Record room etc. via Docbible a Customised package from B2E Technologies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/4.3.1-Q1M.pdf

4.3.2 - Number of Computers

420

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

579.66

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

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

The College has a well-defined policy and system to maintain and utilize all of its physical, academic and support facilities. Classrooms: Seminars, workshops are conducted in special classrooms which are equipped with audio visual aids to supplement the teaching-learning process. Every academic block is provided with power backup using generator and with RO water supply maintained on daily basis by campus in-charge.

Computers

All staff rooms and computer laboratory are equipped with systems and essential software which are maintained by lab technicians and system administrator. ERP software is used for maintaining faculty and student attendance details. Laboratory: Each Lab in-charge is responsible to maintain account and upgrade the laboratory based on the syllabus under the supervision of head of the department. Fire extinguishers are installed and maintained in all laboratories.

Library: Librarian with supporting staff appointed to maintain the books. The students & staff are facilitated to use e-resources in the library. To ensure return of books, "no dues" from the library is mandatory for students before appearing in exam. Sports: Department organizes various indoor and outdoor sports competitions for four houses of students namely Phoenix, Orion, Pegasus & Hercules at intra and inter-collegiate level during sports day every year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hcaschennai.edu.in/infra

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

217

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1190

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1270

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

800

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

100

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

104

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

57

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

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

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

and extracurricular activities. The leadership qualities of the students are trained, tested and evaluated under supervision. Students' council consists of 20 members, representing the mass of the students in the college. They are elected in a democratic way and are assigned with various responsibilities. Their important role is to serve as a bridge of communication between students and the institution. To ensure participation of all the students in various activities organized by the college, the students are divided in four major houses. These houses are led by the students' representatives such as captain and vice captains. Rotaract club brings students together to exchange ideas with the community members and guides in the development of the leadership and professional skills. The NCC and NSS play a vital role in the development of social skills amongst the students. These units also have active student representatives with high spirit and passion towards selfless services. The students' representatives play a vital role in the well ordered distribution of information and organization of events in an effortless way.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

71

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The College boasts a registered Alumni Association, dedicated to fostering strong bonds between the institution and its graduates. The Association is governed by a charter and led by a team of dedicated office bearers who oversee its activities. The primary mission of the Alumni Association is to cultivate mutually beneficial relationships between the Institute and its alumni. To this end, the Association organizes and coordinates various events, including the grand REHASH - A Mega Alumni Meet, where alumni can reconnect, express gratitude to their alma mater, and share their experiences and ideas. These periodical meetings provide a platform for knowledge exchange and networking. The College's alumni are a diverse group of accomplished individuals, many of whom have made significant contributions to society as social workers, renowned actors, and national figures. They actively support the institution's growth and development by contributing funds and sharing their expertise. Furthermore, the Alumni Association plays a vital role in bridging the gap between academia and industry. Departments regularly engage with alumni to gain insights into industry trends and employment opportunities. The Association also assists in placement services for current students and provides valuable entrepreneurial guidance to aspiring entrepreneurs. The College frequently invites alumni from various disciplines to participate in seminars and conferences, sharing their knowledge and experience with the next generation of students.

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

5.4.2 - Alumni contribution during the year A. ? 5Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission

To develop an institution of excellence in education, training and research at both undergraduate and post-graduate levels in Arts and Science. Academic Excellence: . As an institution, we seek to impart to our students, the highest standards of knowledge, inquiry, academic freedom and integrity, as well as an expanded sense of the potentiality of the individual.

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

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

By embedding these strategies into the governance structure, the institution ensures that its leadership and policies are consistently aligned with its vision and mission. and fulfill its commitment to preparing students for future success, helping them realize their full potential both academically and personally. The ultimate goal is to create an environment where students are empowered to achieve their God-given potential and contribute meaningfully to society.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.1.1%20-%20FRONT%20PAGE.pdf
Upload any additional information	View File

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

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

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.2.1%20FRONT%20PAGE.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed.

Academics: Providing various value-added courses to students each semester To maintain continuous good academic performance, motivating students by periodic interactions with distinguished guests.

Co-curricular Activities: Physical development activities including games, sports and athletics are to be conducted periodically. Regularly conducting physical development activities such as games, sports, and athletics to ensure the well-being of students, promoting physical fitness, and fostering teamwork. Also

cultural activities organised and competition conducted intra-inter collegiate.

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

Research: Patents Filed recently:Encouraged publication of research articles in scopus and UGC care listed journals.

Entrepreneurship Development Cell This cell with incubation centre provides a platform for enhancing student's skills and give them opportunities to evaluate their ideas into a successful venture.

Industrial interface & placement activity:Strengthening connections with industries and organizing placement activities that bridge the gap between academia and the professional world. Through internships, industry visits, and career development programs, students gain hands-on experience and valuable industry exposure. These efforts ensure that students are well-prepared for the workforce, equipped with the skills and knowledge to excel in their chosen careers.Job fair arranged.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional bodies operate effectively and efficiently, by the clear policies, administrative structure, appointment and service rules, and established procedures.The HR policy provides essential information to all employees, ensuring that the organization's goals are achieved.The policy serves two main purposes: first, it informs employees about the rules, regulations, policies, and procedures;and alsoit equips the authoritieswith the necessary guidelines to enforce these policies effectively. This college is affiliated with the University of Madras, and offers UG, PG, M.Phil, and Ph.D. programs.

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

Academic Body:Principal: The Principal is the Head of the institution and has the power of administration and control for the betterment of the institution.The principal is supported by Vice Principal(Academics & Research),Deans and heads of the department.

Functional Committees:The activities of the college coordinated by the various committees and students representatives.

Statutory Bodies : Internal Compliance Cell, Grievance Redressal Cell, Anti-Raging committee ensures peaceful learning environment

These bodies ensure that academic processes are transparent, aligned with institutional goals, and compliant with regulatory standards.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Recognition and Rewards The teaching and non-teaching staff are honoured with Awards for their remarkable service. Awards of excellence for teaching, research and extension is given to the deserving members of staff every year. Annual orientation, workshops for teaching and non teaching staff at the beginning of every academic year .

Training Programmes: Training programmes for the newly recruited staff on ISO filing and NAAC documentation. Computing knowledge for non-teaching staff, and waste management, operating fire extinguisher training for housekeeping staff

Other welfare measures for teaching and non teaching

Insurance, PF, ESI Group insurance covering accidents and unexpected demise. Provident fund and ESI available Support medical expenses Facilities RO purified drinking water facilities in the campus Emergency first aid for the staff are provided in Campus clinic The college provided transportation for the staff members in subsidized fees. Wifi campus

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

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.3.1%20FRONT%20PAGE.pdf
Upload any additional information	No File Uploaded

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

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

52

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

875

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

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

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

20

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

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

At the completion of each Academic year, all the teaching staff members are required to submit their self-evaluation forms. The information on the form includes published articles and books, webinars, FDP programmes, conferences, and outcomes in the disciplines covered.

At the end of each semester, the staff members' teaching is evaluated based on student feedback as part of the staff appraisal system, which assesses and evaluates their performance. This feedback is carefully investigated, and a report is sent to management with recommendations for how to deal with the defaulting faculty. Periodical analysis and updates are done in it. When evaluating the effectiveness of a staff member's instruction, staff appraisals place a high value on student comments. The selfevaluation form will be gathered at the end of the academic year, and the head, dean, and principal will comment on it for future professional development.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college typically conduct both internal and external financial audits to ensure financial transparency, accountability, and compliance with regulations.

1. Internal Financial Audits:

Internal audits are conducted by the institution's own finance or internal auditor, assess financial practices and ensure adherence to institutional policies and procedures on daily basis. The purchase officer approves the invoices of purchases and payment bills and these bills audited by the internal auditor on a regular basis.

2. External Financial Audits:

External audits are conducted by independent auditors from professional audit firm to provide an objective evaluation of the institution's financial statements. These audits generally include:

Annual Financial Audit: A comprehensive review of the institution's financial statements to ensure accuracy, fairness, and compliance with accounting standards

Statutory Audit: Required by law, this audit ensures that the institution meets all statutory obligations related to financial reporting and taxation.

Tax Audit: Focuses on ensuring compliance with tax laws, verifying income tax returns, and examining claims, deductions, and exemptions.

Regular internal and external audits play a crucial role in

ensuring the financial integrity of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college generates its own revenue through student fees and other income-generating activities rather. To ensure sustainability and focus on efficient resource utilization, strategic fund mobilization, and infrastructure development the college allocate adequate funds every year.

The college strategically allocates funds to key areas, such as academic programs, infrastructure, and faculty development, while minimizing unnecessary expenditures. Key Strategies for Optimal Resource Utilization of college resources includes the following

- Resource optimization by utilizing shared facilities among the departments, implementing energy-efficient technologies,
- Maximizing the use of digital tools like ERP to reduce the cost, paperless work, effective administrative functions etc.
- Through strategic planning and budgeting, pririority is focused on core areas and funds allocated accordingly

- Continuous professional development initiatives to teaching and non teaching staff, enhance their skills and productivity.
- Focus on research areas that align with institutional goals and societal needs.
- Explore additional revenue sources, such as collaboration other institutions for funds, sponsorships to conduct research and academic programmes
- The college coordinates Learning support centre

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has ensured an integrated practice of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches.

- Regular guest lectures on Emerging trends in Teaching, learning and research promotes professional development for faculty.
- The IQAC works towards improving and maintaining the quality of education, identifying and suggesting innovative ways of using teaching aids ICT methods
- End of each semester feedback on curriculum from faculty, stakeholders, students collected.
- Academic inspections are carried out periodically to assess the quality in accordance with the strategic plan on key areas. The following are the significant contributions for the quality assurance
- Job oriented training programmes, internship and projects for UG and PG students are initiated through industrial collaborations.
- Regular programmes for capacity building programmes and orientation for competitive exams.
- Regular conduction of Orientation and Faculty development programs
- Research and development programmes is initiated to engage faculty, scholars and students to involve in cutting edge

research and to achieve high levels of excellence

- MoUs with reputed national and international institutions and interaction industry and other academic institutions
- Academic audits are organised and followup actions are initiated based on the audit reports

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. **Periodic Reviews:** The IQAC conducts regular assessments of teaching and learning methodologies to evaluate their effectiveness. This may involve surveys, feedback from students and faculty, and analysis of academic performance.
2. **Facilitating Training and Development:** The IQAC organizes workshops, seminars, and conferences for faculty to update their teaching methodologies and pedagogical approaches
3. **Policy Implementation:** The IQAC assists in formulating and implementing policies aimed at enhancing educational quality and compliance with national accreditation norms.
4. **Documentation and Reporting:** Regular documentation of processes of the activities, outcomes, and best practices adopted by the college. The establishment of an IQAC is a strategic move that reflects a commitment to quality assurance and continuous improvement in higher education institutions. The college encourages research initiatives and collaborative projects fosters a culture of innovation and inquiry, resulting in better learning opportunities. Through the implementation of best practices and innovative teaching methodologies, academic standards rise, positively influencing student learning experiences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has established a Prevention of Sexual Harassment Cell and Grievance Redressal Cells to foster gender equality among students and address concerns related to the safety and well-being of female students and staff. Female students receive guidance on hygiene and health matters, while male students are educated about the risks associated with drug and substance abuse. To promote awareness and respect for all genders, guest lectures are held to instill values essential for both personal and professional life. The campus is secured with CCTV surveillance and stringent security measures. Separate in-campus hostels for boys and girls ensure a safe environment for all students. Additionally, webinars

and workshops are organized to offer counseling and educate students about legal provisions and human rights.

File Description	Documents
Annual gender sensitization action plan	https://hcaschennai.edu.in/files/2/7.1.1-G-E-2024.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.1-B-2023.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution is equipped with facilities for the management of various types of waste, ensuring environmental protection and compliance with regulations.

1. Solid Waste Management: The institution has segregated waste bins (biodegradable, recyclable, and non-recyclable) placed across its premises. A designated waste collection area is maintained for proper sorting, followed by disposal or transfer to recycling units.

2. Liquid Waste Management: The institution employs a waste water treatment plant (WWTP) to treat liquid waste, ensuring safe disposal of contaminants.

3. **Biomedical Waste Management:** The biomedical waste from science labs are segregated into color-coded containers (yellow, red, and blue) based on type. Special incinerators are used for the disposal of hazardous medical waste, ensuring safety and regulatory compliance.

4. **E-waste Management:** The institution has an e-waste disposal facility where electronic items like computers, printers, and batteries are dismantled and disposed off in an environmentally friendly manner.

5. **Waste Recycling System:** A comprehensive recycling system is in place, where materials like paper, plastics, glass, and metals are collected, sorted, and disposed to specialized recycling agents.

6. **Hazardous Chemicals & Radioactive Waste Management:** These areas are equipped with proper ventilation, to ensure safety and prevent contamination.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. Restricted entry of automobiles

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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

The institution is dedicated to creating an inclusive environment that values diversity and promotes tolerance and harmony across cultural, regional, linguistic, communal, socioeconomic, and other differences. Several initiatives have been put in place to ensure that every member of the community feels respected, valued, and supported.

1. **Celebrating Cultural Diversity:** The institution hosts events and celebrations that highlight various cultural, regional, and religious traditions, like Christmas, Pongal, onam encouraging students and staff to share and appreciate each other's heritage, fostering mutual respect and understanding.
2. **Language Inclusivity:** To support linguistic diversity, the institution celebrates mother tongue day and conducts seminars to promote languages like French, Tamil, and Hindi.
3. **Diversity Awareness Programs:** Regular workshops and seminars are conducted to raise awareness about social inclusion, gender equality, religious tolerance, and other diversity-related issues, promoting a more empathetic and respectful community.
4. **Financial Support for All:** The institution offers scholarships, concessions, financial aid, and earn while you learn opportunities to students from economically disadvantaged backgrounds, ensuring equal access to education for all.
5. **Anti-Discrimination Policies:** The institution enforces

strict policies that prohibit discrimination of any kind, ensuring a safe, welcoming, and respectful environment for everyone, regardless of their background.

These initiatives collectively foster an environment of unity in diversity, emphasizing tolerance, respect, and harmony among all members of the institution.

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

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

The institution works to raise awareness among students and employees about their constitutional rights, duties, and responsibilities through various activities and programs.

1. **Awareness:** Regular awareness programs are held to teach students and staff about fundamental rights. Pledge will be taken to remind their responsibilities to the society, Events like voters awareness campaign, conducted before the state legislature elections. These sessions also focus on the importance of respecting the rule of law and contributing to society.
2. **Ethics and Civic Responsibility:** The institution includes discussions on key values like justice, equality, and liberty in its programs, encouraging everyone to apply these values in their daily lives. Programs such as womens day, freshers day, conducted to share the values and responsibilities.
3. **Guest Lectures and Seminars:** Legal experts like lawyers, Police department, IAS officers, Ex-service men and social activists are invited to give talks on the Constitution during Republic day, Independence day helping the participants understand their rights and responsibilities as citizens.
4. **Practical Activities in the classrooms:** Students are encouraged to take part in debates, and role-playing, which help them learn how rights and duties work in real life.

Through these efforts, the institution ensures that everyone understands their rights and responsibilities and is encouraged to actively participate in democratic life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hcaschennai.edu.in/files/2/7.1.9-2024.pdf
Any other relevant information	Nil

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

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

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

The institution consistently observes and organizes both national and international commemorative days, events, and festivals to promote cultural awareness, unity, and global understanding. These occasions provide a platform for students and staff to engage with diverse traditions, fostering an inclusive and harmonious

community.

1. **National Commemorative Days:** The institution observes significant national events, including Independence Day, Republic Day, Gandhi Jayanti, and Constitution Day. These events are marked with flag hoisting ceremonies, cultural programs, and discussions that highlight the nation's history, values, and achievements.
2. **International Days:** The institution also commemorates globally recognized observances such as International Women's Day, Earth Day, and Human Rights Day. These occasions feature lectures, seminars, and exhibitions aimed at raising awareness about global issues and encouraging reflection on individual contributions to addressing them.
3. **Cultural Festivals:** Various cultural and religious festivals, including Ethnic day, Pongal, Christmas, and Onam, are celebrated with respect and enthusiasm. The celebrations encompass music, dance, food, and artistic displays, fostering cross-cultural understanding and appreciation among students and staff.

Through these initiatives, the institution cultivates an environment of inclusivity and respect, where individuals from diverse backgrounds can come together, share their traditions, and contribute to the values of unity and global citizenship.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I

Green campus

The institution aims at promoting environmental sustainability and

implement green initiatives

1. Replace older appliances with newer, energy -efficient models
2. Collection of rainwater for non-potable uses
3. Landscaping with planting trees after the fall of trees in cyclones
4. Recycling programs like encouraging composting of food scraps and yard wastages
5. Collaborate with local communities on environmental projects and initiatives.

By implementing these green initiatives, the college aims not only reduces the environmental impact but also educate and inspire future generations of environmental stewards

Best practice II

Service to community

The college focus on fostering community service initiatives through the following activities

1. Collaborate with local communities on the pressing needs such as healthcare access, poverty
2. Organize volunteer fairs called knowledge hunt and connect with local schools and educate the school students about the scope for their higher education
3. Pair students with old age homes, orphanages for extending their support for elder care and tutoring, career guidance
4. Encourage faculty to incorporate service learning to address the schools in the neighborhood community

By engaging in these initiatives not only have positive impact on the communities but also enhance the educational experience for students, promote civiv engagement and fulfill their social responsibility

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

7.3 - Institutional Distinctiveness

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

The institution has placed a strong emphasis on entrepreneurial development, positioning it as a key area of focus and priority. Recognizing the importance of fostering innovation, self-reliance, and business acumen, the institution has implemented several initiatives to nurture entrepreneurial skills among students.

1. **Entrepreneurship Development Cell (EDC):** The institution has established an active Entrepreneurship Development Cell that organizes workshops, training sessions, and seminars, bringing industry experts and successful entrepreneurs to engage with students. These events provide practical insights into starting and managing businesses, as well as navigating challenges in the entrepreneurial ecosystem. The institution has set up a dedicated center that provides support to budding entrepreneurs. This includes mentoring, seed funding, networking opportunities, and access to necessary resources like office space and technology. The center also facilitates to help students scale their ventures.

2. **Curriculum Integration:** Add on courses conducted to equip the students to explore the recent trends

Through these efforts, the institution is effectively fostering an entrepreneurial mindset, encouraging students to think creatively, take risks, and contribute to the economy by launching innovative businesses.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows Choice Based Credit System, which is framed by the affiliating University. The course outcomes and program outcomes are listed on the departmental WebPages. The teachers will prepare, lesson plan for all the subjects. The institution has developed structured and effective implementation of the curriculum. This outcome-based education is highly for the comprehensive development of the students. The institution also provides students with smart classrooms, language labs and computer labs. Webinars, Seminars, Conference and workshops are being conducted by each and every department. It has signed MoUs with various International Universities. Institution also provides add-on courses. Implementation of Curriculum Course outcomes along with program outcomes are made along with lesson plan by every department. The outcomes focus on student development, moral values and employability. The Course module is divided as theory, practical and internal assessment. Regular assessment of curriculum delivery monitored by IQAC. Practical curriculum are delivered through lab manual. The Institution along with academics provides club activities and skill development of students. Art, oratory, Theatre, fine arts clubs are initiated by the college. College maintains a yearly Magazine and Campus Blaze which serves as an effective platform for the students in publishing their articles, poetry and art.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://youtu.be/BJu491hjqII?si=chClqok4Xd_ahb1A

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

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar. The Internal Assessment schedule is made by the

Examination Cell based on the completion of the syllabus prescribed by the University. Internal exams are conducted in the month of September and October for odd semester, February and March for even semester which keeps the student on constant evaluation. Model examination is conducted before the final exams. Semester Internal marks comprises of Attendance, Assignment, Class-tests, Seminar, CAT and model marks. Lesson plan is prepared and met with the course objectives to deliver the portions effectively. The result analysis is done after the university results. The Inter-Department club activities are conducted adhering to the academic calendar. Effective training is being scheduled for all by the Placement Cell right from the First year onwards to enhance their employability skills. Value-added courses, add-on courses enrich the skillset of students. Social relevant activities, Cultural and sports events are organized as Activity based Learning events where students build their leadership and teamwork skills. The Institution, from the Admission to the Convocation, administers the Student progression in their further future prospects

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2267

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

We ensure that our curricular and co-curricular programs cover a variety of important issues related to gender, professional ethics, environment, and human values.

Professional Ethics

Students are taught and trained to incorporate professional ethics into their respective disciplines with the aid of the syllabi framed by the University of Madras.

Gender Equity

The College has Prevention of Sexual Harassment Cell and Grievance Redressal Cells to promote gender equity among students and also deal with the issues related to safety and security of women students and staff. Women students are given information about hygiene and health-related issues. Men students are taught about the dangers of consumption of drugs and other substances. Guest lectures are organized to sensitize students to the other genders and instill in them the values related to their personal and professional life. The college campus is secured with CCTV and high level security.

Human Values

To inculcate human values, University of Madras has prescribed a course 'Value Education' included in the curriculum for all the UG programmes. This course helps the students learn about sympathy, empathy, altruism, mindfulness, and other aspects helps them live peacefully and cooperatively with others.

Environment and Sustainability

Environmental Studies course as prescribed by the University of

Madras is conducted for all UG programs. The college has an organic and herbal garden. The College has an integrated rain water harvesting system along with Sewage Treatment Plant. The waste water is recycled and reused for gardening in the campus. The college aids extensive tree plantation program.

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

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

14

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

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

739

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://hcaschennai.edu.in/files/2/feed%20back-20223.pdfck-20223.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://hcaschennai.edu.in/files/2/Action%20Taken%20Report%2023-24-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1165

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

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

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

1123

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Hindustan College of Arts & Science understands the challenges faced by students from rural backgrounds and those who are the first in their families to pursue higher education. To bridge this gap, the college has implemented a robust strategy that includes a foundational Bridge Course in English. This course creates a supportive environment where students can develop their English language skills and gain confidence. It acts as a bridge, helping them transition smoothly from their native language to the English medium of instruction used in college. The college recognizes that students have different learning styles and paces. Through entry-level tests, they identify individual strengths and weaknesses. Based on these assessments, students are placed in focused learning groups to ensure their needs are met. Those who need extra support receive personalized attention through remedial coaching and peer tutoring. For advanced learners, the college encourages independent learning through self-study courses and research opportunities. This allows them to further develop their abilities and explore their interests. To make learning engaging and effective, the college incorporates interactive

activities like debates, role-playing, and group discussions. These activities not only make learning fun but also hone essential language skills like listening, speaking, reading, and writing. Beyond coursework, the college fosters a supportive learning environment. Students have access to mentors who provide guidance and resources, further enhancing their academic experience.

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

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

Number of Students	Number of Teachers
3599	145

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Hindustan College of Arts & Science is committed to providing a comprehensive and enriching educational experience that empowers students to reach their full potential. To achieve this goal, our college employs a variety of student-centric learning methods that foster critical thinking, problem-solving and practical skills.

Experiential learning approach provides students with hands-on opportunities to apply theoretical knowledge to real-world situations. Through internships, industry visits, and studio performances, students gain valuable practical experience and develop essential skills such as teamwork and leadership.

Participative learning engaging students in group projects, seminars, and community engagement activities the college encourages active learning and collaboration. These activities

help students develop critical thinking, problem-solving, and communication skills, as well as a sense of social responsibility.

Problem-solving methodologies are also integrated into the curriculum to equip students with the tools they need to address complex challenges. Case studies, role-plays and peer counseling sessions provide students with opportunities to analyze real-world problems, develop creative solutions and support one another.

On the whole, the ultimate aim is to create a dynamic and stimulating learning environment that prepares students for success in the 21st century. The college's commitment to student-centric education ensures that students are not only academically prepared but also well-rounded individuals with the skills and confidence to thrive in a rapidly changing world.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

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

presentations. Modules on important topics are prepared and recorded in the Institutional Media Centre to be accessed online by students. The library provides access to computers. Subscriptions to online journals are made on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

143

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

2.4 - Teacher Profile and Quality

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

145

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

41

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

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

2.4.3.1 - Total experience of full-time teachers

145

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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

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

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/Calendar%202023.pdf

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

The College has established a comprehensive system to address student concerns regarding examinations. For internal assessments, students are provided with their graded work to facilitate self-evaluation and understanding of the evaluation criteria. Any discrepancies or questions can be initially addressed with the course instructor or department. If the issue persists, students can escalate their complaint to higher authorities within the department or college administration. The department maintains a record of complaints, enabling tracking and ensuring timely resolution. For external university examinations, students who are dissatisfied with their results can apply for revaluation. The university grievance cell oversees these appeals and adheres to strict timelines. The revaluation process involves a detailed scrutiny of the answer scripts by a panel of experts. If the revaluation results in a change in the marks, the revised marks are communicated to the student. While the college's complaint handling process is generally effective, there are areas where improvements can be made. Proactive measures like regular student feedback sessions and surveys can help identify potential issues and areas of concern before they escalate into formal complaints. Transparency in the revaluation process can

increase student confidence. Providing more detailed information about the criteria used and the potential outcomes of revaluation can help alleviate student anxiety and promote trust in the system.

File Description	Documents
Any additional information	View File
Link for additional information	https://hcaschennai.edu.in/files/2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

The institution provides all relevant academic information to the students through the college website. The objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) and are framed by the department offering the concerned program after rigorous consultation with all stakeholders. PO, PSO and CO are included in lesson plans, course files, alumni survey etc. The syllabus of each programme is available on the webpage of said programme.

The introductory interaction between students and faculty centers around PO, PSO and CO of the program, so that the significance of outcome based attainment is emphasized. In all the interactions with the students, awareness on POs, PSOs and COs are consciously promoted. Decision making skills, interpersonal skills, and domain skills are improved through various courses offered. Critical thinking enables students to identify problems and come up with suitable courses of action.

Display and Communication :POs, PSOs and COs are displayed in websites.

The updated syllabi with the respective PSOs and COs are also made readily available on the webpage of the respective School and programme. Hard copy of the syllabus is made available in the respective departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://hcaschennai.edu.in/outcome-based-education
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Attainment of Program Outcomes and Program Specific Outcomes. The following are the Assessment Tools:

Several tools are described for assessing course outcomes. The program outcomes are based on the course outcomes. Thus, the tools remain the same for assessing the program outcomes. In addition, the tools broadly are:

- End of course surveys (semester)
- Student exit surveys
- Alumni surveys
- yearly Staff surveys - yearly

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

2.6.3 - Pass percentage of Students during the year

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

966

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.56

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.tanscst.tn.gov.in/

3.2 - Innovation Ecosystem

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

The College has Innovation Council and it has been established to systematically foster the culture of Innovation amongst the students. Interactions with entrepreneurs, professionals and a mentor pool for student innovators have been organized. The centre facilitated four start-ups companies and the companies have been registered under MSME- Udyam. The main products of the start-ups are Herbal Band-Aid, Spirulina, Natural dyes and Vermi-compost.

Entrepreneurship Development Cell was established in the year 2021 and registered under EDII- University of Madras. Several awareness programs organized and provided platform for the budding entrepreneurs to learn about entrepreneurship.

All the faculty members and final year post graduate students were given appropriate training on IPR programs. Experts and

patent attorneys were invited to give them hands on training. Few programs were supported by TNSCST.

Centre for Research & Development (CRD) was initiated in September, 2021 to engage faculty, scholars & students to involve in cutting edge research to excel innovations, collaborations and pioneering works.

The college has an organic garden and the herbal garden to conserve the environment and natural resources, re-establishing ecological balance, encouraging sustainable agriculture, improving soil fertility, conserving flora and fauna, increasing genetic diversity, and educate students in identifying different types of herbs and their medicinal uses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hcaschennai.edu.in/edc

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

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

16

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

42

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

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

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

22

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities are a vital component of a holistic education that transcends the classroom. These initiatives

engage students in real-world issues and empower them to contribute positively to their communities.

1. Social Issues:

- **Environmental Awareness:** Organizing clean-up drives, tree plantation campaigns, and workshops on sustainable living.
- **Health and Hygiene:** Conducting health check-ups, promoting hygiene practices, and organizing awareness campaigns on diseases.
- **Education:** Tutoring underprivileged students, organizing literacy programs, and promoting the importance of education.
- **Gender Equality:** Conducting workshops on gender sensitivity, organizing women empowerment programs, and addressing issues like domestic violence.

2. Holistic Development:

- **Skill Development:** Organizing workshops on various skills like communication, leadership, and teamwork.
- **Character Building:** Promoting values like honesty, integrity, and compassion through activities and discussions.
- **Physical Fitness:** Organizing sports events, yoga sessions, and fitness challenges.
- **Cultural Exchange:** Organizing cultural festivals, dance performances, and music concerts.

Impact and Benefits

- **Enhanced Social Consciousness:** Students develop a deeper understanding of societal issues and their role in addressing them..
- **Leadership Development:** Taking initiative and organizing activities empowers students to become leaders.
- **Personal Growth:** Experiencing real-world challenges and finding solutions promotes self-confidence and resilience.
- **Community Impact:** Positive contributions to the community create a lasting legacy and strengthen the bond between the institution and the community.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/nss
Upload any additional information	No File Uploaded

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

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

4

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

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

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

5

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

12

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

3.5 - Collaboration

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

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

09

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

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

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

23

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for the teaching-learning process. The college encompasses well-furnished, well-ventilated, spacious facilities with more than 80 classrooms for the conduct of theoretical classes. The Departments of Microbiology and Biotechnology have ten laboratories. Few important ones are namely Virology, Immunology, Molecular Biology, Mycology and Biochemistry. The Psychology lab provides hands on training for the students. There are five computer labs and one language lab with LAN and LCD projectors facilities. The Department of Media having multimedia lab, audio lab, edit suite, video recording facilities. The institution has ICT facilities such as Wi- Fi, LCD projectors, smart boards, LAN, and audio/video recording options are available in the campus. Laboratories have sufficient licensed software and open-source tools to cater to the requirements of curriculum & industry-enabled teaching. The entire campus is Wi-Fi enabled with 24/7 internet facilities for the students and staff.

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

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

The college has adequate facilities for sports, games, and cultural activities. The total area of sports and games fields is 9916.56sq.m. The institution has provision for multiple sports and games, such as Chess boards, Carrom boards, athletic events, volleyball, football, basketball, throw-ball, kabaddi, cricket, and kho-kho (boys and girls) respectively.

The college possesses a high-tech campus with a built-up area of 1,45,240 sq. m. on 11.90 acres. Three buildings make up the institution's structure: The Main Block, The K.C.G. Knowledge Centre, and The Elizabeth Block. The college has an Open Air Theater with 120 seating capacity, an AC auditorium, Newton hall with 200 seating capacity and a Seminar hall with 70 seating capacity for conducting various symposia, seminars, and academic programs. Additional facilities include hostel, canteens, seminar, and conference hall. Other utilities are pure RO drinking water, restrooms, and power generators. Physical infrastructure encompasses computer labs, chemical laboratories, libraries, Biogas plant, waste management plants, solid waste recycling facilities, and agricultural farms. The campus is secured with CCTV cameras for the safety of students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

98

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

986.63

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

4.2 - Library as a Learning Resource

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

The college library has subscription to e-resources from National Digital Library India, INFLIBNET- N- LIST, and DELNET. It is an institutional member of the British Council Library and the American Consulate Library. It has an e- resources centre for staff and students. The Library has a separate browsing section with 14 computers for staff and students can access the internet and e-book resources.

Library automation software

The library is equipped with an automated computer system. List entries to newspapers, magazines, journals, and books are automated, facilitating the ease of access to favorite items. The Library's automated software helps readers keep track of

what they've read, what they're reading, and what's new in the world of books.

Scanning

Barcode scanning is used at the Library so that books and journals can be easily identified and tracked. . The user ID of the book contains the library reference number of staff and students.

Other facilities

.The library provides other services like a printing facility, a reprographic facility, wificonnectivity, and an e-learning center. There is a fixed graph board and notice board that are used to display information. New arrivals, journals, and newspapers are displayed on an exclusive rack to keep the readers up to date.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://hcaschennai.edu.in/library

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

3.54

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

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

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

972

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- The College regularly updates the internet connection every year and as of now, the available internet bandwidth is 50 MBPS provided by Spectra. A second line by Tata is provided with bandwidth of 50 MBPS.
- The College has a overall total of 420 Desktop computers for students & staff.
- The College has overall 3 Smart classrooms, provided with all required equipments.
- E-resource centre is equipped with 14 Systems .
- The Sophos XG 230 Firewall has been deployed for handling enhanced load on Network and Applications catering to academic and Administrative processes,
- Kaspersky Endpoint Security has been installed and servers Renewed for 200 systems for 3years.
- The College has provided 36Nos Sophos Access point in and around campus 24/7 internet service for staff to stay connected.
- The College has networking switch provided by CISCO & DLINK of speed 1000 MBPS. Over 500+ LAN points are

augmented

- 70 nos of CCTV cameras in an around the campus.
- Implemented Hyper-V virtualization solution
- Implemented Biometric Systems for Staff attendance AMC: (Annual Maintenance Contract) have been renewed regularly for IT equipments & UPS. The College is automating all its departments like Accounts, Administration, Library, Admission, Hostel, Transport, Online payment, Record room etc. via Docbible a Customised package from B2E Technologies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/4.3.1-OLM.pdf

4.3.2 - Number of Computers

420

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

579.66

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

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

The College has a well-defined policy and system to maintain and utilize all of its physical, academic and support facilities. Classrooms: Seminars, workshops are conducted in special classrooms which are equipped with audio visual aids to supplement the teaching-learning process. Every academic block is provided with power backup using generator and with RO water supply maintained on daily basis by campus in-charge.

Computers

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

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

Library: Librarian with supporting staff appointed to maintain the books. The students & staff are facilitated to use e-resources in the library. To ensure return of books, "no dues" from the library is mandatory for students before appearing in exam. Sports: Department organizes various indoor and outdoor sports competitions for four houses of students namely Phoenix, Orion, Pegasus & Hercules at intra and inter-collegiate level during sports day every year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://hcaschennai.edu.in/infra

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

217

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1190

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1270

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

800

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

100

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

104

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

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

government examinations)

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

57

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

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

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

students in various bodies which works under the co-curricular and extracurricular activities. The leadership qualities of the students are trained, tested and evaluated under supervision. Students' council consists of 20 members, representing the mass of the students in the college. They are elected in a democratic way and are assigned with various responsibilities. Their important role is to serve as a bridge of communication between students and the institution. To ensure participation of all the students in various activities organized by the college, the students are divided in four major houses. These houses are led by the students' representatives such as captain and vice captains. Rotaract club brings students together to exchange ideas with the community members and guides in the development of the leadership and professional skills. The NCC and NSS play a vital role in the development of social skills amongst the students. These units also have active student representatives with high spirit and passion towards selfless services. The students' representatives play a vital role in the well ordered distribution of information and organization of events in an effortless way.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

71

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The College boasts a registered Alumni Association, dedicated to fostering strong bonds between the institution and its graduates. The Association is governed by a charter and led by a team of dedicated office bearers who oversee its activities. The primary mission of the Alumni Association is to cultivate mutually beneficial relationships between the Institute and its alumni. To this end, the Association organizes and coordinates various events, including the grand REHASH - A Mega Alumni Meet, where alumni can reconnect, express gratitude to their alma mater, and share their experiences and ideas. These periodical meetings provide a platform for knowledge exchange and networking. The College's alumni are a diverse group of accomplished individuals, many of whom have made significant contributions to society as social workers, renowned actors, and national figures. They actively support the institution's growth and development by contributing funds and sharing their expertise. Furthermore, the Alumni Association plays a vital role in bridging the gap between academia and industry. Departments regularly engage with alumni to gain insights into industry trends and employment opportunities. The Association also assists in placement services for current students and provides valuable entrepreneurial guidance to aspiring entrepreneurs. The College frequently invites alumni from various disciplines to participate in seminars and conferences, sharing their knowledge and experience with the next generation of students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission

To develop an institution of excellence in education, training and research at both undergraduate and post-graduate levels in Arts and Science. Academic Excellence: . As an institution, we seek to impart to our students, the highest standards of knowledge, inquiry, academic freedom and integrity, as well as an expanded sense of the potentiality of the individual.

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

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

By embedding these strategies into the governance structure, the institution ensures that its leadership and policies are consistently aligned with its vision and mission. and fulfill its commitment to preparing students for future success, helping them realize their full potential both academically and personally. The ultimate goal is to create an environment where students are empowered to achieve their God-given potential and contribute meaningfully to society.

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.1.1%20-%20FRONT%20PAGE.pdf
Upload any additional information	View File

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

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

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.2.1%20FRONT%20PAGE.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan is effectively deployed.

Academics: Providing various value-added courses to students each semester To maintain continuous good academic performance, motivating students by periodic interactions with distinguished guests.

Co-curricular Activities: Physical development activities including games, sports and athletics are to be conducted periodically. Regularly conducting physical development activities such as games, sports, and athletics to ensure the well-being of students, promoting physical fitness, and fostering teamwork. Also cultural activities organised and competition conducted intra-inter collegiate.

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

Research: Patents Filed recently: Encouraged publication of research articles in scopus and UGC care listed journals.

Entrepreneurship Development Cell This cell with incubation centre provides a platform for enhancing student's skills and give them opportunities to evaluate their ideas into a successful venture.

Industrial interface & placement activity: Strengthening connections with industries and organizing placement activities that bridge the gap between academia and the professional world. Through internships, industry visits, and career development programs, students gain hands-on experience and valuable industry exposure. These efforts ensure that students

are well-prepared for the workforce, equipped with the skills and knowledge to excel in their chosen careers. Job fair arranged.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institutional bodies operate effectively and efficiently, by the clear policies, administrative structure, appointment and service rules, and established procedures. The HR policy provides essential information to all employees, ensuring that the organization's goals are achieved. The policy serves two main purposes: first, it informs employees about the rules, regulations, policies, and procedures; and also it equips the authorities with the necessary guidelines to enforce these policies effectively. This college is affiliated with the University of Madras, and offers UG, PG, M.Phil, and Ph.D. programs.

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

Academic Body: Principal: The Principal is the Head of the institution and has the power of administration and control for the betterment of the institution. The principal is supported by Vice Principal (Academics & Research), Deans and heads of the department.

Functional Committees: The activities of the college coordinated by the various committees and students representatives.

Statutory Bodies : Internal Compliance Cell, Grievance Redressal Cell, Anti-Raging committee ensures peaceful learning environment

These bodies ensure that academic processes are transparent,

aligned with institutional goals, and compliant with regulatory standards.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Recognition and Rewards The teaching and non-teaching staff are honoured with Awards for their remarkable service. Awards of excellence for teaching, research and extension is given to the deserving members of staff every year. Annual orientation, workshops for teaching and non teaching staff at the beginning of every academic year .

Training Programmes: Training programmes for the newly recruited staff on ISO filing and NAAC documentation. Computing knowledge for non-teaching staff, and waste management, operating fire extinguisher training for housekeeping staff

Other welfare measures for teaching and non teaching

Insurance, PF, ESI Group insurance covering accidents and unexpected demise. Provident fund and ESI available Support medical expenses Facilities RO purified drinking water facilities in the campus Emergency first aid for the staff are provided in Campus clinic The college provided transportation for the staff members in subsidized fees. Wifi campus

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

File Description	Documents
Paste link for additional information	https://hcaschennai.edu.in/files/2/SSR%202023/6.3.1%20FRONT%20PAGE.pdf
Upload any additional information	No File Uploaded

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

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

52

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

875

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

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

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

20

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

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

At the completion of each Academic year, all the teaching staff members are required to submit their self-evaluation forms. The information on the form includes published articles and books, webinars, FDP programmes, conferences, and outcomes in the disciplines covered.

At the end of each semester, the staff members' teaching is evaluated based on student feedback as part of the staff appraisal system, which assesses and evaluates their performance. This feedback is carefully investigated, and a report is sent to management with recommendations for how to deal with the defaulting faculty. Periodical analysis and updates are done in it. When evaluating the effectiveness of a staff member's instruction, staff appraisals place a high value on student comments. The selfevaluation form will be gathered at the end of the academic year, and the head, dean, and principal will comment on it for future professional development.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college typically conduct both internal and external financial audits to ensure financial transparency, accountability, and compliance with regulations.

1. Internal Financial Audits:

Internal audits are conducted by the institution's own finance or internal auditor, assess financial practices and ensure adherence to institutional policies and procedures on daily basis. The purchase officer approves the invoices of purchases and payment bills and these bills audited by the internal auditor on a regular basis.

2. External Financial Audits:

External audits are conducted by independent auditors from professional audit firms to provide an objective evaluation of the institution's financial statements. These audits generally include:

Annual Financial Audit: A comprehensive review of the institution's financial statements to ensure accuracy, fairness, and compliance with accounting standards

Statutory Audit: Required by law, this audit ensures that the institution meets all statutory obligations related to financial reporting and taxation.

Tax Audit: Focuses on ensuring compliance with tax laws, verifying income tax returns, and examining claims, deductions, and exemptions.

Regular internal and external audits play a crucial role in ensuring the financial integrity of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college generates its own revenue through student fees and other income-generating activities rather. To ensure sustainability and focus on efficient resource utilization, strategic fund mobilization, and infrastructure development the college allocate adequate funds every year.

The college strategically allocates funds to key areas, such as academic programs, infrastructure, and faculty development, while minimizing unnecessary expenditures. Key Strategies for Optimal Resource Utilization of college resources includes the following

- Resource optimization by utilizing shared facilities among the departments, implementing energy-efficient technologies,
- Maximizing the use of digital tools like ERP to reduce the cost, paperless work, effective administrative functions etc.
- Through strategic planning and budgeting, priority is focused on core areas and funds allocated accordingly
- Continuous professional development initiatives to teaching and non teaching staff, enhance their skills and productivity.
- Focus on research areas that align with institutional goals and societal needs.
- Explore additional revenue sources, such as collaboration other institutions for funds, sponsorships to conduct research and academic programmes
- The college coordinates Learning support centre

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has ensured an integrated practice of traditional pedagogy and modern technological educational tools which has enhanced learning and teaching approaches.

- Regular guest lectures on Emerging trends in Teaching, learning and research promotes professional development for faculty.
- The IQAC works towards improving and maintaining the quality of education, identifying and suggesting innovative ways of using teaching aids ICT methods
- End of each semester feedback on curiculum from faculty, stakeholders, students collected.
- Academic inspections are carried out periodically to assess the quality in accordance with the strategic plan on key areas. The following are the significant contributions for the quality assurance
- Job oriented training programmes, internship and projects for UG and PG students are initiated through industrial collaborations.
- Regular programmes for capacity building programmes and orientation for competitive exams.
- Regular conduction of Orientation and Faculty development programs
- Research and development programmes is initiated to engage faculty, scholars and students to involve in cutting edge research and to achieve high levels of excellence
- MoUs with reputed national and international institutions and interaction industry and other academic institutions
- Academic audits are organised and followup actions are initiated based on the audit reports

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. **Periodic Reviews:** The IQAC conducts regular assessments of teaching and learning methodologies to evaluate their effectiveness. This may involve surveys, feedback from students and faculty, and analysis of academic performance.
2. **Facilitating Training and Development:** The IQAC organizes workshops, seminars, and conferences for faculty to update their teaching methodologies and pedagogical approaches
3. **Policy Implementation:** The IQAC assists in formulating and implementing policies aimed at enhancing educational quality and compliance with national accreditation norms.
4. **Documentation and Reporting:** Regular documentation of processes of the activities, outcomes, and best practices adopted by the college. The establishment of an IQAC is a strategic move that reflects a commitment to quality assurance and continuous improvement in higher education institutions. The college encourages research initiatives and collaborative projects fosters a culture of innovation and inquiry, resulting in better learning opportunities. Through the implementation of best practices and innovative teaching methodologies, academic standards rise, positively influencing student learning experiences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>A. All of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has established a Prevention of Sexual Harassment Cell and Grievance Redressal Cells to foster gender equality among students and address concerns related to the safety and well-being of female students and staff. Female students receive guidance on hygiene and health matters, while male students are educated about the risks associated with drug and substance abuse. To promote awareness and respect for all genders, guest lectures are held to instill values essential for both personal and professional life. The campus is secured

with CCTV surveillance and stringent security measures. Separate in-campus hostels for boys and girls ensure a safe environment for all students. Additionally, webinars and workshops are organized to offer counseling and educate students about legal provisions and human rights.

File Description	Documents
Annual gender sensitization action plan	https://hcaschennai.edu.in/files/2/7.1.1-GE-2024.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://hcaschennai.edu.in/files/2/7.1.1-B-2023.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institution is equipped with facilities for the management of various types of waste, ensuring environmental protection and compliance with regulations.

1. Solid Waste Management: The institution has segregated waste bins (biodegradable, recyclable, and non-recyclable) placed across its premises. A designated waste collection area is maintained for proper sorting, followed by disposal or transfer to recycling units.

2. **Liquid Waste Management:** The institution employs a waste water treatment plant (WWTP) to treat liquid waste, ensuring safe disposal of contaminants.

3. **Biomedical Waste Management:** The biomedical waste from science labs are segregated into color-coded containers (yellow, red, and blue) based on type. Special incinerators are used for the disposal of hazardous medical waste, ensuring safety and regulatory compliance.

4. **E-waste Management:** The institution has an e-waste disposal facility where electronic items like computers, printers, and batteries are dismantled and disposed off in an environmentally friendly manner.

5. **Waste Recycling System:** A comprehensive recycling system is in place, where materials like paper, plastics, glass, and metals are collected, sorted, and disposed to specialized recycling agents.

6. **Hazardous Chemicals & Radioactive Waste Management:** These areas are equipped with proper ventilation, to ensure safety and prevent contamination.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built	A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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

The institution is dedicated to creating an inclusive environment that values diversity and promotes tolerance and harmony across cultural, regional, linguistic, communal, socioeconomic, and other differences. Several initiatives have been put in place to ensure that every member of the community feels respected, valued, and supported.

1. **Celebrating Cultural Diversity:** The institution hosts events and celebrations that highlight various cultural, regional, and religious traditions, like Christmas, Pongal, onam encouraging students and staff to share and appreciate each other's heritage, fostering mutual respect and understanding.
2. **Language Inclusivity:** To support linguistic diversity, the institution celebrates mother tongue day and conducts seminars to promote languages like French, Tamil, and Hindi.
3. **Diversity Awareness Programs:** Regular workshops and

seminars are conducted to raise awareness about social inclusion, gender equality, religious tolerance, and other diversity-related issues, promoting a more empathetic and respectful community.

4. **Financial Support for All:** The institution offers scholarships, concessions, financial aid, and earn while you learn opportunities to students from economically disadvantaged backgrounds, ensuring equal access to education for all.
5. **Anti-Discrimination Policies:** The institution enforces strict policies that prohibit discrimination of any kind, ensuring a safe, welcoming, and respectful environment for everyone, regardless of their background.

These initiatives collectively foster an environment of unity in diversity, emphasizing tolerance, respect, and harmony among all members of the institution.

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

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

The institution works to raise awareness among students and employees about their constitutional rights, duties, and responsibilities through various activities and programs.

1. **Awareness:** Regular awareness programs are held to teach students and staff about fundamental rights. Pledge will be taken to remind their responsibilities to the society. Events like voters awareness campaign, conducted before the state legislature elections. These sessions also focus on the importance of respecting the rule of law and contributing to society.
2. **Ethics and Civic Responsibility:** The institution includes discussions on key values like justice, equality, and liberty in its programs, encouraging everyone to apply these values in their daily lives. Programs such as women's day, freshers day, conducted to share the values and responsibilities.

3. **Guest Lectures and Seminars:** Legal experts like lawyers, Police department, IAS officers, Ex-service men and social activists are invited to give talks on the Constitution during Republic day, Independence day helping the participants understand their rights and responsibilities as citizens.
4. **Practical Activities in the classrooms:** Students are encouraged to take part in debates, and role-playing, which help them learn how rights and duties work in real life.

Through these efforts, the institution ensures that everyone understands their rights and responsibilities and is encouraged to actively participate in democratic life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://hcaschennai.edu.in/files/2/7.1.9-2024.pdf
Any other relevant information	Nil

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

A. All of the above

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

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

The institution consistently observes and organizes both national and international commemorative days, events, and festivals to promote cultural awareness, unity, and global understanding. These occasions provide a platform for students and staff to engage with diverse traditions, fostering an inclusive and harmonious community.

1. **National Commemorative Days:** The institution observes significant national events, including Independence Day, Republic Day, Gandhi Jayanti, and Constitution Day. These events are marked with flag hoisting ceremonies, cultural programs, and discussions that highlight the nation's history, values, and achievements.
2. **International Days:** The institution also commemorates globally recognized observances such as International Women's Day, Earth Day, and Human Rights Day. These occasions feature lectures, seminars, and exhibitions aimed at raising awareness about global issues and encouraging reflection on individual contributions to addressing them.
3. **Cultural Festivals:** Various cultural and religious festivals, including Ethnic day, Pongal, Christmas, and Onam, are celebrated with respect and enthusiasm. The celebrations encompass music, dance, food, and artistic displays, fostering cross-cultural understanding and appreciation among students and staff.

Through these initiatives, the institution cultivates an environment of inclusivity and respect, where individuals from diverse backgrounds can come together, share their traditions,

and contribute to the values of unity and global citizenship.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I

Green campus

The institution aims at promoting environmental sustainability and implement green initiatives

1. Replace older appliances with newer, energy -efficient models
2. Collection of rainwater for non-potable uses
3. Landscaping with planting trees after the fall of trees in cyclones
4. Recycling programs like encouraging composting of food scarps and yard wastages
5. Collaborate with local communities on environmental projects and initiatives.

By implementing these green initiatives, the college aims not only reduces the environmental impact but also educate and inspire future generations of environmental stewards

Best practice II

Service to community

The college focus on fostering community service initiatives through the following activities

1. Collaborate with local communities on the pressing needs such as healthcare access, poverty
2. Organize volunteer fairs called knowledge hunt and connect with local schools and educate the school students about the scope for their higher education
3. Pair students with old age homes, orphanages for extending their support for elder care and tutoring, career guidance
4. Encourage faculty to incorporate service learning to address the schools in the neighborhood community

By engaging in these initiatives not only have positive impact on the communities but also enhance the educational experience for students, promote civiv engagement and fulfill their social responsibility

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

7.3 - Institutional Distinctiveness

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

The institution has placed a strong emphasis on entrepreneurial development, positioning it as a key area of focus and priority. Recognizing the importance of fostering innovation, self-reliance, and business acumen, the institution has implemented several initiatives to nurture entrepreneurial skills among students.

1. **Entrepreneurship Development Cell (EDC):** The institution has established an active Entrepreneurship Development Cell that organizes workshops, training sessions, and seminars, bringing industry experts and successful entrepreneurs to engage with students. These events provide practical insights into starting and managing businesses, as well as navigating challenges in the entrepreneurial ecosystem. The institution has set up a dedicated center that provides support to budding entrepreneurs. This includes mentoring, seed funding,

networking opportunities, and access to necessary resources like office space and technology. The center also facilitates to help students scale their ventures.

2. Curriculum Integration: Add on courses conducted to equip the students to explore the recent trends

Through these efforts, the institution is effectively fostering an entrepreneurial mindset, encouraging students to think creatively, take risks, and contribute to the economy by launching innovative businesses.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan for the academic year 2024-25

1. Introduction of Hi-Fly HCASian course to equip students with essential life skills, foster confidence and nurture holistic development by enhancing communication, leadership and critical thinking abilities to promote mental and physical well-being and social responsibility
2. Promote research culture among staff and students. Regular programs to be organized to motivate research activities
3. Entrepreneurial Development Cell(EDC) to coordinate with all the departments to increase the Entrepreneurial Development Program (EDP) and encourage to develop new business ideas
4. Introduction of HOPE – Hindustan Outreach Programme coordinating extension activities involving students from across all the department to serve the society
5. Increase the placement training to build confidence