# The Annual Quality Assurance Report (AQAR) of the IQAC

## ACEDAMIC YEAR 2015-16

## Part – A

## 1. Details of the Institution

1.1 Name of the Institution

> HINDUSTAN COLLEGE OF ARTS & SCIENCE

1.2 Address Line 1

> RAJIV GANDHI SALAI

Address Line 2

> PADUR, KELAMBAKKAM

City/Town

> CHENNAI

State

> TAMIL NADU

Pin Code

> 603 103

Institution e-mail address

> hcaspadur@yahoo.co.in

Contact Nos.

> 04427474671/27475249

Name of the Head of the Institution:

> DR.C.JOSEPH BARNABAS

Tel. No. with STD Code:

> 044 27474671/ 27475249

Mobile:

> 9443521569

Name of the IQAC Co-ordinator:

> MRS.L.ESTHER THAMARINE

Mobile:

> 9841066895

IQAC e-mail address:　iqachcas@gmail.com

1.3 **NAAC Track ID** (*For ex. MHCOGN 18879*)

1.4 **NAAC Executive Committee No. & Date:**　EC/62/A&A/119 Dated 05-01-2013
   (*For Example EC/32/A&A/143 dated 3-5-2004.*
   *This EC no. is available in the right corner- bottom*
   *of your institution's Accreditation Certificate*)

1.5 Website address:　www.hcaschennai.com

Web-link of the AQAR:　WWW.hcaschennai.com/AQAR2013-14.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :　DD/MM/YYYY　08/11/2011

1.8 **AQAR for the year** (*for example 2010-11*)　2015-16

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

   i.   AQAR ___19-2-2015_____(DD/MM/YYYY)4
   ii.  AQAR____20-8-2015_____(DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv.  AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

   University　State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College　Yes [√] No ☐

   Constituent College　Yes ☐ No [√]

   Autonomous college of UGC　Yes ☐ No [✓]

Regulatory Agency approved Institution    Yes  [√]    No  [ ]

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

Type of Institution  Co-education  [✓]    Men [ ]    Women [ ]

Urban  [ ]    Rural [✓]  Tribal [ ]

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

Grant-in-aid + Self Financing  [ ]    Totally Self-financing  [✓]

1.11 Type of Faculty/Programme

Arts [✓]    Science [✓]  Commerce [✓]  Law [ ]    PEI (Phys Edu) [ ]

TEI (Edu) [ ]  Engineering [ ]    Health Science [ ]    Management [✓]

Others   (Specify)   [ . ]

1.12 Name of the Affiliating University *(for the Colleges)*    | UNIVERSITY OF MADRAS |

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

Autonomy by State/Central Govt. / University  [ ]

University with Potential for Excellence  [ ]    UGC-CPE  [ ]

DST Star Scheme  [ ]    UGC-CE  [ ]

UGC-Special Assistance Programme  [ ]    DST-FIST  [ ]

UGC-Innovative PG programmes  [ ]    Any other (*Specify*)  [ ]

UGC-COP Programmes  [ ]

## 2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

4

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   community representatives

2

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

2

2.9 Total No. of members

23

2.10 No. of IQAC meetings held          6

2.11 No. of meetings with various stakeholders:          No. | 1 |          Faculty | 4 |

   Non-Teaching Staff Students | 1 |          Alumni | 1 |          Others | -- |

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

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 4 |          International | |          National | |          State | |          Institution Level | 4 |

(ii) Themes

a. Faculty development Programme on the topic" Professional Excellence"on 16<sup>th</sup> June 2015 for heads and deans and on 15<sup>th</sup> June 2015 Empower to Excel through innovative methodologies for the faculty members was organised . DR.G.ARUMUGAM, renowned international trainer was the resource person.

b. One day Faculty Development Programme (FDP) was held on 09.01.2016 on the topic "Automata Theory & Fuzzy Applications" was organised 55 faculties from HCAS and various other colleges also participated . sessions on "Automata int" bionarnay Dr. R. K. Thirusangu and Dr. T. Rajaretnam on Regular Languages & different types of Grammar was conducted.

c. One day Faculty development program on Biostatistics was organized on 5<sup>th</sup> march 2016 around 50 staff members attended from different departments and the resource was Dr. N.K . Balasubramanian, Calicut University

d. A one day workshop on the title " Publishing in Journals with high Impact factor and quality Concerns" will be conducted by ICTACT on 27/4/2016 for HCAS faculty members.

2.14 Significant Activities and contributions made by IQAC

IQAC organises various capacity building programmes for both teaching and non teaching staff. Also regular meetings conducted to enhance the quality of students life in the campus.

Four faculty development programmes was conducted to enhance effective teaching and learning and research

One day workshop for non teaching and supportive staff was conducted during the year to motivate them.

Conducted University result analysis every semester, identify the areas to improve the performance and recommendations adopted to improve the slow learners.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| • *Increase the number of certificate courses to all UG and PG courses and cater the needs* | Value added courses for all the UG and PG programmes was conducted.<br><br>5 certificate courses for business studies, Media studies and life sciences was conducted in collaboration with Concordia College New York. |
| • *Proposal to release research journal* | Research journal titled Hindustan Journal of Science and Humanities waiting for ISSN and 15 papers reviewed |
| • *Improvement in technology upgradation in all the department* | Each department provided with additional LCD projectors, additional computers installed. |
| •<br><br>• *More MOUs and collaboration* | Two MoUs signed during the academic year<br><br>a)Collaration withYeungnam University Korea-Research in Biotechnology and also avails scholarship<br><br>b)Collaration with Tamil University,Thanjavur for research in Biotechnology for joint proposal and member in Doctorial Committee and also consultancy services and exchange programmes |
| • *Increase the budget for library and increase the number of new books* | Each department was allocated with additional amount to increase the number of books and journals in this academic year. |
| • *Additional canteen should be build* | Extension for canteen was constructed to meet increased students strength |

*Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body          Yes

Management    [ ✓ ] Syndicate          Any other body

Provide the details of the action taken

Suggestions and plans for future mentioned in AQAR 2014-15 was carried out.

a)increase the certificate courses for all the departments and enabled the students to equip themselves for facing the competitive job market.

b) improvement in the infra structural facilities to enhance quality in the teaching and learning process.

c)Capacity building programmes organised to develop teaching and non teaching staff

d) remedial classes for the slow learners was conducted and improvement shown in the pass percentages.

# Part – B
## Criterion – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | | | | |
| PG | 6 | | 6 | 5 |
| UG | 17 | | 17 | 10 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 1 | | 6 | 5 |
| Others(M.Phil) | 2 | | 2 | |
| **Total** | 26 | | 31 | 20 |

| Interdisciplinary | | | | |
|---|---|---|---|---|
| Innovative | | | | |

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

| Pattern | Number of programmes |
|---|---|
| Semester | 26 |
| Trimester | |
| Annual | |

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

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

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

| NA |
| --- |

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

| Nil |
| --- |

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
| --- | --- | --- | --- | --- |
| 140 | 23 | | | 117 |

2.2 No. of permanent faculty with Ph.D.    | 28 |

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| R | V | R | V | R | V | R | V | R | V |
| 23 | 0 | | 0 | | 0 | 117 | - | 140 | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty   | |   | 2 |   | - |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
| --- | --- | --- | --- |
| Attended | 1 | 30 | |
| Presented papers | 15 | 30 | |
| Resource Persons | | 2 | |

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

ICT enabled teaching –learning process followed.

Viewing and discussion of Documentaries on subjects in the website (you tube) were played in the classrooms.

Experimental learning also adopted on the necessary areas.

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

180 days

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

NA

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

NA

2.10 Average percentage of attendance of students

80

2.11 Course / Programme wise
     distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| UG | 701 | 26 | 52 | 21 | 01 | 47 |
| PG | 50 | 48 | 52 | - | - | 88 |
| M.PHIL | 2 | 2 | | | | 100 |
| | | | | | | |

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

- Conducts FDP to enhance effectiveness in teaching.

- The faculty members encouraged for paper presentations, research, publications and participation in international , National seminar, workshops and symposia

- University Result analysed and adequate measures will be adopted for improvement

- Students feedback evaluated and analysed for the further improvement

- Research journal initiated

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | No of program | Number of faculty benefitted |
|---|---|---|
| Refresher courses | - | - |
| UGC – Faculty Improvement Programme | - | - |
| HRD programmes | | |
| Orientation programmes | 1 | 50 |
| Faculty exchange programme | 4 | 110 |
| Staff training conducted by the university | | |
| Staff training conducted by other institutions | | |
| Summer / Winter schools, Workshops, etc. | 14 | 110 |
| Others | | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 22 | - | - | - |
| Technical Staff | 11 | - | - | - |

# Criterion – III

# 3. Research, Consultancy and Extension

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

Faculties are encouraged to present papers and publish international research papers. The college is initiating its own journal to motivate the faculty of the various department

3.2        Details regarding major projects Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3        Details regarding minor projects  Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.4     Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 9 | 10 |  |
| Non-Peer Review Journals |  |  |  |
| e-Journals |  |  |  |
| Conference proceedings | 9 | 6 |  |

3.5 Details on Impact factor of publications:

Range [ ]     Average [ 14 ]     h-index [ 2 ]     Nos. in SCOPUS [ 4 ]

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - |  |  |  |
| Total |  |  |  |  |

3.7 No. of books published   i) With ISBN No.   [ 2 ]   Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]     CAS [ ]     DST-FIST [ ]

DPE [ ]     DBT Scheme/funds [ ]

3.9 For colleges     Autonomy [ ]     CPE [ ]     DBT Star Scheme [ ]

INSPIRE [ ]     CE [ ]     Any Other (specify) [ ]

3.15 Total budget for research for current year in lakhs : [ ]

From Funding agency [ ]     From Management of University/College [ 0.50 ]

Total [ 0.50 ]

3.16 No. of patents received this year

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

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

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| | | 1 | | | | |

3.18 No. of faculty from the Institution
      who are Ph. D. Guides

6

      and students registered under them

2

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

-

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

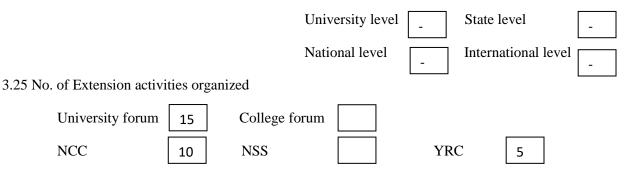JRF [ ]      SRF [ ]      Project Fellows [ ]      Any other [ ]

3.21 No. of students Participated in NSS events:

University level  50      State level  20

National level  01      International level  ---

3.22 No. of students participated in NCC events:

University level [ ]      State level [ ]

National level [ ]      International level [ ]

3.23 No. of Awards won in NSS:

University level  2      State level  1

National level [ ]      International level [ ]

3.24 No. of Awards won in NCC:

University level [ - ]  State level [ - ]

National level [ - ]  International level [ - ]

3.25 No. of Extension activities organized

University forum [ 15 ]  College forum [   ]

NCC [ 10 ]  NSS [   ]  YRC [ 5 ]

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

- Special camp in adopted Anumathapuram village, coastal cleaning, literary development, visits to orphanages and old age homes, flood relief work carried out the college covering the areas of Mudichur,Padur,Chenery in Kancheepuram District

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

## Criterion – IV

## 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 11.90 acres | Nil | Management | 11.90acres |
| Class rooms | 90 | - | Management | 90 |
| Laboratories | 21 | Nil | Management | 21 |
| Seminar Halls | 1 | Nil | Management | 1 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year.water cooler | 6 | 2 | management | 6 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | Management | 15,00,000 |
| Others Maintainence and renovation | | 59.5lakhs | Management | 59 lakhs |

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

| S.NO | EQUIPMENT | NUMBER | AMOUNT IN RUPEES |
|---|---|---|---|
| 1 | Purchase of electrical plumbing and water coolers | | 8,00,000 |
| 2 | Furniture& Fixtures | 150 | 13,00,000 |
| 3 | Computers (Printers, laptop, ups, LCD projector) | | 3lakhs |

4.2 Computerization of administration and library

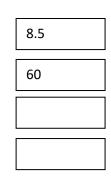| S.NO | PURPOSE | APPLICATION NAME | VENDOR/ORG | S/W SPECIFICATION | H/W SPECIFICATION |
|---|---|---|---|---|---|
| 1 | Administrative Procedures including finance | Profit Plus | B2E Solution | Profit 5RM tool | Ms-Access |
| 2 | Staff Attendance Management System – Biometrics | Uniq-ERP  College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

4.3   Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value(Rs) | No. | Value(Rs.) |
| Text Books | 48438 | 1462411 | 261 | 48438 | 48699 | 1510849 |
| Reference Books | 1886 | 101440.4 | 57 | 45756 | 1943 | 1471964 |
| e-Books | | | | | | |
| Journals | 40 | 74449 | 10 | 29195 | 50 | 103644 |
| e-Journals | - | - | | | - | - |
| Digital Database | - | - | | | - | - |
| CD & Video | 200 | 8000 | 20 | 5000 | 220 | 13000 |
| Others (INFLINET MEMBERSHIP IN BRITISH COUNCIL) | - | - | | 5000  8500 | - | 13500 |

4.4 Technology up gradation (overall)

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Existing | 342 | 6 | 6Mbps | -_ | 332 | 13 | 16 | _ |
| Added | 15 | _ |  | _ | 13 | 2 |  | _ |
| Total | 357 | 6 | 6Mbps | _ | 345 | 15 | 16 | _ |

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

- Internet access to staff and students in the department

- Campus network, 6Mbps 1:1 lease line connection

- Active Director integrated service for students and staff

- Cyber roam firewall  user to  login for internet usage

- Add on course for networking basics for all computer science final year students.

- Biometric attendance for the teaching and non teaching faculty.

4.6 Amount spent on maintenance in lakhs :

i)  ICT

8.5

ii) Campus Infrastructure and facilities

60

iii) Equipments

iv) Others

**Total :**

68.5lakhs

# Criterion – V
## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Free seats for economically challenging, concession for students with 90% in XII standard and 80% marks for PG students.
Also financial assistance to students through Distress Aid Fund
. Regular update in College web-site for circulating necessary information.

Group insurance for students

5.2 Efforts made by the institution for tracking the progression

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

Placement cell conducts career development programmes and soft skill training to students.
Regular counseling and follow up actions for week students and regular guidance for students for higher education

The department of Mathematics organized a state Olympiad in Mathematics on 11-09-2015(Friday). a written test for inter collegiate students, a quiz competition organised

Add on courses/certificate courses offered for the students

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 3002 | 112 |        |        |

(b) No. of students outside the state

| 120 |
|-----|

(c) No. of international students

| 42 |
|----|

Men

| No. | % |
|------|----|
| 2195 | 70 |

Women

| No | % |
|-----|----|
| 919 | 30 |

|                | Last Year(2014-15) |     |     |     |                         |       | This Year |     |     |      |                          |       |
| -------------- | ------------------ | --- | --- | --- | ----------------------- | ----- | --------- | --- | --- | ---- | ------------------------ | ----- |
| General        | SC                 | ST  | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 361            | 552                | 143 | 1568 | 2                      | 2654  | 362     | 709 | 37 | 2006 |                          | 3114  |

Demand ratio 77 %          Dropout  8%

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

The department of Mathematics organized a state Olympiad in Mathematics on 11-09-2015(Friday)  a written test for inter collegiate students, a quiz competition  organised

No. of students beneficiaries

| 100 |

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted          | 25 |

5.7 Details of campus placement

|  | *On campus* |  | *Off Campus* |
| -------------------------------- | ------------------------------- | --------------------------- | --------------------------- |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
|  | 50                              | 30                          | 10                          |
| 5 |  |  |  |

5.8 Details of gender sensitization programmes

A seminar was organised to educate the girls on the methods to tackle various issues faced by them.International Women's Day was observed on 8th March 2016, on the theme 'Pledge for Parity'. Professor    Dr.D.Pugazhenthi, Quaid-E-Milleth Government College for Women,Chennai,

5.9 Students Activities

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

State/ University level   | 13 |   National level   | 12 |   International level |   |

No. of students participated in cultural events

State/ University level   | 150 |   National level   |   |   International level |   |

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

State/ University level   | 7 |   National level   | 1 |   International level |   |

Cultural: State/ University level   | 40 |   National level   |   |   International level |   |

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | 100 | 19,61,100 |
| Financial support from government | 211 | 5,76,650 |
| Financial support from other sources |  |  |
| Number of students who received International/ National recognitions |  |  |

5.11   Student organised / initiatives

Fairs    : State/ University level   | 3 |   National level   |   |   International level |   |

Exhibition: State/ University level   | 1 |   National level   |   |   International level |   |

5.12   No. of social initiatives undertaken by the students   | 5 |

5.13 Major grievances of students (if any) redressed: NIL

# Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision:- To develop an institution of excellence in education, training and research at both undergraduate and post- graduate levels in arts and science .
>
> Mission:- To offer the best education and to develop the young mind into an all-round personality to meet the growing challenges of industries and the social needs of the technology –oriented global community.

6.2 Does the Institution has a management Information System

> - Yes. MIS applied to administrative procedures including Finance through computerised system
>
> - Students admission information available on college website , banner display ,prospectus , Education Fair –Off Campus , Advertisements
>
> - Evaluation and examination procedures printed in college calendar, Notice Board & Circulars.
>
> - Campus blaze, magazine circulated to inform the college activities.

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

### 6.3.1 Curriculum Development

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

### 6.3.2 Teaching and Learning

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

### 6.3.3 Examination and Evaluation

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

### 6.3.4 Research and Development

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

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library resources are updated with latest editions

Library well equipped with required titles, e-Journals, volumes of text books

Use of computers in teaching learning, broad band & wifi facilities given to all the departments

### 6.3.6 Human Resource Management

It is responsible for the attraction, selection , training, assessment and rewarding of employees also,  maintain attendance, payroll preparation, arranges orientation to new recruited staff

### 6.3.7 Faculty and Staff recruitment

1. The existing vacancies are advertised by the college in leading regional and English newspapers inviting applications from eligible candidates (Eligibility as per the University norms).

2. All the applications are screened and the short listed eligible candidates are informed to attend interview along with the original certificates.

3. The short listed eligible candidates are interviewed by selection committee comprising subject experts, Principal, Deputy Director-Academics and Head of the Department

### 6.3.8.Industry  Interaction/Collaboration

Two MoUs signed during the academic year

a)Collaration withYeungnam University Korea-Research in Biotechnology and also avails scholarship

b)Collaration with Tamil University, Thanjavur for research in Biotechnology for joint proposal and member in Doctorial Committee and also consultancy services and exchange programmes

### 6.3.9 Admission of student

Students are admitted as per UGC norms. Free  seats and concessions in admission for economically weak students and students with merit. Also free seat with free accommodation for students with outstanding sports record.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

10lakhs

6.6 Whether annual financial audit has been done

yes

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

| Audit Type | External | | Int yes | |
| --- | --- | --- | --- | --- |
| | Yes/No | Agency | Yes/No | Authority |
| Academic | YES | QUEST CERTIFICATION(P) LTD | YES | ISO |
| Administrative | YES | QUEST CERTIFICATION(P) LTD | YES | ISO |

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

For UG Programmes    NA

For PG Programmes    NA

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

> NA

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

> NA

6.11 Activities and support from the Alumni Association

> Alumini  invited as resource person to share their experience in their field.
>
> Rank holder among alumni share their views to morale boosting to top 10 students of each  class.
>
> Alumni association REHASH  meet annually .

6.12 Activities and support from the Parent – Teacher Association

> Every semester academically weak students and personally disturbed student's parents will be called to discuss on the student's progress and records maintained in the department for the follow up action.

6.13 Development programmes for support staff

> One day session was conducted on the topic move to changes to motivate the support staff and also discussion   on various issues faced by them and suggested with ways to overcome for the smooth functioning.

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

> - Vermi  Compost harvested in college campus
> - Water recycling plant made available in the campus
> - Eco-friendly system adopted in the campus through cleaning up awareness programme (swach Bharath Abiyan)and waste management.

# Criterion – VII

## 7. Innovations and Best Practices

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

Women Students are encouraged to participate in cultural and sports .After the class hours they regularly practiced and took part in various activities .Accordingly various teams was developed like Kho-kho, Kabadi, throw ball, tennykoit, dance, etc. The total strength of the college divided into four houses and regular activities organised and at the end of the academic year rolling trophy given to winning team. This made the students to practice regularly and also

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

Remedial classes conducted for the slow learners on the subjects English, maths, statistics, accounts. This helped the students to increase the pass percentage in those subjects.

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

- **To enhance the leadership skills among the students, a one day programme on** *"Developing Leadership Skills and Positive Attitudes among Student's Community"* **was organized for the Class Representatives and the Student Council Members. This has inculcated positive qualities and enthusiasm among the student community to carry out various academic and cultural activities in the Institution.**

- *The students were encouraged to participate in an Intra-Hindustan event "Hindustan Young Leaders Conference"* **organized by KCGMUN 2015, and a Guest Lecture on** *"US and Indian education System and the Emerging Careers"* **by the US delegates organized by Hindustan University. This created an exposure to the students on new learning concepts and to build self confidence in them to attend similar seminars and conferences.**

7.4 Contribution to environmental awareness / protection

- Solar panels installed.

- Plantation of herbal plants,

- Maintenance of garden

- Vermi compost plantation

- Recycling of waste water maintained

- Biogas plant installed.

A one day Environmental awareness programme was conducted by the Exnora International on 22.08.2015 at Bharath Mahal, Padur. Dr.B.Nirmal, President Exnora International, was the chief guest and delivered the Inaugural address. Several eminent Exnora representatives such as Mr.Veliappan, Mr. Indrakumar, Mr.Mohan Kumar Sundaram and Mr. Srinivasan, Advocate delivered special addresses to enlighten the event.

More than 500 people from in and around Padur and representatives from the Apartment's Association were benefitted from the awareness programme. Representative faculty members and students from Life Science of HCAS also participated and immensely benefitted from the awareness programme on protecting Muttukadu Lake. From the awareness programme the public has learned about the problems caused to the Muttukadu lake and thereby they stopped dumping the domestic waste and sewage water. This resulted in the protection of padur surrounding areas from the devastating rainfall which occurred between November – 15th to December 10th 2015.

Vermi compost certificate program was conducted for HCAS staffmembers on 06.05.15   to 08.05.15 in the month of may  Around 20 staff members from various department participated certificate was distributed by  Dr. M. B. Nirmal  Founder of Exnora Division India was chief guest for the valedictory function on  26 .6.2015  . He gave special address and distributed the certificate

7.5 Whether environmental audit was conducted?      Yes  ☑     No  ☐

Any relevant information wish to add(SWOT analysis)

**Strengths:**

- Good governance and leadership
- Qualified Faculties
- Employability oriented academic programmes and MOU's
- Remedial Classes conducted for the weak students
- Eco friendly environment
- ISO 9001:2008 certified institution
- Good infra Structure and physical facilities

**Weakness:**

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

**Opportunities:**

- Placement  of students in reputed companies through campus interviews
- Encourage students to take part in various extra circular and cultural events inter college and intra collegiate
- Sports activities encouraged and students get selected  in the universities and national level.
- International institutions/Universities Collaborations

- College bus facilities provided connecting all places in and around Chennai .

**Threats**

- Distance from city
- Proliferation of professional institutions

## 8. **Plans of institution for next year**

- *Proposed for a language lab and develop communication skills.*

- *Additional smart class rooms and modernisation of computer lab*

- *More number of MoUs for research activities and placements*

- *Additional diploma and certificate courses to enhance employability*

- *Extension of KCG Knowledge centre and increase the number of class rooms ,modernisation of library*

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*Coordinator, IQAC*                                                         *Chairperson, IQAC*