

The Annual Quality Assurance Report (AQAR) of the IQAC

ACEDAMIC YEAR 2016-17

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.com

Contact Nos.

04427474671/27475249

Name of the Head of the Institution:

DR.S.THIRUMAGAN

Tel. No. with STD Code:

044 27474671/ 27475249

Mobile:

94446 88833/ 88382 95003

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)

EC/62/A&A/119

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

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

1.5 Website address:

www.hcaschennai.com

Web-link of the AQAR:

WWW.hcaschennai.com/AQAR2016-17.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC

08/11/2011

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

2016-17

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

- i. AQAR 19-2-2015 (DD/MM/YYYY)
- ii. AQAR 20-8-2015 (DD/MM/YYYY)
- iii. AQAR 10-8-2016 (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	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="4"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="3"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="23"/>
2.10 No. of IQAC meetings held	<input type="text" value="6"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="1"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="--"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="2"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text" value="2"/>
ii) themes	

Two-Day Faculty Development Programme on 13th and 14th June,2016 on the topic **LIFESMART** was designed for our faculty to harness their energy towards rediscovering and enhancing self and becoming role models in both personal and professional space. Sqn.Lr.Unni Nair, Director, Excel was the resource person and the sessions covered topics on experiencing excellence, communicating to impact and methods to develop leadership skills. 105 faculty members participated actively.

Faculty Development Programme conducted by the college in collaboration with ICT academy titled "Stress Management" was conducted on 30th and 31st March 2017.60 faculty members attended.

2.14 Significant Activities and contributions made by IQAC

- Organises Faculty Development Programme
- Motivates faculty members for publication of research articles.
- Conducts result analyses every semester and suggests necessary action plan
- Orientation programmes are conducted for Non-Teaching Staff Members.
- Students and staff members encouraged to apply for innovative projects to get funding from various Granting Agencies.

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
<ul style="list-style-type: none"> • <i>Proposed for a language lab and develop communication skills.</i> • <i>Additional smart class rooms and modernisation of computer lab</i> • <i>More number of MoUs for academic activities and placements</i> 	<p>Language lab constructed in KCG Knowledge Centre Block and certificate course for developing communication skills was conducted for the first year students in association with “Excel”</p> <p>Each department provided with a projector and three smart class room</p> <p>MoU for academic activities signed with the following institutions:</p> <ol style="list-style-type: none"> 1.Global Allied Pharmaceuticals, Chennai for Student & staff exchange; Joint programme for Conference, workshop; Research and Project training; sharing the lab facilities 2.Asia University, Taiwan for Student & Staff Exchange Joint Conferences 3.Huachiew Chalermprakiet university, Thailand for Student & Staff Exchange Joint Conferences 4.The department of Environment science herbal science. Tamil University, Thanjavur 5.National Institute of Empowerment of Persons with Multiple Disabilities for Student & Staff exchange Joint Conferences

<ul style="list-style-type: none"> • <i>Additional diploma and certificate courses to enhance employability</i> • <i>Extension of Dr.KCG Knowledge centre and increase the number of class rooms ,modernisation of library</i> 	<p>Diploma Course in social sciences</p> <ol style="list-style-type: none"> 1. Entrepreneurial Development Programme certificate course in collaboration with I.N.D.I.A Trust. 2.Tally course in collaboration with Tally Learning Pvt Limited 3.M cube Academy & National Stock Exchange offer certificate course on Fundamentals of capital market. 4. Department of Bio Technology offered a Diploma on medical laboratory technology in collaboration with Bharath Sevak Samaj <p>Extension of Dr.KCG Knowledge Centre completed.9 Additional spacious class rooms, language lab and library constructed</p>
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** 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

- | |
|--|
| <ul style="list-style-type: none"> • Suggested to strengthen the placement, industry institution interaction, and research & consultancy activities. The follow-ups were done periodically through regular meeting and other department level meetings. • The extension of KCG Knowledge Centre will consist of Library, Seminar Hall & class rooms, 2017. |
|--|

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	1	7	
UG	15		15	
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				1
Others(M.Phil)	2		2	
Total	23	1	23	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	
Annual	2

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.

M.A. Journalism and Communication

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	138	106	05		27

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Lecturers		Total	
	R	V	R	V	R	V	R	V	R	V
	106	-	05	-			27		138	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	14	
Presented	10	14	
Resource Persons		1	

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 in certain areas.

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

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

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

2.10 Average percentage of attendance of students

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	850	31	48	18	3	43
PG	51	38	57	5		78
M.PHIL	2	100				50

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

<i>Faculty / Staff Development Programmes</i>	<i>No of program</i>	<i>Number of faculty benefitted</i>
Refresher courses	1	1
UGC – Faculty Improvement Programme	3	3
HRD programmes	2	120
Orientation programmes	1	40
Faculty exchange programme		
Staff training conducted by the university		
Staff training conducted by other institutions		
Summer / Winter schools, Workshops, etc.	52	52
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 and National research papers. The college is initiating its own journal to motivate the faculty to publish research articles on various areas.

3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects -

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	12	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	15	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	6 months	TNSCST	20,000	20,000
Any other (Specify)	-			
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	
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
		3				

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

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

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
International level National level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS YRC

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

- Special camp in adopted Kuzhippa Thandalam village, coastal cleaning, literary development, visits to orphanages and old age homes, cyclone relief work carried out covering the areas of, Padur 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 Rs.(Crores)
Campus area	11.90 acres		Management	
Class rooms	90	9	Management	5.02
Laboratories	21	1	Management	0.12
Seminar Halls	1	1	Management	0.25
No. of important equipments purchased (\geq 1-0 lakh) during the current year.water cooler	6	R.O plant	Management	0.028
Value of the equipment purchased during the year (Rs. in Lakhs)			Management	
Others Maintenance and renovation			Management	0.04

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

S.NO	EQUIPMENT	NUMBER	AMOUNT IN RUPEES
1	Purchase of electrical plumbing and water coolers		6 lakhs
2	Furniture& Fixtures	100	6 lakhs
3	Computers (Printers, laptop, ups, LCD projector)	70computers 3 projectors	41 lakhs
4	Air conditioners	10	3,00,000

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	.Net SQL Data base	Lenova serve TD 350
2	Staff Attendance Management System –Biometrics	ESS2	Mazenet		BIOMETRIC X990
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	14713	1510849	242	44193	14955	1555042
Reference Books	1943	1471964	63	39191	2006	1511155
e-Books						
Journals	50	103644	7	9500	57	113144
e-Journals	-	-			-	-
Digital Database	-	-			-	-
CD & Video	220	13000				
Others (INFLINET MEMBERSHIP IN BRITISH COUNCIL) Amercian Consulate Library	-	34500 8500		34350 8500 3000		34350 8500 3000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	357	6	6Mbps	—	345	15	16	—
Added (replaced)	70 (replaced 22)	1	4Mbps		65(replaced 27)	3 (replacement)	5	—
Total	405	7	10Mbps		383	15	21	—

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

- Internet access to staff and students in the department
- Campus network, 10Mbps 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

01

ii) Campus Infrastructure and facilities

18.25

iii) Equipments

iv) Others

03

Total :

22.25

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on notice boards and college website to ensure active participation by students in various activities.
- Circulars
- Campus blaze magazine
- Audio-Visual Board, LED display, college calendar, bulk SMS, e-mails

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 (2016-17)

UG	PG	M.Phil	Ph. D.
3322	146	2	-

(b) No. of students outside the state

59

(c) No. of international students

22

Total

Men

No.	%
2440	70

Women

No	%
1030	30

Last Year(2015-16)

This Yea(2016-17)

General	SC	ST	OB C	Physicall y Challeng ed	Total	Gene ral	SC	ST	OBC	Physicall y Challeng ed	Total
362	709	37	200 6	2	3114	321	1006	34	2109	2	3470

Demand ratio

1:1

Dropout %

07

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

NET/SET Coaching class for PG students conducted

No. of students beneficiaries

25

08

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

CAT

IAS/IPS etc

-

State PSC

-

UPSC

Oth

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 76

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	612	100	10

5.8 Details of gender sensitization programmes

- Awareness for girl students on the topic “Her Health and Hygiene” organised by MSW department with Mind Map Enterprises Private Limited on 8/10/2016 and 23/03/2017. The sessions were conducted covering the topics Menstrual hygiene, understanding relationship, healthy lifestyle and self defence using PPTs, a short documentary on “Her Body”, games and interactive sessions highlighting importance of diet, exercises, etc.
- Self defence program for the girl students was organised to educate the girls about the importance of self- defence and preventive measures during times of crisis. A senior martial arts specialist and trainer, Mr. Yoghnanan, demonstrated to the students how to protect and defend themselves when they are being attacked.
- A Grooming session for the girl students, was conducted by “Rexona Confidence Academy” in which aspects like personal hygiene and presentation techniques were elaborated and free kits were issued to the students.

5.9 Students Activities

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

State/ University level 3 National level 5 International level 2

No. of students participated in cultural events

State/ University level National level International level

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	285	5,118,700
Financial support from government	210	6,410,250
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International
Exhibition: State/ University level National level International

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **One**

Complaint received with regard to the capacity of the canteen. Hence extension for the canteen was undertaken.

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

Faculty members are encouraged to present and publish national and international research papers

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library shifted to the New Block and Modernised the library with e-resources for the benefit of students and staff.

Library resources are updated with latest editions .NPTEL online courses organised

Earn while you learn scheme adopted to support the economically challenged students

To motivate the students to develop reading habits -Debate for the students organised by the Library.

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

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 (as per the University norms).
2. All the applications are screened and the short listed candidates are informed to attend interview along with the original certificates.
3. The short listed candidates are interviewed by selection committee comprising subject experts, Principal, Deputy Director-Academics, Dean and Head of the Department

6.3.8.Industry Interaction/Collaboration

Two MoUs signed during the academic year

a)Collaboration withYeungnam University Korea-Research in Biotechnology

b)Collaboration with Tamil University, Thanjavur for research in Biotechnology for joint proposals, 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	<ol style="list-style-type: none">i)Contribution for provident fund for the permanent staff.ii)Loan facilities provided for meeting emergency situation.iii)Group insurance schemesiv)Distress Aid Fund in case of emergencies
Non teaching	<ol style="list-style-type: none">i)Group insurance schemes,ESI ,PF provide for the supportive staff.ii) Distress Aid Fund in case of emergencies.iii)Uniform for all the house-keeping and gardeners provided.iv)Refreshments to supportive staff during the working hours.v)Concessions in fees for children of supportive staff

Students	i)Group insurance schemes ii)Campus doctor available on all working days iii)Counsellors available in the campus. iv)College buses available connecting all the routes in Chennai. Also MTC Bus passes made available. v)Distress Aid Fund in case of emergencies
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

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

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

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

For UG Programmes

For PG Programmes

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

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

6.11 Activities and support from the Alumni Association

Alumni invited as resource person to share their experience in their field.

Rank holder among alumni share their views to boost the motivation of the 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 supporting 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.

EARN WHILE YOU LEARN

GOAL: Aim to support the economically needy students who are willing to extend a help in the library on regular basis.

CONTEXT:

Students support themselves by doing part time jobs after college hours. Students from different departments who are in need of financial assistance are identified. The interested students who are willing to be a part of this programme are given preference to help in the Library under the scheme “EARN WHILE YOU LEARN”. This enables the student to earn and meet their basic needs, which builds their confidence.

Totally 16 students are utilizing their free time in the library after college hours from 2.45-3.45pm. The library staff monitors them. The management supports this programme.

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

1. Remedial classes conducted for the slow learners on the subjects English, Maths, Statistics and accounts
2. More the collaborations for academic activities

7.3 Give two Best Practices of the institution

BEST PRACTICE 1

Title of the Practice : Reading Club

Goal : The aim of the practice is to enhance the language skills of the students in learning English. The initiation of the practice nurtures the various components of reading especially phonemic awareness, word decoding, and fluency building. This provides the opportunities for the students to deal with various activities based on ‘Self-Direct’ method of Learning.

Context: To furnish the students with various kinds of books is the essential part of Life. Students are facing difficulties in Learning English especially, in speaking (Phonetics and Linguistics) and writing process. Many of the students are from low-income families.

Evidence of Success: The Department of English organised a guest lecture on 2nd January, 2017 to train the students in review writing. Dr. David Wesley, Assist. Professor of MCC was the resource person. Around 50 students participated. His speech motivated the students to read book and write reviews. Every week 10 students took part in the Reading club regular. The best review was displayed on the notice board with a congratulation note by the Principal.

Problems Encountered: Every II hour was allotted for the students to read books from the reading club. They missed their regular classes during their hour.

BEST PRACTICE 2

TITLE OF THE PRACTICE: Zero Hunger Campus

GOAL: Aim to support the economically poor students by giving at least one meal a day.

CONTEXT: The students hailing from the financially poor background are given meal if they do not have. To avoid embarrassment, this is not done publicly; rather such students are chosen and given coupon to get food from the college canteen. This started in the month of February 2017.

Problem Encountered and Resources required: Nil

7.4 Contribution to environmental awareness / protection

The college conducts an assessment of the environmental impact of the institution and takes necessary measures to promote consciousness, preservation and protection of the environment. The Committee for Green Audit comprises of one representative from the management and staff coordinators of Environment Club. Their responsibilities include:

- Conduct of Annual Green Audit
- Promotion of eco-friendly campus
- Maintenance of green campus
- Promotion of environmental consciousness through the conferences and awareness programmes.
- Implementation of suggestions on management of natural resources, energy and waste

7.5 Whether environmental audit was conducted?

Yes

No

Any relevant information wish to add(SWOT analysis)

STRENGTHS

- Library with large number of books, journals, magazines, e journals of national and international repute with latest edition.
- Participative Management through Students Council
- Certificate courses offered for students to develop employability skills
- Large number of initiatives undertaken for supporting first generation learners, economically challenging students and students from diverse background
- Recruiting highly experienced and qualified faculty
- Collaborations with research institutes, government departments and industries.
- Innovative teaching methods adopted
- Ragging free campus
- Bay view
- Bus routes operates for students and staff connecting all the places in Chennai

WEAKNESSES

- Rigidity in curriculum

OPPORTUNITIES

- To have an International Campus.
- To collaborate with globally recognized Institutions.
- To obtain Autonomous status

THREATS

- No flexibility in content designing as university curriculum is followed

8. Plans of institution for next year

To Prepare for re accreditation II cycle

To Promote Research Activities

To aim for major projects from the funding agencies

To introduce Ph.D programmes

To develop courses which enhance employability and focus on experimental learning.

To Strengthen the campus placements process to provide more job opportunities for the students.

To improve the play fields of Physical education department

L.ESTHER THAMARINE

Coordinator, IQAC

DR.S.THIRUMAGAN

Chairperson, IQAC

