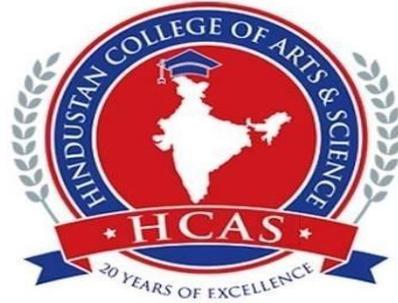


HINDUSTAN COLLEGE OF ARTS & SCIENCE
PADUR, KELAMBAKKAM, CHENNAI – 603 103



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL QUALITY ASSURANCE REPORT
2017-2018

Part – A

AQAR for the year

2017-2018

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.

044 – 27474671

Name of the Head of the Institution:

Dr. S. Thirumagan

Tel. No. with STD Code:

044 – 27475249

Mobile:

8838295003

Name of the IQAC Co-coordinator:

Dr. K. Malarvizhi

Mobile:

9444430173

IQAC e-mail address:

iqachcas@gmail.com

1.3 NAAC Track ID

TNCOGN80352

1.4 NAAC Executive Committee No. & Date

EC (SC)/31/RAR/ TNCOGN80352 16/08/2018

1.5 Website address:

www.hcaschennai.com

Web-link of the AQAR:

<http://hcaschennai.com/sites/default/files/aqar%202017-18.pdf>

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	B++	2.88	Aug '18	5
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC

1.8 AQAR (for example 2010-11)

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 14/07/2017 (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*)

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities (if any at department level)

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

Meetings	Numbers
Total No	20
Faculty	12
Non-Teaching Staff	3
Students	2
Alumni	1
Others	2

2.12 Has IQAC received any funding from UGC during the year?

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(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/Department Level
10	1	3	1	5

(ii) Themes

- Teaching methodology and class room management
- Novel approaches and concepts in modern micro biology
- Recent innovations in computational science
- Innovative entrepreneur and intellectual property right
- Biotechnological advances towards sustainable agriculture and environment
- Sustainable development for the person with disability
- Food Technology

2.14 Significant Activities and contributions made by IQAC (IF ANY AT DEPARTMENT LEVEL)

- IQAC monitors and validates the academic results of each Department.
- The research activities of the Post Graduate and Final year BBA are encouraged and projects are initiated
- Outreach and community programs are organized
- Academic Seminars and Inter collegiate workshops are organized.
- External academic audit was conducted
- Standardization of formats
 - Academic Audit
 - Result Analysis
 - Lesson Plan
 - Internal Exam Procedure (Question Paper, Time table, Duty chart, Room Allotment)

2.15 Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL) / Outcome

The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) 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"> • To Prepare for re accreditation II cycle • To Promote Research Activities and to aim for major projects from the funding agencies • To introduce Ph.D programmes • To develop courses which enhance employability and focus on experimental learning. • To strengthen the campus placements process to provide more job opportunities for the students. • To improve the play fields of Physical education department 	<ul style="list-style-type: none"> • Applied for reaccreditation II cycle under new guideline and Peer team visited • MoUs signed to develop research activities Applied for research projects • Two Ph.D programmes introduced in Biotechnology and Microbiology • Communication skill oriented courses conducted for all the I year students • Full Time Placement Officer appointed to strengthen the Placement Cell and more number of companies invited • Gym facilities extended to staff and students. Volley ball court renovated

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

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"> • MoUs signed to develop research activities Applied for research projects • Two Ph.D programmes introduced in Biotechnology and Microbiology and 3 research proposal submitted. • Strengthen the campus placement process to provide more job opportunities for the students. More participation in the campus interview during the year and invited 5 companies for campus recruitment.

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
Ph.D				
PG	7	Nil	7	
UG	15	1	16	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	5	4		
Others – M.Phil	2			
Total				

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

Flexibility of the Curriculum	Yes/No
Choice Based Credit System	If yes, give details as annexure
Core	
Elective Option	
Open Options	

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
Trimester	Nil
Annual	2

1.3 Mode of feedback :

Online	Manual	Co-operating schools (for PEI)
	✓	

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

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

Yes, as per University of Madras

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

Yes B.Com (Accounting & Finance)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
145	140	04	01	-

2.2 No. of permanent faculty with Ph.D.

40

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
140	-	4	-	1	-	-	-	145	-

2.4 No. of :

Guest Faculty	-
Visiting Faculty	03
Temporary Faculty	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/ Workshops	1	11	-
Presented papers	9	20	-
Resource Persons	-	6	-

2.6 Innovative processes adopted by the Institution/Department in Teaching and Learning:

<ul style="list-style-type: none"> ➤ ICT method of teaching ➤ Case study and brain storming ➤ Guest Lecturers by Eminent persons from industries, subject experts ➤ Seminars and assignment for Internal Assessment. ➤ Use of Smart Boards ➤ To have practical exposure internship is given ➤ Arranging industrial visit. ➤ Suggestions and recommendations provided by the academic audit ➤ To enhance subject knowledge and skills, activities like debate, quiz competition and cultural are conducted.

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

180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution/Department

Affiliated to University of Madras

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

As member of Board of Study	As Faculty	As Curriculum Development workshop
1	-	-

2.10 Average percentage of attendance of students

78 %

2.11 Course / Programme wise distribution of pass percentage:

Title of the Program	Total No. of Students Appeared	Division				
		Distinction %	I%	II%	III%	Pass %
B.A. ENGLISH	16	-	13	25	25	63
B.C.A	183	5	34	4	-	43
B.COM (CA)	26	-	8	20	4	32
B.COM (GEN)	192	3	26	19	-	47
B.COM (ISM)	21	-	43	5	-	48
B.COM (BM)	56	6	18	18	-	42
B.COM (CS)	51	-	12	18	4	34
B.SC (MB)	49	21	45	-	-	66
B.SC (BT)	47	18	49	7	-	74
B.SC (CS)	129	5	28	6	-	38
B.SC (EM)	25	24	32	-	-	56
B.SC (ECS)	19	32	27	-	-	58
B.SC (MATHS)	44	19	21	3	-	41
B.B.A	66	-	25	22	2	47
B.SC (VC)	39	11	49	-	-	59
M.SC (BT)	26	31	27	-	-	58
M.SC (AMB)	19	32	69	-	-	100
M.SC (CS)	3	34	67	-	-	100
M.SC (IT)	4	-	100	-	-	100
M.A. (JC)	2	-	50	-	-	50
M.COM	15	13	67	20	-	100
M.S.W.	15	30	70	-	-	100

2.12 How does IQAC (if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes:

- ICT method of teaching
- Use of Smart Boards
- University Results analysis
- Organizing Faculty Development Programs to keep the staff posted in the latest fields of education, knowledge enhancement and use of technology
- Feedback from all stakeholders regarding the curriculum
- PTA meetings are conducted to discuss the progress of the students
- Periodic academic audit by the Head of the Institution
- Dissemination of information about various funding available for research and development to the faculty
- Motivating faculty members to involve in research activities
- Organizing the workshops, seminars, and conferences on burning issues
- Bridge course in English for slow learners
- Remedial coaching for academically weak students
- Organizing various certificate and add on courses related to job oriented
- Continuous Assessment Tests (CAT), Model Exams, Assignments and seminars are conducted for the students for their internal marks
- Maintaining Alumni details
- Monitoring various Cells
- Documentation of the of Journal publications and paper presentations are collected

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of Faculty Benefited
Refresher courses	-
UGC – Faculty Improvement Programme	9
HRD programmes	150
Orientation programmes	35
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / winter schools, Workshops, etc.	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent positions filled during	Number of Positions filled temporarily
Administrative Staff	13	02	-	02
Technical Staff	14	01	-	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC (if any at department level) in Sensitizing/Promoting Research Climate in the institution

The college has formed a research forum to encourage doctorate faculty members to write proposals to various funding agencies and research collaborations with foreign Universities. The Department of Social Work has an MoU with Asia University, Taiwan, the post graduate students went there for internship and the Taiwan students underwent summer exchange programme in our campus and The department of Biotechnology has an MoU with Yengunam University, Korea and published three chapters in a book entitled "Microbial Biotechnology", published by Springer Nature publisher, edited by Dr. Jayantha Pathra, Assistant Professor, Yengunam University, Korea.

3.2 Details regarding major project

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	2
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor project

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	10
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	2	-
Non Peer Review Journals	5	3	-
e Journals	6	-	-
Conference Proceedings	9	3	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

Range	0.07 - 2
Average	-
h-index	15
SCOPUS	05

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>				-
Any other(Specify)				-
Total				-

3.7 No. of books published

I. With ISBN No.	2
II. Chapters in Edited Books	3
III. Without ISBN	-

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)	

3.10 Revenue generated through consultancy

Mr. Senthil, Department of Environmental Sciences, Tamil University availed research support for his Ph.D work from the Department of Biotechnology and he paid Rs. 10,000.00/- as lab expense.

3.11 No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number	1	3	2	-	-
Sponsoring Agencies	-	Indian Science Congress	Ministry of Women and Child Development	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

8

3.13 No. of collaborations

International	3
National	5
Any other	1

3.14 No. of linkages created during this year

70

3.15 Total budget for research for current year in lakhs

From Funding Agency	
From Management of University / College	2
Total	2

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	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/Department
5	-	3	-	-	-	2

3.18 No. of faculty from the Institution/Department

Who are Ph. D. Guides	7
Students registered under them	-

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

NIL

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

JRF	SRF	Project Fellow	Others
-	-	-	-
-	-	-	-

3. 21 No. of students Participated in NSS

University level	State level	National level	International level
200	50	-	-

3.22 No. of students participated in NCC

University level	State level	National level	International level
-	20	-	-

3.23 No. of Awards won in NSS:

University level	State level	National level	International level
1	1	-	-

3.24 No. of Awards won in NCC:

University level	State level	National level	International level
-	1	-	-

3.25 No. of Extension activities

University forum	College forum	NCC	NSS	Any other
		4	9	

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

- Visit to orphanage /old age home
- Village adoption and awareness Programme by NSS
- National Vaccination Day Programme
- Zoonoses day
- Dengue Awareness Programme
- Global Iodine Deficiency Awareness Programme
- Adult Stem Cell Donor's Awareness Programme
- College was relief camp for the victims of Chennai flood.
- Blood donation camp organized
- Health camp was organized for the general public
- World Mental Health Rally
- AIDS Awareness Programmes, Digital Payment, Food Adulteration

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	NIL	Management	11.90 Acres
Class rooms	92	NIL	Management	92
Laboratories	24	NIL	Management	24
Seminar Halls	6	NIL	Management	6
No. of important equipments purchased (\geq 1-0 lakh) during the current year	1570	63	Management	1633
Value of the equipment purchased during the year (Rs. in Lakhs)	54.9	3.5	Management	58.4
Others				

4.2 Computerization of administration and library

- Administrative office is automated for Application forms, Merit lists, Admissions, Examination forms, Scholarship forms, Library enrolment, Faculty Pay Bills and other administrative work.
- Student and Faculty database software also available in the administration block.
- Computer Science, Information Technology, Visual Communication and Electronic Media Departments have sophisticated licensed software.
- Reprographic facilities are available.
- The entire College Campus is under the surveillance of CCTV camera.
- B2e – Software (LMS) Library Maintenance Software has been installed in the central library.
- The library uses an ERP College Administration Software. Books Circulation, day today task and Stock Verification are utilized through the library software.
- Dedicated one computer with headphones and Non Visual Digital Library (NVDL).
- INFLIBNET: The college library has subscribed to INFLIB net in order to enable the faculty members and students to access the treasure trove of information available in E-Journals and E-Books.
- The college provides independent computer and internet facility to the departments for online reference work.
- Periodicals are subscribed by the library. The college has dedicated a Broadband leased line of 20 Mbps for internet connectivity and 4G Wi-Fi facility.
- Digital Collection of materials to help the visually inspired student to prepare the competitive examination. Referral service is done in the library for physically challenged students, where students are even sent to Anna Centenary Library.

4.3 Library services at Department Level:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	14955	15,55,042	432	84,858/-	15,387	16,39,900
Reference Books	2006	15,11,155	100	103855/-	2106	16,15,010
e-Books	N – List SAGE	34,500/- 28,176/-	N – List SAGE	34,500/- 44,160/-		
Journals	57	1,13,144	5	10,900	62	1,24,044
e-Journals	N – List SAGE	-	-	-	-	-
Digital Database	NPTEL	-	-	-	-	-
CD & Video	200	-	20	-	220	-
Others (specify)	Braille	-	Braille	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	269	6	10Mbps	-	--	15	21	--
Added	93	1	30 Mbps	1	1	8	4	--
Total	362	7	40 Mbps	01	01	23	25	--

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

- Technology is put into maximum use in the teaching-learning process. Classrooms with smart boards/LCD projectors make teaching sessions more interactive and help effective time management. Similarly laboratories and library are e-enabled.
- The college conducted Faculty Development Programme on ICT on 19th & 20th June, 2018
- The students are also given training in research related software namely, SPSS and Excel, which are used for quantitative and qualitative researches respectively.
- Department of Library organized workshop on NLIST login access procedure on 14/12/2017
- The institution provides facilities for the use of ICT in the teaching-learning activities.
- The students use download facilities of e-books and e-journal in the Departmental and Central Library.
- Adobe Creative Suite, Discrete 3Ds Max, Discreet Maya software are used by students of Department of Visual Communications & Electronic Media.

4.6 Amount spent on maintenance in lakhs:

i) ICT	6.20
ii) Campus Infrastructure and facilities	51.97
iii) Equipments	0.71
iv) Others	-
Total	58.88

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC (IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services

Principal, Deans, Heads and tutors track the progression of the students through their result analysis, attendance percentage in each semester and follow up action will be taken for the needy students. Class tutors take record of academic and personal details of the students. Remedial classes conducted to the needy students.

The departmental activities updated in the website, campus blaze (magazine) and Annual magazines.

IQAC creates awareness on Course outcomes, Programme outcomes, health care, communication skill courses, placements and career guidance's

5.2 Efforts made by the Institution/Department for tracking the progression

- College has an excellent Mentor- Mentee system in the ratio of 30:1. Mentor keeps track of the students' academic progress and encourages in developing their skills and talents. Mentors also addresses and resolve personal issues if any.
- Academic performance of students is monitored through Internal Assessment and weak students are given special attention. Progress card reflecting the details of marks in two Internal Assessments and model examinations are sent to the parents.
- The college strives towards fostering a friendly learning atmosphere that will promote academic excellence and holistic development of students.

- In order to boost academic performance a rigorous system of Internal Assessment is in place. Students are given periodic tests, assignments, projects and seminars. The college organizes conferences, seminars, guest lectures for students and Faculty Development Program for faculty.
- The college also keeps track of their attendance by strictly monitoring the required monthly 75% of attendance and notifies the defaulters.
- Habitual defaulters are counseled by their respective mentors and parents are also informed accordingly.
- Alumni meet
- College website
- Placement cell

5.3 (a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
2276	1030	77	121	-	-	1	1	2354	1152

(b) No. of students outside the state

124

(c) No. of international students

	In Numbers
Men	4
Women	6
Total	10

(d)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
321	996	34	2023	2	3274	267	883	17	2339	02	3506

(e)

Demand Ratio	87%
Dropout %	6%

5.4 Details of student support mechanism for coaching for competitive examinations (If any) No. of students beneficiaries

Coaching class for PG students for NET/SET conducted.

5.5 No. of students qualified in these examinations

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others
--	-	-	-	-	-	-	-

5.6 Details of student counseling and career guidance

Training conducted to the final year UG and PG students to develop communication skills, group discussions, training to face interviews. Career guidance given for higher education and as well as facing competitive exams. Personal counseling given to the personally disturbed students.

No. of students benefitted

239

5.7 Details of campus placement

On Campus			Off Campus
No. of Organizations visited	No. of Students Participated	No. of Students Placed	No. of Students Placed
5	451	57	3

5.8 Details of gender sensitization programmes

Lectures organized to combating health and hygiene. A Grooming session for the girl students, was conducted by “Rexona Confidence Academy” in which aspects like personal hygiene and presentation techniques was elaborated and free kits were issued to the students

5.9 Students Activities

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

State Level	-	-
National level	1	-
International level	-	-

5.9.1 No. of students participated in cultural events

State / University Level	1
National Level	-
International Level	-

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

State / University Level	-
National Level	-
International Level	-

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

State / University Level	-
National Level	-
International Level	-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	295	59,69,750
Financial support from government	304	7,16,000
Financial support from other sources	-	-
Number of students who received International National Recognition	-	-

5.11 Student organised / initiatives Fairs:

State/ University level	1
National level	
International level	

5.12 No. of social initiatives undertaken by the students

3

5.13 Major grievances of students (if any) redressed:

- Additional canteen provided to meet the increased students strength
- Purified drinking water in the campus

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/Department has a management Information System

- Yes. MIS applied to administrative procedures including Finance through computerized 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/Department for each of the following:

6.3.1 Curriculum Development

- Curriculum designed by University of Madras.
- All the courses are offered under Choice based credit system.
- Compulsory Internship & Project work for PG students
- To increase the employability of the students Diploma/ Certificate courses are offered.
- To improve the communication skills of the students, Life coping skill programs are organized.
- Non Major Electives/Basic Tamil offered at the under graduate level.
- New courses are introduced to meet the current academic challenges.
- Environmental Studies is offered to the II Year Undergraduate students to create the sense of

environmental consciousness

6.3.2 Teaching and Learning

- Orientation program & Bridge course in English for all first year students
- ICT Methodology of Teaching and learning is encouraged.
- Interactive teaching learning process through group discussions and conducting Seminars for the students.
- Internships, Field trips and Industrial visits to enhance the knowledge of the students.
- Mentor Mentee system for intensive academic and personal development of the students

6.3.3 Examination and Evaluation

- Continuous Assessment Tests and Model Examination are conducted each semester for internal assessment and scores for the students.
- Internal marks and internal examination marks are maintained by each department and reviewed periodically by the Principal.
- External (Theory and Practical) exams are scheduled and conducted by the University of Madras.
- Scribe facility is provided for differently abled students with the prior approval from the University of Madras.
- Result Analysis is presented for the University Examination Results.
- Students are allowed for revaluation and the final year students can appear for the instant exam

6.3.4 Research and Development

- Faculty are encouraged to present and publish in UGC recognized national and international journals.
- Financial Assistance is provided by the Management to promote faculty participation in Conferences and Research activities.
- Doctoral Programmes were introduced in Microbiology and Biotechnology

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library resources are updated with latest editions.
- NPTEL online courses organized
- Library well equipped with required titles, e-Journals, volumes of text books
- Modernized the library with e-resources for the benefit of students and staff.
- Language Lab facility is available for all the students.
- Smart board and LCD projectors are available for teaching purpose

- KCG Block II Phase construction completed which includes auditorium of 250 capacity
- Cubicles were constructed for Heads & Deans.
- Ro Purified Water Campus
- Gym facility is provided for both staff and students.
- CCTV camera installed in the college premises.
- Additional Cafeteria introduced.
- Reprographic facility is available on Campus.

6.3.6 Human Resource Management

The following are the activities carried out by the HRM

- Assess the staff requirement for both the teaching and non teaching
- Recruitment & Training
- Maintenance of attendance
- Suggestions & Recommendations for Leave Policy
- Payroll preparation
- Orientation to the new staff
- Grievance Redressal Committee addressing problems of staff and solves them.
- Performance Appraisal of the staff through structured and informal feedback.

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

MOU with

1. Skyline Medical Coding Academy
2. ICT Academy for certificate courses
3. Bharath Sevak Samaj for certificate courses.

6.3.9 Admission of Students

Students are admitted as per norms prescribed by the University of Madras.

Free seats and concessions in admission for economically weak students and students with merit.

Also free seat with free accommodation for students with outstanding sports record.

6.4 Welfare schemes for

Teaching	<ul 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	<ul 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	<ul style="list-style-type: none">i) Group insurance schemesii) Campus doctor available on all working daysiii) 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

6.5 Total corpus fund generated

Rs.12 Lakhs p.a.

6.6 Whether annual financial audit has been done

Yes

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

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

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

For UG Programmes	No
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For PG Programmes	No
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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

- Mega Alumni Meet -Golden Convergence-2017, was conducted on 2nd December 2017 to commemorate 50years golden Jubilee of the group of institution was celebrated
- Separate Bank account was opened to maintain the alumni contribution
- 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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

In the beginning of the academic year a training session and orientation to the supporting staff was conducted

6.14 Initiatives taken by the Institution/Department to make the campus eco-friendly

- Vermi Compost harvested in college campus
- Biogas plant installed
- Water recycling plant made available in the campus
- Eco-friendly system adopted in the campus through cleaning up awareness programme
- Waste management exhibition conducted to sensitize the students towards eco friendly environment

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.

Sparkz – was organized to take special care on the students who are lowly motivated and personally disturbed. The event focuses on their academic as well as personal issues. These students issues viewed carefully and due followup action were taken. This gave a positive impact on the students and gave them a chance to express their views and problems.

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

- Two Ph.D research programme introduced for the Life Sciences
- Strength the placement cell by the introduction of soft skill training programmes

7.3 Give two Best Practices of the Institution/Department (*Annexure 'II'*)

1. Earn while you learn
2. Go green

7.4 Contribution to environmental awareness / protection

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

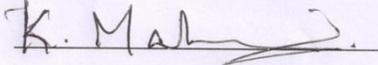
7.5 Whether environmental audit was conducted? Yes/ No

Yes

Plans of Institution/Department for next year

- National/State level Seminar/ Workshop for Faculty cum students' enrichment programme
- Skill development training programmes for students
- M.Phil Course in Commerce
- To organise NAAC sponsored workshop under IQAC
- To conduct classes for competitive examination
- Promote Research Activities
- To strengthen research activities through funding agencies

Name: **Dr. K. MALARVIZHI**



Signature of the Coordinator, IQAC

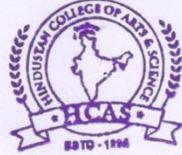
Name: **Dr. S. THIRUMAGAN**



Signature of the Chairperson, IQAC

Dr. S. THIRUMAGAN
PRINCIPAL

HINDUSTAN COLLEGE OF ARTS & SCIENCE
Padur, Kelambakkam, Chennai - 603 103.



Annexure I

Academic Calendar 2017-18

Date	Day	Day Order	Academic Activities
JUNE 2017			
8	Thur		College Reopens for Staff
9	Fri		Staff Retreat
12	Mon		Faculty Development Program for Executives/Dean/HOD's
13	Tue		Faculty Development Program for Teaching staff
14	Wed		Orientation Program for Non-Teaching / House Keeping / Voucher Staff/ Garden / Securities
16	Fri	I	College Reopens for Students
20	Tue	III	Founder's Day
26	Mon		Ramzan
JULY 2017			
18	Tue	IV	NSS Orientation for I UG
24	Mon	II	Continuous Assessment Test – I
25	Tue	III	Continuous Assessment Test – I
26	Wed	IV	Continuous Assessment Test – I
27	Thur	V	Continuous Assessment Test – I
28	Fri	VI	Continuous Assessment Test – I
AUGUST 2017			
1	Tue	II	Performance of CAT-I Review Meeting
2	Wed	III	Knowledge Hunt'17 A 3 Day Open House Programme
8	Tue	I	YRC Programme
9	Wed	II	Department of English "ELITE"
10	Thur	III	Library Department Activity
14	Mon		Krishna Jayanthi
15	Tue		Independence Day
17	Thur	I	Department of Languages "SOUL"

18	Fri	II	Department of Business Studies “HABS”
22	Tue	IV	Department of Microbiology & Biotechnology Symposium cum Workshop
25	Fri		Vinayagar Chaturthi
29	Tue	II	Blood Donation Camp
31	Thur	IV	School of Media Studies – “FRAMEZ” Photography Exhibition
SEPTEMBER 2017			
1	Fri	V	Workshop - Department of Social Work
2	Sat		Bakrid
4	Mon		Onam
5	Tue	VI	Teacher’s Day Continuous Assessment Test – II
6	Wed	I	Continuous Assessment Test – II
7	Thur	II	Continuous Assessment Test – II
8	Fri	III	Continuous Assessment Test – II
9	Sat	IV	Continuous Assessment Test – II
11	Mon	V	RRC Programme
12	Tue	VI	Performance of CAT-II Review Meeting
13	Wed	I	Olympiad’17 Department of Mathematics Symposium
14	Thur	II	Collection of Feedback from the Students – I
15	Fri	III	Department of Commerce (BM, CS & General Shift-I) Symposium)
19	Tue	V	Department of ECS Symposium – “CATRICS”
21	Thur	I	School of Computational Studies International Conference
26	Tue	IV	NSS Programme
27	Wed	V	Muthamiz Peravai - Tamil
29	Fri		Ayudha Pooja
30	Sat		Vijayadashami
OCTOBER 2017			
1	Sun		Muharram
2	Mon		Gandhi Jayanthi
4	Wed	II	YRC Programme
6	Fri	IV	NSS Programme

9	Mon	V	Model Examination
10	Tue	VI	Model Examination
11	Wed	I	Model Examination
12	Thur	II	Model Examination
13	Fri	III	Model Examination
14	Sat	IV	Model Examination
16	Mon	V	Commencement of Practical Exams – UG /PG
17	Tue	VI	Performance of Model Examination – Review Meeting
18	Wed		Deepavali
NOVEMBER 2017			
1	Wed		University Exams Begin For UG / PG
14	Tue		Children's Day
DECEMBER 2017			
1	Fri	IV	World AIDS Day
9	Sat	IV	Carnival
25	Mon		Christmas
JANUARY 2018			
23	Tue	IV	YRC Programme
26	Fri		Republic Day
30	Tue	II	HINDOTSAV'18 An Inter Collegiate Cultural Festival
FEBRUARY 2018			
5	Mon	VI	NSS Special Camp Inauguration
7	Wed	II	Collection of Feedback from the Students – II
11	Sun		NSS Special Camp Valedictory
12	Mon	VI	Continuous Assessment Test – II
13	Tue	I	Continuous Assessment Test – II
14	Wed	II	Continuous Assessment Test – II
15	Thur	III	Continuous Assessment Test – II
16	Fri	IV	Continuous Assessment Test – II
20	Tue	VI	Performance of CAT–II Review Meeting
21	Wed	I	Students Council Election
22	Thur	II	A Two Day Dr. KCG Verghese Memorial Film Festival

24	Sat	IV	Annual Sports Day
27	Tue	VI	Blood Donation Camp
MARCH 2018			
7	Wed	VI	College Day
8	Thur	I	Model Examination
9	Fri	II	Model Examination
10	Sat	III	Model Examination
12	Mon	IV	Model Examination
13	Tue	V	Model Examination
14	Wed	VI	Model Examination
15	Thur	I	Commencement of Practical Exams – UG /PG
17	Sat	III	Performance of Model Examination Review Meeting
29	Thur		Mahaveer Jayanthi
30	Fri		Good Friday
APRIL 2018			
1	Sun		Easter
2	Mon		University Exams Begin for UG & PG
25	Wed		Academic Audit
MAY- 2018			
1	Tue		May Day

Annexure II

Best Practices 1

Earn while you Learn

Objective of the Practice

The objective of the practice is to support the economically challenged students. This practice gives them an opportunity to work after the college hours between 3.10 and 4.30 in the library. After college hours, the books remain scattered on the reading tables and are not placed in order on the racks. This would be segregated and arranged properly.

The artistically skilled students are used in designing the campus blaze, bi-annual newsletter and Hindlehar, annual college magazine. This would develop the skills of the students and give them hands on experience at designing. This work can also be done at home.

The context

By the implementation of this practice the student learn the work culture of an educational institution. They are given the financial assistance which would help them to stand on their own legs. They are given an orientation on the method of work expected from them. They are also taught how to value work whether it is small or big.

While designing this Programme, we considered the certain criteria to choose the students who really find it difficult to meet both ends meet. The scheme is adopted in the beginning of both the semesters and ends before the examination. They get enough time to prepare for the exams and pay the fees on time. The task of identifying such students was given to different departments. The class tutors who collect the details of the students and study the financial background of the them and render the right help to them.

The practice

In India the number of students pursuing higher education is very less. Due to their financial crisis they are forced to work in hotels, medical shops, courier, driving cabs, etc. All these work nature put a full stop to their studies and they miss out the joy of learning at college. Some students sign up for part time jobs on night at shifts. This becomes a heavy burden to the students.

The work at educational institution under the banner “Earn While You Learn” doesn’t consume much time and at the same time, they are not strenuous. They also tend to get a soft corner from the faculty. Regular monitoring of their work gives them encouragement and assistance.

Since the college is situated in the outskirts of Chennai, many students have financial constraints to continue their studies. For many of them it is an opportunity to earn with dignity. Regularity of work is sought by the college. As students are not regular they find it difficult to continue the work and thereby earn a little amount only.

Evidence of success

So far about 18 students are benefitted out of the scheme. They find it very useful in paying their exam fees and some dues. Instead of being idle away their time at the college campus between 3.10 and 4.30 and waste their time at home, they utilize it to earn and support their family. They learn to value time. The satisfaction that they get out of this is great. For the designing work the students receive a certificate of appreciation during the college day celebrations. This certifies their work culture and shows them a way to pursue such jobs after their course completion.

This also paves way for peer learning in designing work. They learn from other students about different software or method to do the work easily and perfectly. The students who have helped in designing and photography excel in media after their degree

Best Practices 2

Go Green

The college initiated a small but a firm step to protect and preserve the greenery of the campus and to enhance the green environment culture among the students. The students need to learn the importance of pollution free environment and to inculcate the importance of conserving the natural resources.

The context

The College initiates to maintain green campus after the cyclone which uprooted large number of trees. Hence every month saplings are planted to mark the birthday of the management and staff of the college. Also initiatives taken to develop herbal garden and organic garden. Fresh organic vegetables and greens are sold to the staff of the college for minimum cost.

Keeping the notion of Zero Waste Campus the college created a Vermicompost Production Unit and Biogas in the campus. A certificate course was conducted for the staff on Vermicompost. The participants were taken on field visit to the Vermicompost Unit to learn about the preparation of pancha kavya, types of earth worms, processing of Vermicompost, collection and packing of manure etc.

To inculcate the importance of conserving the natural resources for its sustainable utilization, the Enviro-club of the Department of Biotechnology celebrated “World Honey Bee Day”. The students displayed handmade posters to emphasize the importance of Apiculture and honey bees. The theme for the celebration was “Climate is changing”. The club regularly conducts many activities regarding Environment protection.

Evidence of success

In the short term more than 50 saplings planted in the campus. Vermicompost certificate courses organized to the students and staff. The production from the vermicompost sold to the staff and students. More than 30 varieties of herbal and medical plants maintained in the garden. Students show keen interest to know the medical values of the plants.

Problems Encountered and Resources Required

This involves huge investments and maintenance.

Annexure –III

TEACHERS' FEEDBACK ANALYSIS ON CURRICULUM

S.No	PARTICULARS	Good %	Average %	Poor %	Remarks
01.	Syllabus is suitable to the course	85	10	5	Feedback has been collected from the teachers from various department to analyze the overall curriculum of the courses, the result found that overall feedback about curriculum is good, only few areas need to be improved such as infrastructure facilities like Library, Internet access and class rooms etc.
02.	Syllabus is need based	78	15	7	
03.	Understanding of syllabus by teachers and student	79	18	3	
04.	Corresponding reference material for the course	80	15	5	
05.	Prescribed books are available in the library	70	19	11	
06.	Good balance between theory and application	70	21	9	
07.	Interest in the subject	79	13	8	
08.	Knowledge enrichment in the course	73	16	11	
09.	Sufficient number of optional papers.	65	21	14	
10.	Reference materials	74	19	7	
11.	Infrastructural facilities such as Library and E-learning.	57	20	23	
12	Conduct of exam	74	19	7	
13	Adaptation of new techniques/strategies of teaching	69	12	19	
14	New techniques/strategies of testing and assessment of students	69	16	15	
15	The administration is teacher friendly.	66	23	11	

STUDENT FEEDBACK ANALYSIS ON CURRICULUM

S.No	PARTICULARS	Good %	Average %	Poor %	Remarks
01.	The syllabus of the courses	74	24	2	The overall feedback given by the students about curriculum is good, but few areas are to be improved the course relation to real life application, text books and reference materials etc.
02.	Depth of the course content	63	29	8	
03.	Course Applicability/ relevance to real life situations	56	31	13	
04.	Learning value in terms of skills, concepts and knowledge	65	23	12	
05.	The sequence of the Courses	73	22	5	
06.	Electives to the specialization streams.	57	28	15	
07.	Text Books and reference books to the Courses	46	30	24	
08.	Size of syllabus in terms of the load on the student	64	27	9	
09.	Competencies expected out of the course	55	31	14	
10.	Experiments for the LAB components	55	21	24	

ALUMNI FEEDBACK ANALYSIS ON CURRICULUM

S.No	PARTICULARS	Good %	Average %	Poor %	Remarks
01.	Was the syllabus relevance to the course?	76	19	5	The feedback given by the Alumni about curriculum is Good, but attention is needed for the areas such as learning related to the industry.
02.	Was the syllabus updated enough?	64	22	14	
03.	Was the course content delivery interesting?	60	34	6	
04.	Did the course curriculum intellectually stimulate you?	46	45	9	
05.	Was the course curriculum fulfilling your expectations?	47	50	3	
06.	Have you learnt any skills in the due course of your study?	63	36	1	
07.	Does the syllabus create any interest to pursue post graduation/research in the particular topic?	60	27	13	
08.	How do you rate the courses that you have learnt suiting the requirements of the Industry?	49	49	2	
09.	How do you rate the learning experience in terms of their relevance to the real life application?	58	40	2	
10.	How do you rate the courses that you have learnt in relation to your current job?	61	38	1	

PARENTS' FEEDBACK ANALYSIS ON CURRICULUM

S.No	PARTICULARS	Good %	Average %	Poor %	Remarks
01.	Syllabus is suitable to the course that you have chosen.	82	11	7	The overall feedback about curriculum is Good, speedy infrastructural improvements are required viz., Library and Internet etc.
02.	The learning experience in terms of their relevance to real life application.	76	21	3	
03.	The Teaching-Learning Environment	69	16	15	
04.	System of Monitoring Student's Progress	82	10	8	
05.	Competence & Commitment of Faculty	76	13	11	
06.	Encouragement provided to students for Participation in Academic Forums	71	23	6	
07.	Promotion of Self Study & Attitude of Research-Orientation	69	20	11	
08.	Learning Resources such as Library, Internet, Computer etc.	60	29	11	
09.	Value Based Education	75	10	15	
10.	Discipline practices	72	15	13	