Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**ASAN MEMORIAL COLLEGE OF ARTS AND SCIENCE**
Name of the head of the Institution	**Dr. S. Ramanathan**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04422460216**
Mobile no.	**9677043483**
Registered Email	**asanedn@gmail.com**
Alternate Email	**info.amcas@asaneducation.com**
Address	**Velachery-Tambaram Road, Jaladampet**
City/Town	**Chennai**
State/UT	**Tamil Nadu**
Pincode	**600100**

2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. M. Jaya**
Phone no/Alternate Phone no.	**04422460216**
Mobile no.	**9884139473**
Registered Email	**asaniqac@gmail.com**
Alternate Email	**iqac.amcas@asaneducation.com**

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	**http://www.amcas.in/pdf/AQAR%202017-201 8.pdf**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**http://www.amcas.in/pdf/ASAN%20calendar %202018-2019%20SHIFT%201.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.87**	**2012**	**21-Apr-2012**	**20-Apr-2017**

6. Date of Establishment of IQAC	**16-Mar-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting1	**05-Jul-2018** **1**	**21**

| IQAC Meeting2 | 28-Feb-2019 1 | 21 |
| Feedback Collection and Analysis | 20-Feb-2019 2 | 2176 |

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Departmentwise meeting was organised by IQAC to discuss the issues in teaching and learning process. ? IQAC motivates the departments to conduct a moral instruction class to address the unrest among the student community and to channelize the students in the right direction. ? Awareness program on Road Safety was initiated by the IQAC to the students. ? IQAC in association with Gleneagles Global Health City, Perumbakkam, Chennai, organised a First Aid programme to give a practical demonstration to the students about the measures and steps to be taken in care of emergency.

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

Plan of Action	Achivements/Outcomes
Motivation for publication of Research papers in the International Journals with Impact Factor	? IQAC takes initiative in motivating Faculty Members to publish research papers in the International Journals and publication of Textbooks and Monographs. ? Faculty Members have

	published 20 research papers and 9 books in this academic year.
Social Awareness and Sense of Responsibility Initiation	? The overall development of a student depends not only on the academic endeavour but also on the initiatives and participation in various awareness programmes, social upliftment activities, helping the needy during natural calamities, physical and moral support for the underprivileged. The NSS, Rotaract, YRC, RRC, CCC and other clubs organises various activities for instilling the social awareness and social responsibility in the mind of youngsters.

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	31-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	? General Office Automation Software: Multi user version -Modules covered are courses, classes, students module, teachers and non teaching staff module, Fees structure creation, fees collection auto receipt printing, all collection and defaulters statement, and hostel fees collection, pay roll and PF form. ? Library Automation Software: Bar code label printing, OPAC facility, MS SQL server edition with OPAC for local network usage, Multi user version. ? Antivirus software is installed in all the systems

Part B

CRITERION I – CURRICULAR ASPECTS
1.1 – Curriculum Planning and Implementation

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

? As our College is affiliated to the University of Madras, the curriculum developed by the Board of studies was followed. The curriculum delivery was done in a well structured and phased manner. The subject allocation to the faculty members was done based on their subject specialisation and interest by the concerned Head of the Departments. The curriculum delivery was planned well in advance by lesson plan which is verified by the H.O.D.'s and Principal periodically. As per the lesson plans, the classes were taken. ? Internal examinations and model examinations were conducted internally by the institution. During the parent teachers meeting the student's record was discussed and the feedback & ideas given by the parents were considered for the development. College Management Committee meeting is organised every month to discuss and decide on the policies and activities of the college. Every month Principal conducts HOD's meeting to discuss about the departmental activities. All the departments organize special lectures on various topics related to the curriculum, hands on training programs and workshops on curricular aspects, in addition to the regular classes. This makes the students to still more focus on their studies. ? Industrial visits were arranged for the departments to render the industry exposure to the students in their field. ? Special skill developing programmes were also organized to develop their communication and personality. Internship training programmes were made compulsory for PG students, in order to develop their research interest. ? Biological Science Laboratories and computer science laboratories were designed with updated recent instrument & technology, and commercial software respectively based on the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
No Data Entered/Not Applicable !!!	

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

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!	

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Derivatives Market	10/10/2018	30

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
MSc	6
BSc	28
MSc	25
BCom	66
MBA	36
BSc	32

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
The feedbacks are obtained every year, at the end of even semester from the students. Students are contacted directly and feedback about the faculty members, H.O.D., Physical Director and Librarian are collected following the five point Likert's scale measurement. The feedback collected are analysed by the Vice Principal, Mr. G. Ravichandran and Shift II Professor In charge Dr. T. Aryamala. The problems represented in the feedback are addressed properly through the Principal and a subcommittee. The constructive suggestions and modifications necessary for the Faculty Members were discussed with them by the Principal. The modifications and corrections are carried out in a phased manner to achieve excellence for the student's community in their academics as well as overall personality.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
MBA	60	36	36
MCA	30	22	3
MSc	26	10	10
MSc	12	11	10
MPhil	9	2	2
MPhil	8	2	2
BSc	32	55	33
BSc	32	51	32
BSc	50	30	28

BSc	50	122	50
BSc	50	31	17
BCom	70	305	71
BCom	70	75	70
BCom	70	76	70
BBA	70	105	71
BA	70	47	47
BBA	70	44	44
BCom	70	49	49
BCA	50	56	49
BCom	70	32	30

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2038	138	75	6	28

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
107	94	10	2	5	1

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

Students mentoring system is practiced on a continuous basis throughout the academic year. The class teachers are assigned the role of a mentor and the students can meet and discuss with them any problems about the academics and personal. The students having problems are arranged a meeting with the counselor to discuss their problems and to provide solutions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2176	107	20:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
107	107	0	14	42

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

Year of Award	Name of full time teachers	Designation	Name of the award,

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2018	Mrs. N.Vanaja	Associate Professor	'Dr. Radhakrishnan Teaching Excellence Award' from International Association of LIONS Club.
2019	Mrs. N.Vanaja	Associate Professor	'Inspiring Woman Award' from Business Networking International (BNI).

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARA	VI	05/04/2019	27/06/2019
BCom	CPZ	VI	11/04/2019	27/06/2019
BCom	CPC	VI	11/04/2019	27/06/2019
BCom	CYA	VI	10/04/2019	27/06/2019
BSc	TAP	VI	05/04/2019	27/06/2019
BSc	SAE	VI	12/04/2019	27/06/2019
BSc	TAN	VI	05/04/2019	27/06/2019
BSc	SAX	VI	05/04/2019	27/06/2019
BBA	MAM	VI	09/04/2019	27/06/2019
BSc	SAH	VI	05/04/2019	27/06/2019
MBA	PMD	IV	22/04/2019	27/06/2019
MCA	PSC	IV	07/05/2019	27/06/2019
MSc	MDT	IV	05/04/2019	27/06/2019
MSc	MEN	IV	05/04/2019	27/06/2019
MPhil	ND	I	13/08/2018	21/02/2019
MPhil	NA	I	13/08/2018	21/02/2019
BBA	MAM	VI	09/04/2019	27/06/2019
BCom	CPZ	VI	11/04/2019	27/06/2019
BCom	CPG	VI	11/04/2019	27/06/2019
BCA	SAZ	VI	12/04/2019	27/06/2019

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

• The reforms initiated by the University of Madras in online registration for examinations, online entry of internal assessment marks, Soft skills, Non Major Electives, Value education and practical's (Internal and External) are adhered.

- Modification in online submission of profile of students, downloading e printed hall tickets, nominal roll etc. • In the Academic year 20182019 the undergraduates are given an opportunity to apply for the revaluation for the internal marks awarded by the institution. • The University has restructured the total duration of the UG and PG Course to under (n2) pattern. i.e. a student should obtain the degree within 2 years after the stipulated period of the course.

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

Academic Calendar is prepared in consultation and coordination with the Heads of the various Departments of the College. The model examinations, continuous assessment test and departmental activities are conducted as per the plans. The calendar is uploaded in the website. Our College, being affiliated to University of Madras adheres to the rules and regulations framed by the University. Time table, Seating Plan, attendance are followed as per the University directions. The model examinations and Internal Evaluations are carried down as per the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.amcas.in/academics.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SAH	BSc	28	22	84
BRA	BA	25	21	67
MAM	BBA	25	20	80
CPZ	BCom	67	60	90
CPC	BCom	44	26	61
CYA	BCom	42	28	67
TAP	BSc	25	9	36
TAN	BSc	27	16	60
SAE	BSc	44	24	55
SAX	BSc	29	15	52
PSG	MCA	7	5	71
PMD	MBA	33	30	91
MEN	MSc	2	0	0
MDT	MSc	14	14	100
ND	MPhil	1	1	100
NA	MPhil	4	3	75
CPZ	BCom	36	14	39
CPG	BCom	32	16	50
MAM	BBA	26	11	42
SAZ	BCA	42	11	26

2.7 – Student Satisfaction Survey

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

<div align="center">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!			

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
C2C Workshop	Department of Commerce	18/08/2018
Basics of Companies Act 2013	Department of Commerce	01/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Microbiology	1	0.5
International	Commerce	5	0.4
International	Computer Applications	2	0.3
International	Business Administration	6	0.7
International	Biochemistry	1	0.3

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

Department	Number of Publication
B.A. English	7
M.C.A	3
M.B.A	5
Language Shift I	2
Language Shift II	7
B.C.A	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Oneday Workshop on Health is Wealth	University of Madras Indian Red Cross Society	4	150
International Yoga day Celebration	Isha Yoga foundation	2	500
No Tobacco Day	Cancer Institute, Adyar	5	150
World Environment Day	Forest Department of Tamilnadu Govt	10	120
International Yoga Day	NSS Regional Directorate, Chennai Brahma Kumaris foundation, Chennai	10	100

"Awareness Rally" on International Day Against Drug Abuse and Illicit Trafficking	Tamil Nadu Police Department and Indian Red Cross Society	6	100
My Green Clean Campus2018	Tamil Nadu Music and Fine Arts University	3	33
Career and Placement Fair2018	University Students Advisory Bureau (USAB), University of Madras	5	30
Dr. A.P.J. Abdul Kalam Youth Club	Panchayat Office, Primary Health Centre, Medavakkam	5	120
Death Anniversary of Dr.A.P.J Adbdul Kalam	Medavakkam Municipal Corporation campus	5	100
Mime on "Clean India	Government school, Pallikaranai	5	100
Sparsh Leprosy Elimination Campaign	National Eradication Programme activities of Government of Tamil Nadu	2	30
Cyclone Gaja	NSS unit of University of Madras	3	1000
BRICS Building Bridge	BRICS Generation Indo Russian Chamber of Commerce at Russian Centre of Science and Culture, Chennai	5	120
Cleaning Pond	Oragadam Corporation	2	100
Blood Donation Camp	Red Cross Society, Kanchipuram District	10	173
Marshland cleaning drive on World Wet Land Day	Tamil Nadu Forest Department	5	200
Road Safety week	Greater Chennai Traffic Police	5	2000
7 Days Special Camp	NSS Unit of Our College	10	100
Sparsh Leprosy Elimination Campaign	Government of Tamil Nadu	2	30

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

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	Velachery MRTS	Special Camp on Swachh Bharat Human Chains	5	100

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
17	16.86

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
IMPRESS ERP	Fully	Windows 2008 server	2017
LIPS i NET 5.0	Partially	Windows 2008 server	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19020	3069659	211	62109	19231	3131768
Reference Books	1912	347572	16	4800	1928	352372
Journals	22	30100	24	44500	46	74600

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

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	191	154	108			6	31	4	
Added									
Total	191	154	108	0	0	6	31	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

10	9.97	13.5	13.11

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

Heads of the Departments, Librarian and Physical Director submit the requirements in the beginning of the academic year. The management discuss with the concerned heads and allocate the amount in a phased manner. In case of purchase or replacement of any equipment in the departments, it is carried down as per the suggestions from the Head of the Departments. The Registers are maintained to record the stock, issue, maintenance and purchase of equipment and other requirements.

http://www.amcas.in/facilities.html

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	**23/07/2018**	**80**	**Department of English**
International Yoga Day	**21/06/2019**	**150**	**NSS**
Personal Counselling	**02/07/2018**	**34**	**Ms. Geethamani, Counsellor**
Mentoring	**02/07/2018**	**2153**	**Class Teachers and Head of the Departments**

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1. AGS Health Care Ltd. 2. ICICI Prudential Life Insurance Company Ltd. 3. Indian Health Care. 4. Just dial Ltd. 5. Sutherland 6. RR Donnelley 7. Capgemini 8. Samarth Learning Solutions	466	73	1. Moc Doc. 2. Infosys.	28	5

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	Hotel Catering Management	B.Sc. H.C.M.	London Culinary Institute, Asan Institute of Management	Higher Education on Culinary Asan Institute of Management
2019	7	English	B.A. English	Central University, Punjab, Govt. College LIBA, Law College	M.A. B.Ed. M.B.A. Law
2019	7	Business Administration	B.B.A.	Jerusalam College, Manipal University Asan Institute of Management MACFAST, Thiruvalla Madras University S A Eng. College, Poonamalle	M.B.A.

2019	10	Commerce	B.Com. (G)	Asan Institute of Management, Madras University, M.C.C., Jerusalam College,	M.B.A. M.Com.
2019	9	Commerce	B.Com. (C.A.)	Asan Institute of Management S.I.V.E.T.	M.B.A. M.Com.
2019	12	Commerce	B.Com C.S.	Asan Institute of Management Gurunanak S.D.N.B. Madras University	M.B.A. M.Com.
2019	5	Biochemistry	B.Sc. Biochemistry	AMCAS Chettinad Medical College D.G. Vaishnav College	M.Sc. Biochemistry
2019	9	Microbiology	B.Sc. Microbiology	AMCAS Saveetha Medical College D.G. Vaishnav College Dr. ALMPGIBMS	M.Sc. Applied Microbiology M.Sc. Medical Microbiology
2019	6	Computer Science	B.Sc. Computer Science	Asan Institute of Management Bharathiyar University Jeppiar Institute of Technology	M.C.A. M.B.A
2019	4	Commerce	B.Com. (A&F)	St. Joseph College of Bangalore National Institution of Fashion Technology Srivasan Institute, Velachery	M.Com. (I.B) Diploma in Fashion Style C.M.I.
2019	1	Computer Applications	B.C.A.	Asan Institute of Management	M.C.A

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

Items	Number of students selected/ qualifying	Reg no/ Rollno for the examination
No Data Entered/Not Applicable !!!		

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

Activity	Level	Number of Participants
Sports Day	Institutional Level	320
Football Tournament	InterCollegiate	225
Volleyball	InterCollegiate	190

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Asan has a good association with its Alumnus. The Alumni Association was instituted with the motto of joining hands with Alumnus for the welfare of the students and institution. The Alumni Association was registered in the year 2009. The first inaugural meeting was organised as a Mega program on 28th February, 2009. The Alumni Association actively encourages the students to give their views and suggestions. The motto is achieved by organizing meetings consistently every year.

5.4.2 – No. of enrolled Alumni:

350

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

38500

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution functions with the method of decentralized governance system. The head of the department has been bestowed with the authority of deciding the activities and delegating the responsibilities to the staff members. The department decides on timetable, subject allocation, purchase and maintenance

of equipment and consumables, organizing conferences, symposia, guest lectures and workshops and recommends necessary industrial visits. The institution is functioning effectively with the culture of participative management which enables the faculty and students to give their opinion and suggestions for improvement. All the academic activities are decentralized and decisions are taken based on discussion and deliberations in the class committee meetings, department meetings, faculty meetings, HODs' meetings with Principal and HODs meetings with the management. The Principal coordinates with the departments, administration and management. Participative management provides extensive scope for having collaboration among the departments and ensures the quality of planning and implementation of all the activities in the institution uniformly and as a team. Every year Academic Planner is prepared at the closure of the previous academic year. Principal will convene the HODs' meeting. HODs, Training Placement Incharge, Sr. Librarian and Director of Physical education will attend the meeting. The schedule of the events for the academic year will be discussed and finalized in accordance with the schedule received from affiliating university.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Dr. S. Ramanathan, Principal of our college was a member of all the Statutory bodies of University of Madras namely Academic Courcil, Senate, Standing Committee and Syndicate. Principal plays a key role in the Currciulum Development of the University at various levels and capacities. ? Dr. T. S. Santhi, Director, Asan Institute of Management serve as an Academic Council Member and contribute for the Curriculum Development of the University. ? Our college being affiliated to University of Madras follows the Curriculum developed by the University. ? The changes incorporated in the syllabus, CBCS, Examination and Evaluation are implemented immediately as per the directions of the University. ? Faculty members contribute to the Curriculum Development of the University by giving valuable inputs and suggestions wherever needed. ? Faculty Members also serve as a member of Board of Studies and various academic panels who are instrumental in the Curriculum Development of the University.
Teaching and Learning	? Teaching and learning environment is facilitated through discussions on the modern developments of the subjects, real time exposure and specialised

	workshops. ? Learning is enriched by inviting and sharing the knowledge of the industrialists and entrepreneurs to understand the practicalities in the concerned field. ? Thorough practice is given to students for practical and account oriented subjects. ? Enrichment of subject knowledge is ensured through miniprojects, assignments, field trips, group discussions etc.
Examination and Evaluation	? Semester Examinations are followed as per the rules and regulations of University of Madras ? Continuous Assessment of Students are carried down by the Faculty Members ? Midmodel examinations, Model Examinations and Internal Tests are conducted to students on a scheduled time period to evaluate the student's performance. ? Students who excel in these internal examinations are motivated to score maximum marks in the University Examinations, and the underperformers were trained with remedial classes to improve their performance. ? Students are provided with lot of information both online and offline. Question Banks are available in the websites and department library for their easy reference.
Research and Development	? Faculty members are given permission to pursue research degrees and the college provides a conducive research environment for the aspiring researchers. ? Collaboration with the industries and research labs for the purpose of internship and research were carried on. ? Faculty Members and students are encouraged and supported to publish papers in reputed journals of National and International with impact factor and also to present papers in various National, State level and International seminars and conferences. ? Faculty Members are motivated to publish Monographs and textbooks on their subject specialization. ? Faculty members are facilitated to participate and present papers in the National and International Conferences by providing On Duty Facility.
Library, ICT and Physical Infrastructure / Instrumentation	? Updating of Library facilities were ensured through purchase of books, magazines, journals, newspapers every year. ? Necessary instruments are purchased for each department as per

	the requirement.
Human Resource Management	? Faculty members who have completed 15 and 20 years of service in this institution are honoured with an additional allowance of Rs. 1,500 p.m. and Rs. 2000 p.m. respectively. ? Faculty members who have more than fifteen years of academic experience (Minimum five years in this institution) are designated as Associate Professors. ? All the Teaching and Nonteaching staff members are provided with the Provident Fund Facility. ? Festival Advances are provided to the teaching and nonteaching members based on their request. ? Teaching and non teaching staff members are eligible to get fees concession for their children who wish to study in Asan Group of Institutions.
Industry Interaction / Collaboration	? Institutional Membership Madras Chamber of Commerce and Industry Madras Management Association ? Industrial visits to CLRI, NEERI, Barclays, Hatsun Agro Products Ltd., Emerald and Diamond Groups of Engineering, Modern Bakers etc.,
Admission of Students	? The institution follows the University of Madras/Collegiate Education Procedure for admission into UG/PG/M.Phil., courses. ? Admission is given to UG students based on the percentage of marks in Higher Secondary Board Examinations. ? Admission to PG programmes is based on the marks secured in the UG/TANCET/CET/MAT. ? 10 percent fee concession for Malayalee students ? 10 percent fee concession for Asan School students. ? 10 – 50 percent fee concession is given to the meritorious students of our college in all the PG and Research Programmes offered in our college.

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

E-governace area	Details
Planning and Development	Head of the Departments submit a detailed plan along with the budget for various activities. The submitted plans and budgets are approved by the management after careful scrutiny. The soft copies of planning and development are maintained in the office
Administration	The college office is fully computerized. All the details are maintained using General Office

	Automation Software. Modules covered are courses, classes, students, teachers and non teaching staff module.
Finance and Accounts	The finance and accounts are maintained through Excel Software for Fees structure, fees collection auto receipt printing, all collection and defaulters statement, and hostel fees collection, pay roll and PF form.
Student Admission and Support	The support and guidance for those who are seeking admission are provided. The students are admitted to the courses based on their eligibility and marks. The complete details of all the students are maintained as database with full details which is utilised for providing Roll number, maintaining attendance and University purpose. Further the eligibility for each course is provided in the website of our college.
Examination	University of Madras has implemented rules and regulations for the conduct of examinations under its egovernance. The college adheres to that systematically. Registration for examination are done through egovernance of University portal. Issue of hall tickets and seating abstracts are provided in the University egovernance portal. The details of attendance of students are uploaded in the University portal. The results are also published online in the university website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	1	03/12/2018	04/12/2018	12
Faculty Development Programme	1	11/06/2018	12/06/2018	12

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	1	1

6.4 – Financial Management and Resource Mobilization

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

M. R. Ramachandran Co. conducts the external financial audit annually for the institution. All the bills, vouchers and its supporting documents are verified by the external auditing agency. The internal audit is carried down throughout the year by the Accounts Officer.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Prakash Jewellwery, Medavakkam Sambradhaya Stores, Tambaram Poorvika Mobiles Lokesh TVS Motors Lucky Ads, Medavakkam Mr. Gopi V.Medavakkam Mr. Allan Biju	73500	Yuva – Inter Collegiate Cultural and Enthuza – Technical Meet

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes		Yes	

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

? PTA meetings organised individually by all the departments to discuss about the academics, attendance and overall performance of their wards. ? Feedback and suggestions are received from the parents for quality enhancement of the institution. ? Our College organised a Special Orientation programme for the Parents of First Year Students in the Main Auditorium on 1st July 2019. ? Parents actively participate in the Annual Day, Convocation Day and other cultural events and support the institution in all the possible ways.

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

? Support staffs are motivated to pursue higher studies. ? Skill Development programmes by experienced staff members.

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

Quality Enhancement initiated for Faculty empowerment Wide Participation and Recognition of Multivarious talents of students New Program B.Com. (Corporate Secretaryship) is introduced and the program is successfully running with full strength.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	IQAC meeting	05/07/2018	05/07/2018	05/07/2019	21
2019	IQAC meeting	28/02/2019	28/02/2019	28/02/2019	21
2019	Moral Instructions	03/01/2019	03/01/2019	03/01/2019	21

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
MBA	08/03/2019	08/03/2019	412	145

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

Percentage of power requirement of the University met by the renewable energy sources

The Campus is an environmentalfriendly zone with the motto ReduceReuseRecycle. The following practices are adhered to maintain the same. • Recycled water is utilized for maintaining green campus. • Rain water harvesting is done in all the buildings. • Dried leaves are used as mulch. • Solid waste management is done through dumping in nearby compost pit. • To create awareness on renewable energy the college organizes hands on training, workshops and seminars. • RO plants are set up for clean and potable water and the grey water is sent for

recycling and reused for watering the garden. • Drain pits are used to sink the water and recharge the ground water table. Waste bins are kept at strategic locations and segregation of waste is consistently done. The biodegradable material is put into the compost pit along with the foliage and leftover food and the same is used for composting. Recyclable material is sent for recycling. Thus maintaining the campus clean and green.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	31/05/2018	6	No Tobacco Day	Displayed slogans and distributed pamphlets in Phoenix Mall, Velachery signal and Thiruvanmiyur signal for No Tabacco Day Awareness	83
2018	1	1	26/06/2018	6	6 International Day Against Drug Abuse and Illicit Trafficking	Awareness rally at Kandhanchavadi	102

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students Faculty Members	02/07/2018	The handbook of code of conduct for students and teachers are released every year. The code of conducts for students and

teachers along with institutional ethics are posted in the institution's website. The dress code, disciplinary rules, punctuality, moral values, behaviour, attendance etc., should be followed by the students of our institution. Any deviation from the expected code of conduct will be brought to the knowledge of the college authorities. Students are counselled for high ethical values and following the code of conduct through a Professional counselor.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
First Aid Disaster Mangement"	19/09/2018	19/09/2018	200
Relief Material Collected for Victims of Gaja Cyclone	01/12/2018	07/12/2018	200
Pledge on National Voters Day	25/01/2019	25/01/2019	1176
Special Camp at Pallikaranai Marsh land	19/02/2019	26/02/2019	150

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

A serene green campus sets an ambience for peaceful learning. There are several plants, trees and shrubs maintained by our team of gardeners which offers a pollutionfree learning environment for the staff and students. The garden and grounds are kept clean by housekeeping staff members, supervised by the administrative department. Though the recent cyclone played havoc on the green cover in the campus, every effort is made to restore the campus to its former verdant glory. Every year on birth anniversaries of National leaders like Swami Vivekananda and Dr. APJ Abdul Kalam tree saplings are planted to increase the trees in the campus. Fertilizers or chemical pesticides are also not used to maintain an eco campus. Ample parking space with CCTV camera for both Two and Four Wheelers. Apart from the above facility, the college also encourages the students to come by bicycle to maintain a pollutionfree campus and encourage fitness in the students. Many students also opt for public transport for which bus passes are made available through the college. The college has a ban on use of unnecessary and harmful plastic. The college canteen serves food in stainless steel plates or paper plates and cups. All plastic packing material is binned separately. Email services reduce the use of paper and e waste is collected and sent to be recycled.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

NSS Moral Instructions

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

http://www.amcas.in/academic%20commerce%20iqac.html#tab6

7.3 – Institutional Distinctiveness

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

The Asan Memorial Association has over 50 years of experience in the field of education. The founders of Asan Memorial College wanted to create an institution that was inclusive and provided wholesome education to the underprivileged sections of society. The priority of the institution is to mould the students into sociallyresponsible individuals with the right attitude, good character and unique skill sets. The institution recruits wellqualified and motivated faculty who make use of the amenities provided in order to help achieve the vision " To educate individuals to become intellectually enlightened, professionally capable, morally upright and socially committed." Thus the institution ensures to provide holistic valuebased education, inculcate abilities in students to groom them into knowledgeable, skilled and moralistic individuals capable of facing the challenges posed by the modern corporate world. Salient Features of the Institution: • Institute provides holistic education to develop skills, knowledge and values through well structured curriculum as per the guidelines of University of Madras. • Trains students into readily acceptable and competent individuals and promotes entrepreneurship. • Disciplinary committee to monitor overall discipline, ragging issues and harassment problems. • NSS wing to imbibe strong social values. • Career guidance programmes offered by the Placement Cell. • Social and cultural events organised to enrich the students. • Departmental associations established for student development. • Mentoring system to personally groom the students. • Guidance and Counselling to practically help the students overcome various personal, social and academic problems. • Personality development programmes, competency building programmes, camps and women development programmes are organised. • "Student Safety Package Insurance Policy" covering medical expenses, personal accident, death offered to students of all branches. • Medical examination for all first year students by a well qualified doctor. • Scholarships under various categories are offered to deserving candidates. • Wellequipped library to promote reading habits in students.

Provide the weblink of the institution

http://www.amcas.in/academic%20commerce%20iqac.html#tab4

8.Future Plans of Actions for Next Academic Year

Mega InterCollegiate Cultural Programme International Conference 25 Social Initiative Programme Faculty Development Programme Workshop for Non teaching staff Intellectual Property Rights Workshop