



The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2017-18

I. Details of the Institution

1.1 Name of the Institution

Asan Memorial College of Arts & Science

1.2 Address Line 1

Velachery-Tambaram Road

Address Line 2

Jaladampet

City/Town

Chennai

State

Tamilnadu

Pin Code

600100

Institution e-mail address

asanedn@gmail.com,
info.amcas@asaneducation.com

Contact Nos.

044-22460216/22460032/22461418

Name of the Head of the Institution:

Dr. S. Ramanathan

Tel. No. with STD Code:

044-22461418



Asan Memorial College of Arts & Science, Chennai

Mobile:

9677043483

Name of the IQAC Co-ordinator:

Dr. M. Jaya

Mobile:

9884139473

IQAC e-mail address:

asaniqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

13421

OR

1.4 NAAC Executive Committee No. & Date:

EC/59/RAR/28/ dated 21/4/2012

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

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

1.5 Website address:

www.amcas.in

Web-link of the AQAR:

www.amcas.in./academics.html/AQAR2017-2018.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | - | 2003 | 2008 |
| 2 | 2 nd Cycle | B | 2.87 | 2012 | 2017 |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | - | - | - | - |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

16/03/2004



1.12 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

| | |
|---|---|
| 2.1 No. of Teachers | <input type="text" value="12"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="03"/> |
| 2.3 No. of students | <input type="text" value="18"/> |
| 2.4 No. of Management representatives | <input type="text" value="01"/> |
| 2.5 No. of Alumni | <input type="text" value="10"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="05"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="02"/> |
| 2.8 No. of other External Experts | <input type="text" value="02"/> |
| 2.9 Total No. of members | <input type="text" value="53"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="5"/> |
| 2.11 No. of meetings with various stakeholders: | |
| | No. <input type="text" value="10"/> Faculty <input type="text" value="7"/> |
| Non-Teaching Staff <input type="text" value="1"/> | Alumni <input type="text" value="1"/> Others <input type="text" value="1"/> |



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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

FDP on the theme “Transformation in Teaching and Learning”
on 20th Jan 2018

2.14 Significant Activities and contributions made by IQAC

☞ IQAC takes initiative to train the trainers by organising a Faculty Development Programme to transform the various aspects and dimensions of Teaching and Learning on 20th January 2018. Learned Professors, specialized Psychologist and eminent professors from I.I.T. were invited to enlighten the Faculty Members. Dr.K.P.V. Ramanakumar, Professor & Dean (FMS), SCSVMV University, Kanchipuram, inaugurated and delivered the key note address on ‘Transformation in Teaching and Learning’. Dr.V.D. Swaminathan, Professor, Department of Psychology, University of Madras delivered a lecture on ‘Psychological Resource for Effective Teaching’. Dr.B.Vijayalakshmi, Asst. Professor, DOMS, IIT, Madras, deliberated on the topic ‘Art of Writing & Publishing’. More than 150 Faculty Members participated and benefitted by the FDP.

☞ Our institution has received “**Vidhya Seva Ratna Award**” in the National Conference on “Towards Achieving Excellence in Higher Education” organised by Internal Quality Assurance Cell of Sri Sankara Arts and Science College, Kanchipuram on 15th December, 2017.



2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|--|--|
| Faculty Development Programme | Faculty Development Programme on “Transformation on Teaching & Learning” was organised on 20 th January 2018. A good number of faculty members from colleges in and around Chennai city were benefitted. |
| Academic Endeavour in Research & Publication | IQAC motivates the faculty members to contribute to the academic community at large by writing and publishing textbook which resulted in 9 textbooks publications successfully |
| Social Responsibility Initiative | The institution instils a sense of social responsibility in the young minds in co-ordination with NSS by organising awareness programmes on Tobacco and drugs usage, Leprosy, Dengue, Organ Donation, Blood Donation and Disaster management etc. NSS students actively participated and contributed for the Swatch Bharat events. |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

[Empty box for details of action taken]



Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | - | - | - | - |
| PG | 4 | - | - | - |
| UG | 14 | - | - | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | 2 | - | - | - |
| Total | 20 | - | - | - |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

1.2 (i) Flexibility of the Curriculum:

CBCS/Core/Elective option / Open options

CBCS, Core and Elective option

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 18 |
| Trimester | - |
| Annual | 2 |

1.3 Feedback from stakeholders*

(On all aspects)

| | | | | | | | |
|------------------|-------------------------------------|---------|-------------------------------------|-----------|-------------------------------------|--------------------------------|-------------------------------------|
| Alumni | <input checked="" type="checkbox"/> | Parents | <input checked="" type="checkbox"/> | Employers | <input type="checkbox"/> | Students | <input checked="" type="checkbox"/> |
| Mode of feedback | : | Online | <input type="checkbox"/> | Manual | <input checked="" type="checkbox"/> | Co-operating schools (for PEI) | <input type="checkbox"/> |

*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.

Updated by the University of Madras

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

-



Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 82 | 61 | 20 | 2 | |

2.2 No. of permanent faculty with Ph.D. 38

| | | | | | | | | | | |
|---|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| | R | V | R | V | R | V | R | V | R | V |
| | 6 | - | - | - | - | - | - | - | 6 | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 26

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 5 | 9 | - |
| Presented papers | 6 | 10 | - |
| Resource Persons | 2 | 1 | - |

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

- Value added programs
- Extended hours
- Specialised workshops
- Guest lectures

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 5 - -

2.10 Average percentage of attendance of students 75%



2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|----------------------------|--------------------------------|---------------|------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| Shift I | | | | | | |
| B.Sc. Hotel Management | 32 | 20 | 25 | 20 | 20 | 85 |
| B.A. English | 40 | 3 | 38 | 34 | 25 | 100 |
| B.B.A. | 47 | - | 34 | 30 | 8 | 72 |
| B.Com. (G) | 67 | 5.97 | 59.7 | 14.92 | - | 80.59 |
| B.Com. (C.A.) | 52 | 2 | 54 | 13 | - | 69 |
| B.Com. (C.S.) | 66 | 3 | 56 | 18 | - | 77 |
| B.Sc. Biochemistry | 31 | 13 | 42 | - | - | 55 |
| B.Sc. Microbiology | 31 | 19 | 55 | - | - | 74 |
| B.Sc. Computer Science | 43 | 9 | 54 | 2 | - | 65 |
| B.Sc. Visual Communication | 28 | 5 | 80 | 10 | 5 | 100 |
| M.C.A. | 14 | 29 | 71 | - | - | 100 |
| M.B.A. | 43 | 2 | 88 | 5 | - | 95 |
| M.Sc. Biochemistry | 2 | 50 | - | - | - | 50 |
| M.Sc. Microbiology | 2 | 50 | 50 | - | - | 100 |
| M.Phil. Microbiology | 3 | - | 100 | - | - | 100 |
| M.Phil. Biochemistry | 1 | - | 100 | - | - | 100 |
| Shift II | | | | | | |
| B.Com. (General) | 59 | 10 | 25 | 7 | 4 | 46 |
| B.Com. (A&F) | 56 | 5 | 20 | 9 | 12 | 46 |
| B.B.A. | 47 | 2 | 21 | 15 | - | 38 |
| B.C.A. | 44 | 9 | 41 | 5 | - | 55 |

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

- Continuous performance assessment of students was carried down by conducting CAT, Mid-model, Assignment, Unit wise test, Practical examinations, Group discussion, Model examinations etc.,
- The students whose performance falls below the average were given special attention by conducting special and remedial classes to improve their academic performance.
- The ideas and suggestions contributed by the parent collected in PTA meeting were implemented.



2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | - |
| UGC – Faculty Improvement Programme | 5 |
| HRD programmes | - |
| Orientation programmes | 2 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 8 |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others (FDP) | 95 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 25 | - | - | 1 |
| Technical Staff | 10 | - | - | 1 |



Criterion – III

3. Research, Consultancy and Extension

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

- ✓ IQAC motivates and supports the faculty members to actively involve in the research work of their specialisation.
- ✓ IQAC facilitates faculty members to pursue their research career.
- ✓ Further encouragement is provided to all the departments for collaboration with the industries and research labs to disseminate the knowledge.
- ✓ IQAC recommends the Faculty Members and students to publish papers in reputed journals of National and International with impact factor. It also encourages and motivates them 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 National and International Conferences by providing On Duty Facility and Registration Fee.
- ✓ Faculty Members are allowed to apply for Micro Projects in their subject specialisation.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 6 | - | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | 1 | - | - |
| Conference proceedings | 4 | 2 | - |



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3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | - | 2 | 6 | - | - |
| Sponsoring agencies | - | - | - | - | - |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year



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3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level



3.23 No. of Awards won in NSS:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="-"/> | State level | <input type="text" value="-"/> |
| National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="-"/> | State level | <input type="text" value="-"/> |
| National level | <input type="text" value="-"/> | International level | <input type="text" value="-"/> |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|--------------------------------|---------------|---------------------------------|-----------|--------------------------------|
| University forum | <input type="text" value="8"/> | College forum | <input type="text" value="7"/> | | |
| NCC | <input type="text" value="-"/> | NSS | <input type="text" value="25"/> | Any other | <input type="text" value="3"/> |

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

The Academic calendar of the college is filled with numerous activities focusing on Social Responsibilities. As a matter of fact, the institution evolved Environmental Conscious movement and rotates the wheels of NSS to create awareness and social and moral responsibility among the students community at large. The specific activities initiated by Environmental Conscious Movement (ECM) & NSS are listed in the Annexure III & IV respectively. The general activities other than the two best practices are listed below

No more NIRUBHAYAs

An exclusive programme to empower the female students – “AWARE – No More Nirbahya” was organised by the Rotaract club of our college on 1st Feb 2018. The Chief Guest, Mr. Sandhiyan Thilagavathy, the founder of AWARE, with the instructors, Ms. Aiswarya Sekaran and Ms. Leela Karthiga enlightened the gathering in an enthusiastic way and trained the participants by teaching various self defence techniques and few physical exercises.

“Consumer Awareness”

Citizen Consumer Club organised a one day Training Programme - Consumer Awareness on Food Safety, Drugs & Cosmetics, Misleading Advertisements and Safe Drinking water on 14th July 2017 in association with CONCERT (A Centre for Consumer Education, Research, Teaching, Training and Testing) Chennai. Around 100 students from various departments have participated in the training programme.



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 (Acres) | 6.83 | - | - | 6.83 |
| Class rooms | 42 | - | | 42 |
| Laboratories | 6 | - | | 6 |
| Seminar Halls | 2 | - | | 2 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | - | | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | - | | - |
| Others | - | - | | - |

4.2 Computerization of administration and library

- 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, bus management, bus fees and hostel fees collection, pay roll and PF form 3A &6 A software.
- Library Automation Software: Bar code label printing, OPAC facility, MS SQL server edition with OPAC for local network usage, Multi user version.
- Anti-virus software is installed in all the systems

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|---------------|---------------------|-------------|--------------|---------------|---------------------|
| | No. | Value (Rs.) | No. | Value | No. | Value (Rs.) |
| Text Books | 18,910 | 30,59,259.64 | 110 | 10400 | 19020 | 30,69,659.64 |
| Reference Books | 1,802 | 3,37,172 | 110 | 10400 | 1912 | 3,47,572 |
| e-Books | - | - | - | - | - | - |
| Journals | 73 | 1,07,996 | - | - | 70 | 1,10,100 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 215 | - | - | 215 | - | - |
| Others (specify) | - | 11,500 | - | - | | 11,500 |
| Total | 21,000 | 35,04,427.64 | 220 | 20800 | 21,002 | 35,38,831.64 |



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4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 191 | 154 | 108 | - | - | 6 | 31 | - |
| Added | - | - | - | - | - | - | - | - |
| Total | 191 | 154 | 108 | - | - | 6 | 31 | - |

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

| |
|---|
| - |
|---|

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 1,79,119 |
| ii) Campus Infrastructure and facilities | 1,50,302 |
| iii) Equipments | 11,92,984 |
| iv) Others | 2.41.155 |
| Total | 17.63.560 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC foreruns in supporting the students in various dimensions. It joins hands with NSS to provide various services and awareness programmes for our students.
- IQAC initiated Environmental Conscious Movement (ECM) and carried out various activities to make the students as environment protectors.
- IQAC takes active participation in coordinating the various clubs and committees like Anti-Ragging Committee, Grievance Redressal Committee, Women's Studies Cell, Gender Sensitization Committee, Rotaract, YRC, Alumni Association, Literacy and Dramatics Club, Consumer Club, etc. to facilitate numerous services to the students.
- IQAC and Placement cell together take steps to smoothen the transition of the students to corporate life. Various training and career guidance programmes, Industrial visits and presentations from leading firms were given to the final year students to make them employable. Both on-campus and off-campus placement drive were organised for the students.
- IQAC takes consistent efforts to have industry academic interface. Industrialists, Subject



5.2 Efforts made by the institution for tracking the progression

The progress of the students was tracked on a continuous basis. The academic performance was evaluated through Assignments, Monthly tests, Mid Model and Model Examinations. Under-performing students were given additional coaching and remedial classes to improve the performance. Feedbacks from students were received to evaluate the Faculty members' performance and suitable measures were initiated to improve the performance.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1959 | 125 | - | 5 |

(b) No. of students outside the state

28

(c) No. of international students

-

| | | | | | | |
|-----|------|------|--|-------|-----|------|
| Men | No | % | | Women | No | % |
| | 1244 | 60.1 | | | 826 | 39.9 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|------|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 230 | 365 | 33 | 1469 | 1 | 2098 | 176 | 370 | 27 | 1497 | - | 2070 |

Demand ratio : 2:3

Dropout %: 1.9 %

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

To facilitate the students to face competitive examinations, special coaching was given in English and aptitude on continuous basis.

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | - | SET/SLET | - | GATE | 1 | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 6 |



5.6 Details of student counselling and career guidance

- A Professional counsellor is available in the campus to address the problems of the students
- The placement cell is active throughout the year by organising various training and career guidance programmes. On and Off campus interviews were arranged for the job seekers.

No. of students benefitted 585

5.7 Details of campus placement

| <i>On campus</i> | | <i>Off Campus</i> | |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 7 | 250 | 158 | 8 |

5.8 Details of gender sensitization programmes

- Asan Mahila 2018 - International Women’s Day was organized by our college on 7th March 2018. Mrs. Kala Bala Sundaram, ADM & Regional Leader in Hewlett-Packard, the popular IT Company, Founder and President of the NGO ALERT and Ms. Vinodhini Sudhindran the President of ANEW (Association for Non-Traditional Employee For Women) were the chief guests for the function. Mrs. Praveena Solomon, the first woman who took the challenging career as caretaker of the Hindu crematorium was appreciated and her services was recognized at Asan Mahila 2018 with shield and a cash award of Rs.5000/.
- An exclusive programme to empower the female students – “AWARE – No More Nirbahya” was organised by the Rotaract club of our college on 1st Feb 2018. The Chief Guest, Mr. Sandhayan Thilagavathy, the founder of AWARE, with the instructors, Ms. Aiswarya Sekaran and Ms. Leela Karthiga enlightened the gathering in an enthusiastic way and trained the participants by teaching various self defence techniques and few physical exercises.

5.9 Students Activities

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

| | | | | | |
|---|--|----------------|--|---------------------|--|
| State/ University level | 3 | National level | 1 | International level | 1 |
| No. of students participated in cultural events | | | | | |
| State/ University level | 145 | 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

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------|
| Financial support from institution | - | - |
| Financial support from government | 107 | 5,40,980 |
| Financial support from other sources | 3 | 13,500 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ - _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To educate individuals to become intellectually enlightened, professionally capable, morally upright and socially committed.

Mission: To equip young men and women with knowledge and skill

- To impart value based education and foster right attitude, good character and human values.
- To develop the learners personality and prepare him/her for the larger world outside.
- To conserve rich traditions and cultivate respect for our heritage.



6.2 Does the Institution has a Management Information System

Yes

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

6.3.1 Curriculum Development

The curriculum developed by the University of Madras is implemented in the college.

Faculty Members also contribute for the curriculum development by serving as members in board of studies of the affiliating University, autonomous colleges and other Universities.

The Principal, Dr.S.Ramanathan actively involved in the curriculum development and other academic endeavours by serving as a syndicate member of University of Madras. He is also appointed as a member of Finance committee, Affiliation and Inspection committee, Establishment Committee, Curriculum Development Committee and various sub-committees formed by the Vice chancellor of University of Madras. His contribution to the academic community is significant.

6.3.2 Teaching and Learning

- Teaching is not only restricted to syllabus and examinations, it broadens its width to cover the latest happenings, updated technology, innovative ideas and discussions on current affairs.
- Conceptual teaching was advocated to make the students to understand the concepts clearly.
- A practical exposure is given to the students by experienced, specialised subject experts, industrialists and entrepreneurs.
- Interactive learning to enrich the subject knowledge.



6.3.3 Examination and Evaluation

- Examinations were conducted as per the rules and regulations of University of Madras.
- Evaluation of performance of the students is carried out on a continuous basis.
- Mid-model 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 on-line and off-line. Question Banks are available in the websites and department library for their easy reference.
- Thorough practice is given to students for practical and account oriented subjects.
- Enrichment of subject knowledge is ensured through mini-projects, assignments, field trips, group discussions etc.

6.3.4 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 awarded with doctoral degree are motivated with an additional increment by the management.
- Faculty members are facilitated to participate and present papers in the National and International Conferences by providing On Duty Facility and Registration Fees.
- Faculty Members are allowed to apply for Micro Projects in their subject specialisation.



6.3.5 Library, ICT and physical infrastructure / instrumentation

- Updating of Library facilities were ensured through purchase of books, magazines, journals, newspapers every year.
- On-line database and e-resources are also provided to the students and faculty members.
- Necessary instruments are purchased for each department as per their requirement.

6.3.6 Human Resource Management

- Management takes earnest efforts to motivate experienced and qualified faculty members.
- Faculty members who were completed 15 and 20 years of service in this institution is 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 Non-teaching staff members are provided with the Provident Fund Facility.

6.3.7 Faculty and Staff recruitment

- College adheres to the directions of the University for the Recruitment of faculty members.
- Interviews were carried out by a panel which consists of Chairman, Principal and Head of the Departments.
- The performance of faculty members was appraised based on their results and additional responsibilities.

6.3.8 Industry Interaction / Collaboration

- Institutional Membership
 - ✓ Madras Chamber of Commerce and Industry
 - ✓ Madras Management Association
- Industrial visits



6.3.9 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 – 25 percent fee concession is given to the meritorious students of our college in all the PG and Research Programmes offered in our college.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | 1 |
| Non teaching | 1 |
| Students | 1 |

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- ✓ University streamlines and modernises the examination related works and results are published online



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

- ✓ University provides the independency to carry out the academic and administrative work as per their rules and regulations.

6.11 Activities and support from the Alumni Association

- College has a registered Alumni Association.
- Alumni members actively participate and suggest for the improvement of their department in particular and for the college in general.
- Alumni members join together and started a group named 'Let's Help'. Each alumnus contributes Rs. 100 per month and the collected fund is utilised for the payments of tuition fees for the needy students.

6.12 Activities and support from the Parent – Teacher Association

- PTA meetings were organised by each department
- The progress of their wards are informed
- Attendance, Punctuality, Examination results are informed to the parents and corrective measures are taken for the needy students.
- Constructive suggestions given by the parents are incorporated and implemented wherever possible.

6.13 Development programmes for support staff

-

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

- Environmental Conscious Movement (ECM)
- Swatch Bharat Initiative
- Bio-gas plant & Effluent treatment plant were installed inside the campus
- Sewage Treatment Plant
- Rainwater Harvesting System
- NSS – Clean Campus Drive



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.

∅ Opportunity Galore in Abroad
A training course crafted to the desirous students to learn the nuances of language for facilitating them to clear International English Language Testing Skills (IELTS)/Global English Testing Service (GETS) Examinations to enhance and widen their opportunity across the border.

∅ Moral Instructions
Today’s unrest among the student community dwells on the lack of morality in their mind. An effort to inculcate the moral values in the younger generation is carried out by the class tutors in a consistent manner. Moral Stories, debate and presentations are given to the students to nurture their moral values and shape them as responsible citizens.

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

-

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

- ***Environmental Conscious Movement****
- ***National Service Scheme****

* Annexure III & IV

7.4 Contribution to environmental awareness / protection

Environmental Conscious Movement*

* Annexure III



7.5 Whether environmental audit was conducted? Yes No

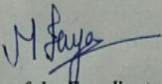
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

-

8. Plans of institution for next year

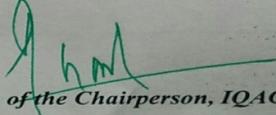
- Upgradation of lab facilities.
- e-Learning
- FDP for Faculty Members
- Workshop for Administrative Staff
- Department Specific programmes like Inter-Collegiate and Technical Meets, Workshops, Exhibitions, Award functions, Festivals, National Seminar and Conferences.
- Social Responsibility Initiatives by the clubs and associations activities.

Dr. M. JAYA
ASSOCIATE PROFESSOR & HEAD
DEPT. OF COMMERCE &
IQAC COORDINATOR



Signature of the Coordinator, IQAC

: Dr. S. RAMANATHAN
PRINCIPAL &
MEMBER- SYNDICATE
UNIVERSITY OF MADRAS



Signature of the Chairperson, IQAC



Annexure I
June – 2017

| | | |
|----|-----------|--|
| 1 | Thursday | |
| 2 | Friday | |
| 3 | Saturday | Holiday |
| 4 | Sunday | Holiday |
| 5 | Monday | <i>(World Environment Day)</i> |
| 6 | Tuesday | |
| 7 | Wednesday | |
| 8 | Thursday | |
| 9 | Friday | |
| 10 | Saturday | Holiday |
| 11 | Sunday | Holiday |
| 12 | Monday | |
| 13 | Tuesday | |
| 14 | Wednesday | |
| 15 | Thursday | |
| 16 | Friday | College Re-Opens for the Academic year 2017-18 |
| 17 | Saturday | Holiday |
| 18 | Sunday | Holiday |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | Holiday |
| 25 | Sunday | Holiday |
| 26 | Monday | Ramzan – Holiday |
| 27 | Tuesday | |
| 28 | Wednesday | |
| 29 | Thursday | |
| 30 | Friday | |



July – 2017

| | | |
|----|-----------|--|
| 1 | Saturday | Holiday |
| 2 | Sunday | Holiday |
| 3 | Monday | |
| 4 | Tuesday | M.B.A.- Guest Lecture on Research Design & Methods |
| 5 | Wednesday | |
| 6 | Thursday | |
| 7 | Friday | |
| 8 | Saturday | Holiday |
| 9 | Sunday | Holiday |
| 10 | Monday | |
| 11 | Tuesday | <i>(World Population Day)</i> |
| 12 | Wednesday | |
| 13 | Thursday | |
| 14 | Friday | |
| 15 | Saturday | Holiday |
| 16 | Sunday | Holiday |
| 17 | Monday | |
| 18 | Tuesday | M.B.A. – Guest Lecture on Avatar Human Capital |
| 19 | Wednesday | |
| 20 | Thursday | M.B.A. – 30 hrs Inception of Value Added Programme |
| 21 | Friday | |
| 22 | Saturday | Holiday |
| 23 | Sunday | Holiday |
| 24 | Monday | |
| 25 | Tuesday | |
| 26 | Wednesday | |
| 27 | Thursday | <i>(Dr. APJ Abdul Kalam death anniversary)</i> |
| 28 | Friday | |
| 29 | Saturday | Holiday |
| 30 | Sunday | Holiday |
| 31 | Monday | |



August - 2017

| | | |
|----|-----------|-------------------------------------|
| 1 | Tuesday | |
| 2 | Wednesday | |
| 3 | Thursday | |
| 4 | Friday | <i>(Sri Varalakshmi Viratham)</i> |
| 5 | Saturday | Holiday |
| 6 | Sunday | Holiday |
| 7 | Monday | <i>(Aavani Avittam)</i> |
| 8 | Tuesday | Biochemistry - Medical Camp |
| 9 | Wednesday | |
| 10 | Thursday | |
| 11 | Friday | |
| 12 | Saturday | Holiday |
| 13 | Sunday | Holiday |
| 14 | Monday | Krishna Jayanthi – Holiday |
| 15 | Tuesday | Independence Day - Holiday |
| 16 | Wednesday | |
| 17 | Thursday | |
| 18 | Friday | |
| 19 | Saturday | B.Com. – Workshop on C2C Transition |
| 20 | Sunday | Holiday |
| 21 | Monday | |
| 22 | Tuesday | |
| 23 | Wednesday | |
| 24 | Thursday | |
| 25 | Friday | Vinayakar Chaturthi – Holiday |
| 26 | Saturday | Holiday |
| 27 | Sunday | Holiday |
| 28 | Monday | |
| 29 | Tuesday | |
| 30 | Wednesday | |
| 31 | Thursday | |



September - 2017

| | | |
|----|-----------|---|
| 1 | Friday | |
| 2 | Saturday | Bakrid - Holiday |
| 3 | Sunday | Holiday |
| 4 | Monday | Thiru Onam – Holiday |
| 5 | Tuesday | Onam - Holiday (<i>Teacher's Day</i>) |
| 6 | Wednesday | Sree Narayana Guru Jayanti - Holiday |
| 7 | Thursday | |
| 8 | Friday | |
| 9 | Saturday | Working Day (<i>International Literacy Day</i>) |
| 10 | Sunday | Holiday |
| 11 | Monday | M.B.A. - Induction Programme for I M.B.A. (3 Days) |
| 12 | Tuesday | |
| 13 | Wednesday | |
| 14 | Thursday | |
| 15 | Friday | |
| 16 | Saturday | Holiday (<i>World Ozone Day</i>) |
| 17 | Sunday | Holiday |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | |
| 21 | Thursday | Hotel Mgmt. Dept. - Thai Theme Lunch |
| 22 | Friday | (<i>World Cancer Day</i>) |
| 23 | Saturday | Holiday |
| 24 | Sunday | Holiday (<i>NSS Day</i>) |
| 25 | Monday | |
| 26 | Tuesday | |
| 27 | Wednesday | |
| 28 | Thursday | |
| 29 | Friday | Ayutha Pooja – Holiday |
| 30 | Saturday | Vijayadhasami - Holiday (<i>World Maritime Day</i>) |



October - 2017

| | | |
|----|-----------|--|
| 1 | Sunday | Muharram - Holiday (<i>National Blood Donation Day</i>) |
| 2 | Monday | Gandhi Jayanthi – Holiday (<i>Communal Harmony Day</i>) |
| 3 | Tuesday | |
| 4 | Wednesday | |
| 5 | Thursday | |
| 6 | Friday | |
| 7 | Saturday | Working Day |
| 8 | Sunday | Holiday |
| 9 | Monday | |
| 10 | Tuesday | |
| 11 | Wednesday | |
| 12 | Thursday | |
| 13 | Friday | (<i>International Day for Natural Disaster Reduction</i>) |
| 14 | Saturday | Holiday |
| 15 | Sunday | Holiday (<i>Dr. Abdul Kalam Birth Day-Youth inspiration day</i>) |
| 16 | Monday | Vis.Com. Dept. – ‘Addiction’ – Junk Art Exhibition |
| 17 | Tuesday | |
| 18 | Wednesday | Deepavali – Holiday |
| 19 | Thursday | |
| 20 | Friday | |
| 21 | Saturday | Working Day |
| 22 | Sunday | Holiday |
| 23 | Monday | |
| 24 | Tuesday | |
| 25 | Wednesday | |
| 26 | Thursday | |
| 27 | Friday | |
| 28 | Saturday | Working Day |
| 29 | Sunday | Holiday |
| 30 | Monday | |
| 31 | Tuesday | (ODD Semester Ends) |



November - 2017

| | | |
|----|-----------|--|
| 1 | Wednesday | UG / PG Examinations begins for semester I / III / V |
| 2 | Thursday | |
| 3 | Friday | |
| 4 | Saturday | Holiday |
| 5 | Sunday | Holiday |
| 6 | Monday | |
| 7 | Tuesday | |
| 8 | Wednesday | |
| 9 | Thursday | |
| 10 | Friday | |
| 11 | Saturday | Holiday |
| 12 | Sunday | Holiday |
| 13 | Monday | |
| 14 | Tuesday | |
| 15 | Wednesday | |
| 16 | Thursday | |
| 17 | Friday | |
| 18 | Saturday | Holiday |
| 19 | Sunday | Holiday (<i>National Integration Day</i>) |
| 20 | Monday | |
| 21 | Tuesday | |
| 22 | Wednesday | |
| 23 | Thursday | |
| 24 | Friday | College Reopens for EVEN Semester |
| 25 | Saturday | Working Day |
| 26 | Sunday | Holiday |
| 27 | Monday | |
| 28 | Tuesday | |
| 29 | Wednesday | |
| 30 | Thursday | |



December - 2017

| | | |
|----|-----------|---|
| 1 | Friday | Milad –Un-Nabi – Holiday (<i>World Aids Day</i>) |
| 2 | Saturday | Holiday (<i>Bhopal Tragedy Day</i>) |
| 3 | Sunday | Holiday |
| 4 | Monday | |
| 5 | Tuesday | |
| 6 | Wednesday | |
| 7 | Thursday | |
| 8 | Friday | |
| 9 | Saturday | Working Day |
| 10 | Sunday | Holiday (<i>Founder's Day / Human Rights Day</i>) |
| 11 | Monday | |
| 12 | Tuesday | |
| 13 | Wednesday | |
| 14 | Thursday | MBA – Finance Workshop on GST |
| 15 | Friday | |
| 16 | Saturday | Holiday |
| 17 | Sunday | Holiday |
| 18 | Monday | |
| 19 | Tuesday | |
| 20 | Wednesday | Valuation Begins |
| 21 | Thursday | |
| 22 | Friday | |
| 23 | Saturday | Christmas Vacation Begins (<i>Farmer's Day</i>) |
| 24 | Sunday | Holiday |
| 25 | Monday | Christmas – Holiday |
| 26 | Tuesday | |
| 27 | Wednesday | |
| 28 | Thursday | |
| 29 | Friday | |
| 30 | Saturday | Holiday |
| 31 | Sunday | Holiday |



January - 2018

| | | |
|----|-----------|--|
| 1 | Monday | New Year - Holiday (<i>Kalpataru Day</i>) |
| 2 | Tuesday | College reopens after Christmas Vacation |
| 3 | Wednesday | |
| 4 | Thursday | |
| 5 | Friday | |
| 6 | Saturday | Working Day |
| 7 | Sunday | Holiday |
| 8 | Monday | |
| 9 | Tuesday | |
| 10 | Wednesday | |
| 11 | Thursday | |
| 12 | Friday | (<i>Swami Vivekananda's Birth Day - National Youth Day</i>) |
| 13 | Saturday | Bhoghi Festival – Holiday |
| 14 | Sunday | Pongal – Holiday |
| 15 | Monday | Thiruvalluvar Day – Holiday |
| 16 | Tuesday | Uzhavar Thirunal – Holiday |
| 17 | Wednesday | |
| 18 | Thursday | |
| 19 | Friday | |
| 20 | Saturday | IQAC – Faculty Development Programme |
| 21 | Sunday | Holiday |
| 22 | Monday | |
| 23 | Tuesday | (<i>Netaji Subash Chandrabose Birth Day</i>) |
| 24 | Wednesday | |
| 25 | Thursday | (<i>National Voter's Day</i>) MBA - Guest Lecture on Information Security |
| 26 | Friday | Republic Day – Holiday CACHE |
| 27 | Saturday | Comp. Science Dept. - Cache – IT 2K18 |
| 28 | Sunday | Holiday |
| 29 | Monday | |
| 30 | Tuesday | Microbiology – Guest Lecture on Leptospirosis |
| 31 | Wednesday | MBA – Workshop on HR minds |



February - 2018

| | | |
|----|-----------|--|
| 1 | Thursday | Hotel Mgmt. Dept. – Breakfast Buffett Theme (I Year) |
| 2 | Friday | |
| 3 | Saturday | Commerce – Synergia 2k18 |
| 4 | Sunday | Holiday |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | BBA – EVS EXPO 2k18 |
| 8 | Thursday | English Dept. – Workshop on “Why Write?” |
| 9 | Friday | Microbiology – Guest Lecture on How to name Microbes |
| 10 | Saturday | PTA Meeting |
| 11 | Sunday | Holiday |
| 12 | Monday | MBA - Guest Lecture / Microbiology – Workshop on Immunology & Molecular Biology Techniques |
| 13 | Tuesday | Microbiology – Guest Lecture on Environmental Issues |
| 14 | Wednesday | |
| 15 | Thursday | |
| 16 | Friday | Microbiology – Awareness Programme Blood Donation and Blood Bank |
| 17 | Saturday | Working Day |
| 18 | Sunday | Holiday |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | Vis. Com. Dept. - Drishya Awards 2k18 |
| 25 | Sunday | Holiday |
| 26 | Monday | |
| 27 | Tuesday | Micro biology – School Programme |
| 28 | Wednesday | |



Asan Memorial College of Arts & Science, Chennai

March - 2018

| | | |
|----|-----------|--|
| 1 | Thursday | MCA – Mega Intercollegiate Meet BYTE IT' 18 |
| 2 | Friday | MBA – Workshop on 'SPSS' |
| 3 | Saturday | BBA – Enthuzaa' 18 |
| 4 | Sunday | Holiday |
| 5 | Monday | |
| 6 | Tuesday | |
| 7 | Wednesday | |
| 8 | Thursday | Bio-Chemistry Dept. – Workshop |
| 9 | Friday | |
| 10 | Saturday | Shift II – Vagai Paasarai 2k18 – Inter-Collegiate Meet Shift I - English Dept. – 'CURTAINS UP' - Play |
| 11 | Sunday | Holiday |
| 12 | Monday | |
| 13 | Tuesday | |
| 14 | Wednesday | |
| 15 | Thursday | |
| 16 | Friday | |
| 17 | Saturday | Working Day |
| 18 | Sunday | Ugadi – Holiday |
| 19 | Monday | |
| 20 | Tuesday | |
| 21 | Wednesday | |
| 22 | Thursday | |
| 23 | Friday | |
| 24 | Saturday | Working Day |
| 25 | Sunday | Holiday |
| 26 | Monday | |
| 27 | Tuesday | |
| 28 | Wednesday | Even Semester Ends |
| 29 | Thursday | Mahaveer Jayanthi – Holiday |
| 30 | Friday | Good Friday – Holiday |
| 31 | Saturday | Holiday |



April - 2018

| | | |
|----|-----------|---|
| 1 | Sunday | Holiday |
| 2 | Monday | UG / PG Examinations begins for semester II / IV / VI |
| 3 | Tuesday | |
| 4 | Wednesday | |
| 5 | Thursday | <i>(Sri Rama Navami)</i> |
| 6 | Friday | |
| 7 | Saturday | Holiday <i>(World Health Day)</i> |
| 8 | Sunday | Holiday |
| 9 | Monday | |
| 10 | Tuesday | |
| 11 | Wednesday | |
| 12 | Thursday | |
| 13 | Friday | |
| 14 | Saturday | Tamil New Year / Dr.Ambedkar Jayanthi / Vishu – Holiday |
| 15 | Sunday | Holiday |
| 16 | Monday | |
| 17 | Tuesday | |
| 18 | Wednesday | |
| 19 | Thursday | |
| 20 | Friday | |
| 21 | Saturday | Holiday |
| 22 | Sunday | Holiday |
| 23 | Monday | |
| 24 | Tuesday | |
| 25 | Wednesday | |
| 26 | Thursday | |
| 27 | Friday | |
| 28 | Saturday | Holiday |
| 29 | Sunday | Holiday |
| 30 | Monday | |



Annexure II

Text Books Published

| Sl. No. | Faculty Name | Title | Publishers | ISBN No. |
|---------|---|--|---|-------------------|
| 1 | Dr. T.Aryamala | Indian Economy | Vijay Nicole Publications, Chennai | 978-81-8209-458-1 |
| 2 | Mrs.N.Vanaja | Human Resource Management | Thakur Publications Pvt. Ltd., Chennai. | 978-93-87093-83-6 |
| 3 | Mr. T. Yethiraj | Operations Research | Thakur Publications Pvt. Ltd., Chennai. | 978-93-86488-21-3 |
| 4 | Dr.M.Jaya Dr.D.Baskar Dr.V.Charulatha | Financial Accounting Vol. I | Vijay Nicole Publications, Chennai. | 978-81-8209-500-7 |
| 5 | Dr.M.Jaya Dr.D.Baskar Dr.V.Charulatha | Financial Accounting Vol. II | Vijay Nicole Publications, Chennai. | 978-81-8209-511-3 |
| 6 | Dr.M.Jaya Dr.D.Baskar Dr.V.Charulatha | Financial Accounting | Vijay Nicole Publications, Chennai. | 978-81-8209-542-7 |
| 7 | Dr.M.Jaya Dr.D.Baskar Dr.V.Charulatha | Introduction to Accountancy | Vijay Nicole Publications, Chennai. | 978-81-8209-454-3 |
| 8 | Dr. P. Ramesh Kumar | Sanga Panuvalkzhil Oor paeyarkal | Neithal Pathipagam, Triplicane, Chennai | 978-93-80890-82-1 |
| 9 | Dr. P. Ramesh Kumar | Sevvilakkia Panuvalkzh – Meezh Vasippu | Neithal Pathipagam Triplicane, Chennai | 978-93-80890-40-1 |



Annexure III
Best Practice of the Institution

| Sl. No. | Particulars | Details |
|---------|-----------------------|--|
| 1. | Title of the Practice | ECM – Environmental Conscious Movement |
| 2. | Goal | <ul style="list-style-type: none">• To implant the consciousness about our environment• To create awareness about the various hazards happening in the environment• To learn various methods and techniques to protect the environment• To inculcate a sense of responsibility in the minds of younger generation to protect and raise their voice when environment is polluted unlawfully. |
| 3. | The Context | <p>Today the environment has undergone unparalleled changes and in turn contaminated, polluted and damaged in all the possible ways by different factors. A change can take place only if the younger generation take this issue and learn and support the environment, it can be protected. Hence, this is an exclusive initiative from the institution to instil the social responsibility of protecting the environment by the students in this academic year.</p> |
| 4. | The Practice | <ul style="list-style-type: none">➤ Human Chain & Cleaning Programme was organised by the college on the “World Environment Day” at Pallikaranai Marsh Land on 05-06-2017.➤ 25 trees were planted inside the campus by the students in fond memory of Dr.A.P.J Abdul Kalam on his second death anniversary on 27th July 2017.➤ Students have participated in a fifteen days programme in Clean India Programme of the Government of India titled “Swachh Bharat Pakhwara” from 01-08-2017 to 15-08-2017.➤ A seminar was organised on 10th Aug 2017 at the Conference Hall on “Swachh Bharat Pakhwara”.➤ Students have taken initiative to clean the Pallikaranai marsh land in Kaiveli area on 1th August, 2017.➤ Our Students have participated in the mega project titled “My Green Clean Campus- 2017” at University of Madras on 11th August 2017.➤ As a part of this celebration and Swachh Bharat Pakhwara, students of our College actively involved in cleaning the Velachery MRTS Railway Station |



| | |
|--|---|
| | <p>and planting tree saplings on 15th August 2017.</p> <ul style="list-style-type: none">➤ More than 50 students have cleaned our College Classrooms, Laboratories, Libraries etc., on 24th August 2017 as a part of the “Swachh Bharat Pakhwara” Fortnight which was observed by the Govt. of India.➤ Around 50 students of our college organised a rally and a door-to-door campaign to issue pamphlets on cleanliness and healthy habits in Jaladampet area, near Medavakkam on 25th August 2017.➤ Students of our college cleaned Perungudi Railway Station on 31st August, 2017 and created awareness to keep the surrounding clean by forming a human chain with placards. Besides, they removed the Karuvelam Trees in the area and planted environment-friendly tree saplings.➤ Faculty Members and students participated in a cycle rally and tree sapling plantation organized by the Government of Tamil Nadu on 2nd October 2017 at Gandhi Mandapam for celebrating on 149th Birthday of Mahatma Gandhi.➤ On the 86th Birthday of the former President of India, Dr. A. P. J. Abdul Kalam, our college has organized various programmes in the college and Medavakkam Panchayat and planted 86 tree saplings at various places like the Medavakkam Panchayat Office, the Primary Health Centre and Pallikaranai Marsh Land etc.➤ More than 100 students of our College, participated in a rally for World Wet Land Day celebration, organized by Tamilnadu Forest Department on February 2, 2018.➤ An exclusive exhibition on Environmental Science was organised by Business Administration Department and exhibit models, posters, presentations, charts etc., to all the students in the college. Competitions related to environment were also conducted to motivate and educate the students. |
|--|---|



| | | |
|----|---|---|
| 5. | Evidence of Success | <ul style="list-style-type: none">➤ Students who take initiatives in this eco friendly environment movement propagate more awareness in and around their area and actively involved in environment conscious programmes. This stands as a testimony for the success of these programmes.➤ Sincere efforts were extended by the students to maintain the trees planted.➤ The efforts taken by all the students to sustain an eco friendly campus with a clean environment stand as the evidence for ECM's achievement. |
| 6. | Problems Encountered and Resources Required | In the beginning it was difficult to get students involved in the cleaning work. Participation in the awareness programs and the talks on environment protection made them to realise their responsibility in protecting the environment and started participating with greater involvement. Scheduling the maintenance of planted saplings was difficult in the beginning but later, proper scheduling was done. |
| 7. | Contact Details | |
| | Name of the Principal: Name of the Institution: City : Pin Code: Accredited Status: Work Phone: Website : Mobile : | Dr. S. Ramanathan Asan Memorial College of Arts & Science Chennai 600 100 'B' Grade 044-22460877 www.amcas.in 9677043483 |



*Annexure IV
Best Practice of the Institution*

| Sl. No. | Particulars | Details |
|---------|-----------------------|---|
| 1. | Title of the Practice | <i>National Service Scheme</i> |
| 2. | Goal | <ul style="list-style-type: none">• NSS let the students to actively contribute their efforts by rendering services for the welfare of the community in parts and well being of the nation as a whole.• NSS helps to promote the unity and integrity of the nation by bringing together service minded young people from diverse geographical and socio cultural backgrounds.• Development of personality of students by improving their leadership qualities. |
| 3. | The Context | NSS is the right platform, where the student-youth of the nation may get to involve with real life social activities, and thereby become responsible citizen of India. |
| 4. | The Practice | <ul style="list-style-type: none">➤ Four NSS volunteers of our college participated in a one day sensitization workshop in “Tobacco - A Threat to Development Individual to National” for the Youth Wings of Tamil Nadu Political Parties and NGOs, held on 20-05-2017 at cancer Institute (WIA), Adyar, Chennai.➤ “International Yoga day” was celebrated jointly by NSS of our college and Isha Yoga Foundation on 21st June 2017. Trainers of Isha Yoga foundation trained nearly 100 students of our college.➤ The NSS of our College and Mohan Foundation jointly organised a one day awareness workshop on "ORGAN DONATION" on 23/06/17.➤ 100 NSS volunteers participated in the campaign organised by Tamil Nadu Police Department and Indian Red Cross Society, TN Branch with regard to “International Day Against Drug Abuse and Illicit Trafficking” on 27th June 2017 at Kandhanchavadi, Chennai.➤ The NSS unit of our college along with The Greater Chennai Corporation organized an "Awareness Camp on Dengue" on 02/08/2017 and distributed Nilavembu Extract to all the students of the college.➤ Our students actively participated actively in the programme organised by Sankara |



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| | | <p>Nethralaya in collaboration with the NSS Cell, University of Madras for an Eye Donation Fortnight Rally held at Elliot's Beach Besant Nagar on 8th Sep, 2017.</p> <ul style="list-style-type: none">➤ A Special Awareness Campaign on Leprosy Eradication was held in our college on 13th Sep 2017. This programme was convened as per the direction from the Directorate of Public Health and Preventive Medicine, Government of Tamil Nadu.➤ The NSS & RRC Unit of our college organized a “Blood Donation Camp” on 24-01-2018.➤ The NSS Unit of our college and the Gandhi World Foundation commemorated the 71st anniversary of Mahatma Gandhi on 30-01-2018 by organizing a walkathon- “Walking Bans Diseases” at Elliot's Beach, Besant Nagar. As a part of this programme, in collaboration with Health and Family Welfare department of Tamil Nadu, over 200 NSS volunteers distributed pamphlets on eradicating leprosy. The volunteers also took an oath on eradicating leprosy and cleaned plastic wastes in the beach which was envisioned by Mahatma Gandhi.➤ NSS unit of our college has organized a Seven Day a Special Camp from 28-02-2018 to 06-03-2018 at the Pallikarani Marsh Land Area. The NSS Volunteers of our college have taken special care to preserve the biodiversity of the Pallikarani Marsh Land along with the government and non-government organizations. During the Seven Day special NSS camp, the volunteers involved in removing the plastic wastes and Karuvelam trees and created awareness on the biodiversity and ecosystem of the marsh land by forming a human chain for 5 km and a Walkathon with placards at Kaiveli, Perumpakkam and Karapakkam areas.➤ International Yoga day was celebrated jointly by NSS Unit of Asan Memorial College of Arts & Science and Isha Yoga Foundation on 21st June 2017 in our college. Trainers of Isha Yoga foundation trained nearly 100 students of our college.➤ In continuation of the International Yoga Day celebration, our college's NSS unit in association |
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Asan Memorial College of Arts & Science, Chennai

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| | | with the NSS Regional Directorate, Chennai, organized a two day workshop on Yoga and Meditation on 21 st and 22 nd June 2018. On the second day of the workshop, the trainers from Brahma Kumaris foundation trained nearly 500 students in Yoga and Meditation. |
| 5. | Evidence of Success | <ul style="list-style-type: none">➤ Blood donation camp organised by NSS unit donated 440 units of blood by the students of our college.➤ Our students show great initiative and voluntarily participated in all the programmes related to Nation building and service. The motivation shown and the physical efforts to actively participate were recognised by the leading dailies by publishing in their issues.➤ The awareness programme organised by the NSS unit make our students to be aware of the various abuses and they learn to stand against any such issues. |
| 6. | Problems Encountered and Resources Required | <ul style="list-style-type: none">➤ Students are less interested to participate in NSS unit in the beginning of the academic year. Various programmes organised by the NSS unit chisels their mind and mends their thoughts which materialise in the active participation within few months.➤ Required funds are provided by the University of Madras. Additional fund requirements are supported by the management of our college. |
| 7. | Contact Details | |
| | Name of the Principal: Name of the Institution: City : Pin Code: Accredited Status: Work Phone: Website : Mobile : | Dr. S. Ramanathan Asan Memorial College of Arts & Science Chennai 600 100 'B' Grade 044-22460877 www.amcas.in 9677043483 |