



YEARLY STATUS REPORT - 2022-2023

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. T.S. Santhi**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04422461418**
- Mobile no **9444433305**
- Registered e-mail **asanedn@gmail.com**
- Alternate e-mail **info.amcas@asaneducation.com**
- Address **Velachery-Tambaram Road**
- City/Town **Pallikaranai, Chennai**
- State/UT **Tamilnadu**
- Pin Code **600100**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Madras**
- Name of the IQAC Coordinator **Dr. M. Jaya**
- Phone No. **04422460186**
- Alternate phone No. **9884139473**
- Mobile **6381811033**
- IQAC e-mail address **asaniqac@gmail.com**
- Alternate Email address **info.amcas@asaneducation.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://amcas.in/wp-content/uploads/2023/09/AQAR-2021-22.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.75	2003	16/09/2003	15/09/2008
Cycle 2	B	2.87	2012	21/04/2012	20/04/2017

6. Date of Establishment of IQAC

16/03/2004

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

IQAC has taken special efforts in meeting the Management, Principal, Heads of the Departments and Students Council member in understanding the various plans of the institution for the Academic Year and chalk down the calendar of the college by placing all the programs in a phased manner.

The need to address the mounting stress of the faculty members is identified and a special session on "Stress Free Teaching" is organised in association with Art of Living Foundation on 9th January 2023 The session makes the faculty members to be aware of the stress confronting them and suggest strategies to burst the stress in detail.

IQAC took initiative to organise a Financial Education Program for the Non-teaching staff in association with National Centre for Finance Education on 1st April 2023.

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

Plan of Action	Achievements/Outcomes
Special Program for Teaching staff	IQAC in association with Art of Living organised a Session on
Special Program for Non-teaching staff	IQAC organised a Financial Education Program for the Non-teaching staff in association with National Centre for Finance Education on 1st April 2023
Planning and Execution	IQAC took earnest efforts in chalking down the calendar of the college and planned for the entire academic year considering the requirements of each an every department and their activities in coordination with the overall activities of the institution
Program on Intellectual Property Rights	The college has organised a National e-training program on IPR in association with National Intellectual Property Awareness Mission, IPR - India and Ministry of Commerce and Industry on 23/01.2023

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• if yes, whether it is uploaded in the Institutional website Web link:	https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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• Upload latest notification of formation of IQAC			View File		
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<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	18/01/2023
15.Multidisciplinary / interdisciplinary	

The University of Madras prescribes the curriculum and courses offered by the institution. As a result, this component also informs how much multidisciplinary education is offered. The implementation of Non-Major Elective (NME) papers is one example of how multidisciplinary education is practiced. These papers give the students a chance to gain a basic comprehension of the knowledge systems utilized in various fields. Students from different disciplines can also receive papers like Personality Enrichment, a psychology paper, to help them build the social and life skills they will need to succeed in the future.

16.Academic bank of credits (ABC):

The institution is affiliated to the University of Madras does not have its own Academic Bank of Credits (ABC) because results are collated and posted to the University of Madras' online result page. Although data on students' credits is gathered and compiled in the institution, it is consolidated, archived, and maintained by the University of Madras.

17.Skill development:

The institution integrates different methods such as seminars, internships, etc. to develop the skills needed to get a job. The C2C workshop organized by the Department of Commerce allows students to acquire the necessary skills to get jobs. Students also have the opportunity to intern in related industries to directly experience the work environment and thereby gain the skills necessary to survive in the job market. The institutions career bureau regularly hosts career fairs and recruitment drives on campus, providing spaces where students can apply the skills they have learned to secure employment. This is important as it allows students to test the job market and also gain experience when facing interviews and campus recruitment campaigns. The college is also very much interested in soft skills training for students as part of the curriculum. These skills come in countless forms to interpersonal skills, needed to thrive in the work environment. These skills are taught to students from all faculties, and the materials are customized to fit the needs of each specific faculty.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college works to inculcate knowledge of Indian language and culture. Indian languages such as Tamil and Malayalam are taught to students alongside regular classes by qualified staff. Indian religious and cultural festivals are held with great pomp and

fervor on campus. Students actively participate in these events, which enable them to learn about different cultural systems in India. The student community on campus is multicultural and multi-religious, creating a space where students learn about different Indian cultures through direct interaction with their classmates. The institution also has a language department, where staff well versed in Indian languages actively teach students, the dynamics and intricacies of different Indian languages and cultures. The importance of Indian language and knowledge systems is taught even in non-Indian language classes such as English. This can be seen from the inclusion of subjects like Indian literature in the English syllabus, where various forms of Indian literature like drama, poetry and prose in English translation are taught to students. This institution demonstrates a keen interest in transmitting the Indian knowledge system as one of its core missions is to preserve the rich traditions of India and foster respect for with Indian heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The proposed program has been developed by Madras University and is based on the idea of outcome-based education. Naturally, results vary across departments depending on their needs and the state of the labor market. Arts: Courses in the Language and Literature stream allow students to gain comprehensive exposure to world literature and effectively develop speaking and writing skills, contributing to employment in fields such as content writing, advertising reporting and teaching. A course in various commerce departments provides a foundation for professional courses such as CA, CWA and ACS and subsequent employability in sectors such as banking, insurance and financial services in the governmental and non-governmental organizations. The Department of Business Administration offers courses that impart conceptual knowledge in core functional areas such as human resources, finance, and marketing. Science: Biochemistry programs are designed to develop essential professional skills in areas such as clinical laboratory, quality control, research, medical coding, and healthcare. The Computer Science (B.Sc.) course equips students with the skills needed to be employable in fields such as information technology, computer programming, and more. The Hotel and Catering Management industry opens up job opportunities in areas such as the food and hospitality industry. The Department of Microbiology enables students to develop skills which are useful in careers involving industrial microbiology, laboratory diagnostics, and pathogen therapeutics, among others. The Visual Communications department imparts the skills,

techniques and knowledge necessary for a successful career in various corporate communications industries. The outcome-based education provided by the institution enables it to educate individuals to become intellectually enlightened, professionally competent, morally upright and socially engaged. This aspect is linked to the main vision that this institution follows regarding imparting education.

20.Distance education/online education:

The organization has a robust digital infrastructure developed in response to the lockdowns imposed during the COVID19 pandemic. Naturally, lessons had to be carried out online and digital devices were systematically developed to support staff and students in this process. The university has provided staff and students with personal email ids that can be used to access Google Classroom. This online mode even has the ability to conduct tests and tabulate results for the entire student community on campus. Even though the lockdown has been lifted and offline classes are being managed, the school still maintains this online infrastructure for a seamless transition to digital mode if the need arises. Being an affiliated institution under the control of Madras University, it does not offer classes in distance education mode.

Extended Profile

1.Programme

1.1

20

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

2101

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

963

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		721
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		100
File Description		Documents
Data Template	View File	
3.2 Number of sanctioned posts during the year		100
File Description		Documents
Data Template	View File	
4.Institution		
4.1 Total number of Classrooms and Seminar halls		42
4.2 Total expenditure excluding salary during the year (INR in lakhs)		6,412,097
4.3 Total number of computers on campus for academic purposes		197

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College, affiliated to the University of Madras, follows the curriculum framed by the Board of Studies. The syllabus is circulated to Heads of the Department from the University of Madras. Considering the specialization of each faculty, HODs allot papers to them. For each class, tutors are appointed to monitor the academics and mentor the students. Time table is framed in the beginning of the semester and staff members prepare lesson plans for their subjects.

The effectiveness of the curriculum is determined through continuous assessment & evaluation. Marks are allotted for students' assignments & seminars. CAT & Model examinations are also conducted. Considering their learning capability, students are mentored to take the University examinations. Remedial coaching's conducted for students who have not secured pass mark and for slow learners. During parent teachers meeting the student's records discussed and parents' feedback are considered for their development. Every month Management conducts HODs meeting to discuss and review the institutional activities.

All departments organize special lectures on curricular topics, training programs & workshops, besides regular classes. Industrial visits are arranged to offer industry exposure. Special programs on communication skills & personality enrichment are conducted. Internship programs are compulsory for PG students, to develop their research interest.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amcas.in/wp-content/uploads/2023/09/AMCAS-calendar-2023-2024-final-1_compressed.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar provides the schedule of the current academic year activities. It is the planner for the students, faculty, administrative staff and the management. The academic calendar is framed and designed by the committee appointed by the Principal. The Committee conducts a detailed meeting with the department HODs before drafting the calendar. The calendar will be released at the beginning of the academic year.

It includes the Vision, Mission of the college, the list of Management Committee Members, Rules and Regulation pertaining to the Institution, General Instructions, List of teaching and non-teaching faculties including administrative staff. The List of courses with eligibility criterion, along with the list of various clubs with the names of the faculty in-charge and all the activities of the Institution to be conducted in common, are included. The various National and international celebrations occupies an important place while planning the calendar activities. The activities pertaining to each departmental including co-curricular and the curriculum-based concepts which includes Project presentation, Internal Examinations, Model Examinations and University examinations are also included. All the National holidays are included in the calendar which helps the staff and students to plan their work. The contact details for Emergency and Utility Services are also included at the end.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amcas.in/wp-content/uploads/2023/09/AMCAS-calendar-2023-2024-final-1_compressed.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1377

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics:

Education at our institution goes beyond the curriculum. Considering this aspect, the institution offers various awareness programs, guest lectures and workshops delivered by eminent experts.

Gender

The college is committed to fostering a gender-inclusive learning environment, and to that end, it actively promotes awareness and protection for women. Within the institution, various clubs such as the Women's Studies cell and Women Grievances & Redressal cell organize a range of awareness programs on topics such as women's safety, entrepreneurship, and more.

Human Values

Human values are the fundamental building blocks of life. The institution recognizes the significance and incorporates a course on Value Education in the final year for all programs. Additionally, the university also offers select human-value-oriented subjects like Business Law, Corporate Governance & Ethics, and Human Resource Management

Environmental sustainability

Our institution takes pride in being an eco-friendly campus, actively engaging in various activities like waste recycling and

extensive tree planting. These initiatives are led by students from clubs, including NSS, YRC, Rotract, and Environment club, which were initiated by the Principal and management. Additionally, the university underscores its commitment to environmental awareness by offering an Environmental Studies (EVS) course to all second-year undergraduate students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

262

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://amcas.in/igac/feedback-analysis/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcas.in/igac/feedback-analysis/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

765

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

765

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Different stratagem are adopted by the institution to evaluate the learning levels of students. During their curriculum, the institution is aimed at excellence for all the levels. Slow learners and advance learners are categorized through the academic performance of the students in unit test, university end semester examinations, classroom discussions and seminars. Individual attention is given to slow learners through one-to-one teaching, assignments, frequent tests, and motivational sessions and remedial classes.

Advanced learners are developed through encouragement and motivation of faculty members to perform better in academics and receiving different avenues for their professional upgrade. Relevant website resources are also provided for additional information and for ebooks. Students are encouraged to aim for consistent performance, motivated and inspired to get university ranks. Such students are appreciated with awards and prizes. Workshops and internships are arranged for practical experience and to gain advanced knowledge so that they can apply that knowledge in future workplaces. Advanced learners are motivated to prepare for the civil services and competitive examinations and to participate in several intercollegiate, National and International

level programmes, workshops etc.

In case of Slow Learners, special attention is given by counselling and mentoring. Some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Remedial classes are conducted for slow learners after regular class hours to afford more assistance through rigorous coaching so that they can progress in their academic proficiency.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KdP9ppmw6HYkGIILQlGjQkzdfyw2K_66/view?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2108	100

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching faculty members are trained to adopt student-centric approaches such as experiential learning, participative learning and problem solving methodologies in their classes to enhance the overall learning and development skills of the students. The faculty members adopt numerous ways like lecture method, interactive method, field work method etc.

Apart from their regular practical classes the students are encouraged to undertake group projects, mini projects, exhibiting their talents through poster presentations and industrial visits etc. to encourage creativity and experiential learning. Students are provided with opportunities to participate in various events like paper presentation and releasing flyers etc. in order to

promote communication skills and generate new ideas. Various programmes through extension / outreach activities are also provided for bringing out the hidden talents of the students and to encourage them develop team spirit. To improve soft skills, students undergone Employability skill-based training programs, Value-added programs and Career guidance programs. Assignments are conducted to develop logical reasoning and problem-solving skills among students. Different learning methods are implemented wherever possible. Students are encouraged to take up innovative projects. Organisation of exhibitions on regular basis is a source of motivation. Practical sessions expose the students to experiential learning, seminars, One to One and viva-voce provide them the scope for participatory learning and improve their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1cjDXAqanNvVZc-WptQQhYbi8hjDw0U3v/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology in education is indispensable for the student community in the present day to learn and master them in order to be a corporate ready. It is employed to enhance, support and optimize the method of education. In the present day faculty members are engaging students by combining technology with traditional mode of teaching. Interactive teaching methods such as group discussions, seminars and presentation are mostly used by the faculty members for the better understanding of concepts using ICT. Teaching-Learning Process provides access to Digital Library, online journals; Use of LCD projectors for seminars and workshops, following Google classroom facility to manage and post course related information, lab report submissions, assignments etc., Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc. Students are facilitated with video lectures for long term learning and future referencing Digital library resources and Communication skills training are provided to the students to acquire holistic knowledge.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

93

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

100

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

48

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1210

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency in appraisal method and awarding is the standard process of internal examination in the college. The Institution follows regular practice for internal assessment which is in strict adherence to the rules and regulations prescribed by the University of Madras. Continuous Internal Assessment (CAT) is conducted on the basis of prescribed schedule which will be decided at the beginning of the semester in the form of academic calendar. Their consistent performance is being evaluated and consolidated at the end of the semester, which is taken for the student's internal marks. Attendance is also an important component for the internal marks and it is strictly monitored and recorded. The model exams for both theory and practical are conducted regularly. The final internal marks will be allotted based on the scheme provided by the University of Madras. The internal marks are consolidated by the faculty in charge of the subject and counterchecked by the Head of the department. The

consolidated marks are finalised only after the duly signed acknowledgement of the students. In the case of defaulters during the tests, retests are conducted if the reason of absence is genuine.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1RFzTez9jE_COH2zZBIzISO8czLS7QElin/view?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College has formulated a well-organized mechanism to deal with examination related grievances which is translucent in the pattern and conduct of Continuous Internal Assessment and rectification of grievances is time bound. A department level committee is constituted for the smooth conduct of the internal examination. Time table for the test is prepared and communicated to the students well in advance. It is based on the Academic calendar of the college which is framed at the beginning of the academic year. After evaluation of the answer scripts, it is handed over to the students for any query or doubt in evaluation. A complete transparency is maintained allotment of marks. The assessment report is prepared by the faculty and approved by the head of the department and submitted to principal. Parents are informed about the performance of the students. Any grievance faced by the students regarding the internal assessment is immediately addressed.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1l8y2iYXbMwQIbom0Rmc9RRjHsdeZ-ASf/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes make students to recognize the reality that the knowledge and techniques learnt in the course has direct inference for the enhancement of society and its sustainability. The

students should have knowledge, skills and attitude at the end of the completion of their respective program which are signified through the program outcomes. Course outcomes delineate the cognitive method a course offers and grant the resultant knowledge and skills the student acquires at the end of each course.

The program and course outcomes are framed by the University of Madras offering the concerned program after meticulous consultation with all faculty and the stakeholders in strict observance with the objectives of outcome based education. The programme and course outcomes for all the programmes offered by the department are stated and displayed on the website and communicated to the students. While addressing the students, the HODs and faculty create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1MNXdE32oSargmiDxnzeR4fbL9yK_-W6p/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution has an organized procedure of appraising the accomplishment of Programme outcomes and course outcomes. The achievement level of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are assessed via using the various parameters. The aggregate results and the performance of all the students are used for measuring the programme outcomes. The key marker of evaluating attainment are end semester university examination, Internal assessment, practical assessment, result analysis at the end of each semester and Internships & placements. Workshops, Guest lectures and seminars were organized to train the students in all aspects such as proficiency in theory and practical skills, communication skills etc. The programme outcomes and the course outcomes are successfully evaluated by conducting regularly the frequent tests, subjective and descriptive, slip tests, quiz, presentations and group discussion to affirm the attainment of the same. Students are encouraged to participate in regular gender sensitizing programs, extracurricular and co-curricular activities, inter-collegiate competitions to become the

model citizens.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1zsXG2oNzC Kijio-xcF TxFtoXG04VTcL/view?usp=sharing

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

601

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://amcas.in/wp-content/uploads/2023/07/AMCAS-Annual-Report-2022-23.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://amcas.in/wp-content/uploads/2023/11/Satisfaction-Report-2023-24.docx>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college conducts webinars in various departments to help the

students to gain subject knowledge. Webinars are an excellent way to introduce students to the latest developments in their respective fields and provide them with valuable insights from experts. Quizzes are an engaging way to keep students informed about current affairs. It encourages the students to stay updated on important issues and promote knowledge sharing. Soft skill development programs are a valuable addition to the curriculum, particularly for the final year students. Good communication skills are essential in both academic and professional settings by providing opportunities for students to improve their communication abilities is commendable. E-journals and online journals are subscribed to encourage research activities among both faculty members and students. Access to such resources can be a catalyst for academic growth and innovation. By enhancing subject knowledge, staying informed about current affairs and improving communicative skills students are better equipped to engage in discussions and activities related to social issues. Overall, these activities demonstrate a commitment to provide a well-rounded education that goes beyond the classroom, fostering a holistic development of students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://amcas.in/social-extension-activities/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Students actively involves in various social activities in coordination with the National Service Scheme (NSS) and other clubs demonstrates a commitment to community service. These clubs provide a platform for students to contribute to society. The college, in association with Chennai Corporation, organizes programs to create awareness on various important issues, including drug addiction, social issues, environmental concerns, and fitness. These programs play a crucial role in educating the community on these topics and fostering a sense of responsibility. The college's engagement in such activities reflects its commitment to holistic education, which not only focuses on academic growth but also on developing responsible, aware, and engaged citizens. It also fosters a strong sense of community and social responsibility among its students and faculty, making a positive impact on the local area

File Description	Documents
Paste link for additional information	https://amcas.in/campus-life/cells-and-clubs/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2102

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

43

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

28

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

CLASSROOMS

- Classrooms with adequate space with good lighting ventilation, furniture
- Smart classrooms
- OHP presentations
- Power point presentations

LABORATORY

- State of the art laboratories are available for scientific research, testing, experiments and for teaching

- All the laboratories are equipped with basic and sophisticated instruments.
- Sterilization room, store room, media preparation room, walk-in cold room and walk-in incubator, etc. are available

LIBRARY FACILITY

- Department level library is maintained by each department
- To facilitate learning that provides space for each department students
- A well-equipped spacious general Library facilities is available for easy access and learning

EQUIPMENT FACILITY

- LCD projectors
- Computers
- Internet facility for teaching, learning and research.
- Seminar hall for Guest Lectures, seminars, workshops and personality development programs
- Well-equipped mini-auditorium.
- Main auditorium for mega events like International, National Workshops, Seminars, conferences and Cultural Events.
- Computer lab facility is utilized for ICT.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1NmmNr2jmIEVXE2E1BcqGqYqStUbG0Q-p/view?usp=sharing

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The instituiton has all the facilities neede to organise cultural activities, sports, games and yoga centres:

CULTURAL ACTIVITIES

- Main Auditorium
- Mini Auditorium

SPORTS & GAMES (INDOOR&OUTDOOR)

- A common ground for both Football and Cricket is available
- Separate courts for Volleyball and Shuttle are available
- Table tennis board is available.
- All the sports facilities are utilized by both students and faculty members

OTHERS

- Sufficient amenities are provided for various clubs like NSS, Rotaract, Red Ribbon, Women's Cell, Nature Club etc.,
- Soft skill programme for improving communication skills
- Regular health check-up and eye check-up for students
- Women hygiene and health awareness visits exclusively for girls students
- Seminar and Conference Halls to nurture the Capacity Building skills of Public speaking and Personality Development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1KaVEGQexb4BGSJ2I_saGk1IBfGm9-qm3/view?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/spreadsheets/d/1HVrRlBBpmu5HPDU9RGL5CE8FlXyCCVud/edit?usp=sharing&ouid=104923599583676717956&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

22.38

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software : IMPRESERP

Nature of Automation : Fully

Version : LIPSINET 5.0

Year of Automation : 2017

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/15juzv4Z9PXdOxChOmnddiSqCe8j3eWvy/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.64

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

48

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution updates its IT Facilities on a consistent basis.

EASY - Educational institution's Automation Software for You

EASY 5.0 Local Network Multi User Version for Finance and

Administrative Modules

Students data, Teaching and Non-teaching staff data, Class creation, Fees management, Payroll and accounts

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1CjFSgjVzKbj9iYENIKFQNHUHRdabbFhM/view?usp=sharing

4.3.2 - Number of Computers

181

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

165.5

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has a housekeeping department which maintains cleanliness and sanitation on a daily basis.

- The annual maintenance of systems and related components are done by HBM Technologies, Chennai.
- Once in a year, the institution takes up the calibration and other precision measures for the laboratory equipment and instruments.
- Periodical maintenance and servicing is done by licensed service engineers.
- Uninterrupted power supply is maintained through generators at times of power failures.
- The sensitive equipment for research purpose are maintained in separate instrumentation lab
- Instruments are calibrated and placed carefully in the allocated spaces in the laboratory
- Instruments are located on broad tiled workbench to keep them stable and to prevent vibrations.
- Instruments which require humidity control are placed in Air Conditioned Environment
- Window curtains are provided to avoid heat.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/19iA0uJGD3inKSMi4HNAMSisOphiETvFo/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

207

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://amcas.in/wp-content/uploads/2023/10/skill-development-2022-2023-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1503

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1503

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

118

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

54

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Introduction: The Students Council of Asan College is

arepresentation of the student community. The Students Council shall serve as a channel through which the student community can voice their opinions and concerns It shall continuously strive to identify student-related issues and help resolve them, thus building a healthy environment in the institute. The Institute encourages the participation and involvement of student representatives in various academics, co curricular and administrative committees. Students' opinions and suggestions are considered to take measures in view of students'perceptions. To develop technical and, managerial skills and to bring leadership quality to our students' various departments formed associations and conducted many symposiums, workshops, and guest lecturers every academic year. The programs are planned, organized, and conducted by the students under the supervision of the faculty in charges. An active student council comprises members to monitor academic, cultural, sports, literary events, Anti-Ragging, and gender sensitization programmes, NSS and NCC activities. Tenure:The student representatives on the Student Council shall hold office at the beginning of every academic year for a period of 1 year. Functions of the Student Council: Views of all members of Student Council - faculty and student alike - are to be respected and equal importance is to be given to all views. In the event of the issue discussed being contentious and consensus cannot be achieved, the decision shall be put to vote and arrived at based on a simple majority.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association actively engage with the proud alumnus of the institution and organise many programs and events in a consistent manner. Alumnus supports the institution through knowledge sharing and through funding various events. The perceptions and views of the passed out students are given due to weightage while taking important decisions for the academic year. They also participate in IQAC meetings as one of the stakeholders of the institutio. Our alumni stay connected to their alma mater by participating and contributing to various academic activities such as serving as a resource person for conferences, guest lectures, alumni talk, judges in various intra-departmental technical events which happen throughout the academic year.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ItoSz6gi79sjur3TBSuH0wju341aW51V/view?usp=share link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION OF THE INSTITUTION

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

MISSION OF THE INSTITUTION

- 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 learner's personality and prepare him/her for the larger world outside.
- To conserve our rich traditions and cultivate respect for our heritage.

Governance of the College to materialise the Vision and Mission of the Institution:

- To impart education with the finest quality at the undergraduate and postgraduate research levels.
- To develop the resources and infrastructure not only to meet the statutory requirements but also to make a preferred destination for learners by providing a conducive ambience for the teaching - learning process.
- To make a positive difference to the society through education.
- To empower students from all socio-economic strata to level the academic and professional playing field.
- To be a centre of excellence in education in emerging technologies in tandem with the industry and industrial trends.
- To nurture talents and entrepreneurship and enable all-round personality development in students.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

DECENTRALIZATION

- Secretary is the member secretary of the governing body and chairperson of the IQAC. The operational policies of the institution are based on the unanimous decision of the governing body and IQAC and faculty council. Faculty members are nominated to various committees, which are changed every year to ensure a uniform exposure of duties. The sub committees are:
 - Admission committee
 - University examination committee
 - Library committee
 - Students disciplinary committee
 - Sports committee
 - Cultural committee
 - Internal Complaints committee
 - Career guidance and placement committee
 - Grievance redressal cell
 - Website committee
 - Anti-Ragging committee
- Students are also members of governing body. They play an important role in the organisation of different activities.

PARTICIPATIVE MANAGEMENT:

- Strategic level: The Secretary, governing body, faculty council and IQAC are involved in defining policies and procedures, framing guidelines, rules and regulations pertaining to admission, examination, discipline, grievances students' services etc.
- Functional level: Faculty members share knowledge among themselves and among members while working for a committee.
- Operational level: The Secretary, governing body and faculty members interact with concerned departments of affiliating

universities for the execution of different academic, administrative, and co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2023/10/Organogram-Academics-2.jpg
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed

Quality improvement strategies adopted for the Institution for each of the following:

1. Teaching and learning

1. Value added courses
2. Internships
3. Educational projects in related topic

1. Pre- commencement preparations

1. Departmental Academic calendar
2. Lecture plan and notes
3. Course learning objectives and course outcomes.
4. Lecture notes, question bank through Google meet class room
5. Updating the library with appropriated books, journals & Modifying the laboratories

1. Monitoring students performance through

1. Unit test - Internal assessment - I, II, and Model examination
2. Assignments, group discussions, seminars quiz and projects.
3. University End-semester examinations

1. Monitoring the faculty process through

1. Feedback from students
2. Academic audit by peer committee
3. Result analysis meeting with HODs and Principal.

1. Addressing issues of individual student

1. Personal guidance to the needs of Students
2. Additional periods are allocated in the time table for Quantitative subjects like Statistics, Accountancy etc.,
3. Workshops, Seminars, Guest lectures are conducted

1. Industry Interaction:

1. MOUs signed with companies
2. Industrial visits to companies
3. Orientation programmes and guest lectures by industry experts.
4. Alumina interaction about industrial trend and need.
5. Entrepreneurship orientation activities

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The key components of organizational structure of the college are Governing Body, Principal, Head of the Departments, Teaching staff and Non-teaching staff. The Governing Body sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies to be adopted by the institution. The organizational structure lends itself to sustaining institutional individuality and educational effectiveness. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

Recruitment process is carried out according to the norms of the University; A board comprising of a management representative, Principal, and subject expert decides the worthiness of the candidates by their performance in the interview. The teaching and non-teaching staff have the benefits of PF and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are done.

Grievance redressal committee is formed including Principal, HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Principal office. The Institute has formed all statutory committees like Anti Ragging Committee, Internal Complaint Committee to help students and staff.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2023/10/Organogram-Administration.jpg
Link to Organogram of the institution webpage	https://amcas.in/wp-content/uploads/2023/10/Organogram-Academics-2.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Provident Fund

- Employees' Provident Fund has been set up under The Employees' Provident Fund and Miscellaneous Provisions Act, 1952 ("Act") applicable pan-India.
- The employee contributes 12 percent of his or her basic salary along with the Dearness Allowance every month to the EPF account.
- The employer contribution to the EPF account is as per the statutory norms.
-
- Gratuity is given to the non-teaching staff as per the existing norms.

Festival Advance

Employees are allowed to avail the festival advance during Onam, Diwali, Pongal etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CJr3HPJmpK8TSWKKV-fOk0Oe9oQ5IAql/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

26550

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of the teaching staff is evaluated based on the academic results, student's feedback and H.O.D.'s recommendation.

The performance of the non-teaching staff is appraised every year by the immediate supervisor.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vV37ExSS3adx8q3cH8C7L7NMj-zdF5P/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The college conducts internal audit as well as external audit by the Auditors in all the financial years.
- The internal financial accounting would be completed before 10th of every month considering all the previous month transactions.
- After completion of the monthly accounts the same accounts would be audited by the internal auditors appointed by the management.
- While verifying entries, if any mistakes/ short comings identified/noticed the same could be rectified in the same

month by the concerned departments.

- After rectifications if any, the report would be submitted by internal auditors to the Governing Body for approval. After completion of the final statutory audit, report shall be submitted to the Governing body for approval in the month of June every year.
- After approval, the financial accounts, documents could be used for all statutory purposes.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1eI_vty6N_buOTeVjDzNckloBJK8ooeJW/view?usp=sharing
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.96

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Source of Income:

Tuition Fee: Tuition fee collected from the students is the main source of income.

Optimal utilization of Resources

The Institution endeavour to optimize the utilization of available resources by following means:

- The budget proposal of the department is sent to the governing body for approval.
- The Governing body allocates funds to all the departments and it is utilized for conducting workshops/seminars, symposiums and other activities.
- The Governing body invest the money for development purpose such as Building, Computers, Furniture's, Library books, Laboratory Equipments etc.
- Funds are utilized for Overhead Expenses such as Advertisements, Affiliation Fee, Housekeeping Charges, Electricity, Water, Telephone, Internet, Repair & Maintenance, social welfare activities, convocation and other annual function etc.
- Funds are utilized to pay Staff salaries, Provident fund and travelling expenses etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1COlFD0gWawegkhWH0IX0mdjTfyBgrXac/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- The quality assurance initiative of the institution is nurtured on a consistent basis by the Internal Quality Assurance Cell.
- The cell actively involves with all the planning and execution of the activities of academics and administration in an effective way.
- The ideas and new innovations across the borders are observed and chiselled to our institutions culture and improve the academic quality of delivery in all the possible ways.
- The Faculty Development programs, special sessions addressing nuance issues of both teaching and non-teaching faculty members, specialised workshops and enlightening seminars are part and parcel of the IQAC of our college.

- IQAC prepares the Annual Quality Assurance Report (AQAR) based on the quality parameters to NAAC every year.

File Description	Documents
Paste link for additional information	https://amcas.in/iqac/about-iqac/
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC team monitors the quality of the teaching learning process on a continuous basis and also plans and executes the Continuous Assessment Tests for each semester.

The IQAC team is vested with the responsibility of preparing the academic calendar which will be displayed in the website of the college.

The Faculty members maintain the lesson plan in a standardised format and execute the plans in the stipulated time period.

The induction program of the college was organised by the IQAC to give all the information for the newly joined students.

The team members of the IQAC take earnest efforts to collect the feedback from various stakeholders in both online and offline mode. The analysis and the corrective initiatives are taken considering the improvement of the quality in all the dimensions.

File Description	Documents
Paste link for additional information	https://amcas.in/iqac/minutes-of-meeting/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

C. Any 2 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://amcas.in/wp-content/uploads/2023/07/AMCAS-Annual-Report-2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women's Studies Cell of Asan Memorial College of Arts and Science has increased awareness about gender issues, enhanced more participation of girl students in different activities in and outside the campus. Thereby advancing the decision-making skill of the female students which opened more opportunities for the empowerment of our girl students. The Cell organised Asan Mahila the annual Women's Day Celebrations on 8th March, open to all the women students and staff of the college. The highlight of the programme is the Asan Mahila Awards, which honours women achievers from every field. The Grievance Redressal Cell is a nodal body designated to address the grievances and concerns of the students and staff related to any form of physical and emotional harassment. In the following years, the institution plans to:

- Workshops on professional cosmetic training & handicraft by Women's Studies Cell and Other Clubs
- Rally and Awareness Programmes on Women's Health and Well-being are to be organised
- Workshop on Women Entrepreneurship along with Mahila Bazaar.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/187blg0QHj6wESg9umA_9PctRSiMbf8rq/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1F7r1R1GRpZr1o5G00jhckCDRniG7d80B/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The Department of Hotel and Catering Management generates significant quantities of solid waste, including food leftovers and kitchen waste composed of vegetable and meat remnants. Initially, the waste is separated, with only the biodegradable portion sent for composting in designated pits. The Biogas Plant then decomposes the solid waste, producing biogas that serves as a cooking fuel. This process ensures efficient waste disposal without any unpleasant odors or the proliferation of insects and flies.

Liquid Waste Management:

The wastewater produced within the college campus, originating from toilets, washing, and laboratory cleaning, is managed using

appropriate technology. A functional sewage treatment plant (STP) positioned at the back of the college campus is responsible for treating this wastewater. The treated water finds extensive use in maintaining the campus lawn and irrigating trees and plants. Regular maintenance and inspections of the STP are carried out to prevent sludge accumulation and blockages at the inlet or outlet.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institution encompasses a set of inclusivity core values that are fundamental in creating a welcoming and supportive learning environment for all students. These values promote diversity, equity, and respect, ensuring that every learner feels valued, empowered, and included. By embracing diversity and creating an inclusive learning environment, educational institutions promote equity and equal opportunities for all learners. We encourage collaboration, empathy, and mutual respect among students, fostering a positive and enriching atmosphere. It creates open-minded members of society. Ultimately, our education cultivates a culture of acceptance and understanding, promoting holistic growth and success for every individual.

Institutional Initiatives to provide an inclusive environment:

- No discrimination in admission.
- Reduction in admission fee for Malayali students
- 50% to 100% fee concession is provided to the wards of the employees based on merit and cadre.
- Scholarship for sports and academic high achievers
- Disbursement of scholarship for the under-privileged.
- Celebration of all festivals, Onam, Pongal and Christmas to promote cultural & religious harmony.
- Literary Clubs for Hindi, Malayalam and Tamil to celebrate linguistic diversity.
- Women's Redressal Cell, Anti Raging Cell and Grievances Redressal Cell to remedy any discrimination.
- NSS, YRC and Rotaract Clubs activities for community enrichment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college provides holistic education to students by sensitising them on constitutional rights, values, duties and responsibilities. This is achieved through curricular and extra-curricular activities.

The vision of the institution is to educate students to be morally upright and socially committed citizens. The mission statement encodes the need to impart value-based education to ensure that students respect the rich traditions and heritage of our nation.

A paper on Value Education that includes sections on the constitutional duties of citizens is prescribed as part of the syllabus. The institution further encourages students to be a part of the NSS and Rotaract Clubs that are engaged with social work for the development of the community.

The college regularly celebrates the birth anniversaries of great leaders of the nation. Their anniversaries are commemorated with the planting of saplings in the surrounding areas.

During the pandemic period, the institution stood at the forefront by enforcing SoP for Covid19 lockdown. It worked with the corporation to ensure accommodation of migrant workers in the college premises and later sanitised the area before reopening.

The institution has continued to impart knowledge about the values, rights, duties and responsibilities of a good citizen to the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1gGUiZWW5amXxA5L61eUM80Bpq8dxzvyB/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1vG9EbVK_7eiUhStzvPXC5FKX0G3yH1Hi/view?usp=sharing

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution holds the belief that celebrating events and festivals is crucial for fostering a profound sense of cultural identity and facilitating learning among students. The institution commemorates the birth / death anniversaries of great Indian personalities by recalling their contribution to the nation and by planting saplings in their memory.

- The 75th Independence Day was celebrated on 15 August**

2022. Captain Shyam Sundar, (Retd.) Indian Navy was the Chief guest.

- International Yoga Day was celebrated and the Rotaract Club organized a session on "Dimension of Body and Magnificence of Mind" on 20 June 2022.
- National Unity Day Pledge was administered to mark the Birth Anniversary of Sardar Vallabhai Patel on 31 October 2022. This was followed by a Unity Run.
- 383rd Madras Day was organised on 22 August 2022 to celebrate the spirit of Madras.. Mr. R. Suresh Kumar, Music composer and singer, founder of Kalai Thamizh Kalanchiyam was the Chief Guest.
- Vivekananda Birth Anniversary was observed on 12 January 2023 to inculcate the importance of youth's contribution in the betterment of society.
- The 73rd Republic Day was celebrated on 26 January 2023 in the college campus. Cdr. A. Krishnan, (Retd.) Indian Navy was the chief guest.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Community Outreach Services

2. Carrier Guidance & Counselling Initiatives

File Description	Documents
Best practices in the Institutional website	https://amcas.in/wp-content/uploads/2023/10/Best-Practices-7.pdf
Any other relevant information	https://amcas.in/wp-content/uploads/2023/10/Best-Practices-8.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Asan Memorial College of Arts and Science is a linguistic minority institution driven by a noble mission to empower the student community. Our vision of inclusive education goes beyond textbooks, aiming to cultivate a deep appreciation for diversity in cultures, languages, and religions. At our institution, we celebrate the accomplishments of remarkable individuals by conferring awards on various occasions, creating living examples of success for our students to emulate.

What truly sets us apart is our vibrant campus life, highlighted by the spirited festivities of our annual Onam and Pongal celebrations. These events are more than mere rituals; they are vibrant expressions of our cultural heritage and unity. Moreover, we organize exciting competitions for our students, transforming the campus into a hub of creativity and talent, fostering a festive atmosphere of learning and growth.

In essence, Asan Memorial College of Arts and Science is not just an educational institution; it is a nurturing ground where diversity is celebrated, excellence is rewarded, and students are encouraged to dream big and achieve even bigger. Education at AMCAS is an inspiring journey of knowledge, culture, and success.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College, affiliated to the University of Madras, follows the curriculum framed by the Board of Studies. The syllabus is circulated to Heads of the Department from the University of Madras. Considering the specialization of each faculty, HODs allot papers to them. For each class, tutors are appointed to monitor the academics and mentor the students. Time table is framed in the beginning of the semester and staff members prepare lesson plans for their subjects.

The effectiveness of the curriculum is determined through continuous assessment & evaluation. Marks are allotted for students' assignments & seminars. CAT & Model examinations are also conducted. Considering their learning capability, students are mentored to take the University examinations. Remedial coaching's conducted for students who have not secured pass mark and for slow learners. During parent teachers meeting the student's records discussed and parents' feedback are considered for their development. Every month Management conducts HODs meeting to discuss and review the institutional activities.

All departments organize special lectures on curricular topics, training programs & workshops, besides regular classes. Industrial visits are arranged to offer industry exposure. Special programs on communication skills & personality enrichment are conducted. Internship programs are compulsory for PG students, to develop their research interest.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amcas.in/wp-content/uploads/2023/09/AMCAS-calendar-2023-2024-final-1_compressed.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar provides the schedule of the current academic year activities. It is the planner for the students, faculty, administrative staff and the management. The academic calendar is framed and designed by the committee appointed by the Principal. The Committee conducts a detailed meeting with the department HODs before drafting the calendar. The calendar will be released at the beginning of the academic year.

It includes the Vision, Mission of the college, the list of Management Committee Members, Rules and Regulation pertaining to the Institution, General Instructions, List of teaching and non-teaching faculties including administrative staff. The List of courses with eligibility criterion, along with the list of various clubs with the names of the faculty in-charge and all the activities of the Institution to be conducted in common, are included. The various National and international celebrations occupies an important place while planning the calendar activities. The activities pertaining to each departmental including co-curricular and the curriculum-based concepts which includes Project presentation, Internal Examinations, Model Examinations and University examinations are also included. All the National holidays are included in the calendar which helps the staff and students to plan their work. The contact details for Emergency and Utility Services are also included at the end.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amcas.in/wp-content/uploads/2023/09/AMCAS-calendar-2023-2024-final-1_compressed.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG

A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total

number of students during the year

1377

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics:

Education at our institution goes beyond the curriculum. Considering this aspect, the institution offers various awareness programs, guest lectures and workshops delivered by eminent experts.

Gender

The college is committed to fostering a gender-inclusive learning environment, and to that end, it actively promotes awareness and protection for women. Within the institution, various clubs such as the Women's Studies cell and Women Grievances & Redressal cell organize a range of awareness programs on topics such as women's safety, entrepreneurship, and more.

Human Values

Human values are the fundamental building blocks of life. The institution recognizes the significance and incorporates a course on Value Education in the final year for all programs. Additionally, the university also offers select human-value-oriented subjects like Business Law, Corporate Governance & Ethics, and Human Resource Management

Environmental sustainability

Our institution takes pride in being an eco-friendly campus, actively engaging in various activities like waste recycling and extensive tree planting. These initiatives are led by students from clubs, including NSS, YRC, Rotract, and Environment club, which were initiated by the Principal and management. Additionally, the university underscores its commitment to environmental awareness by offering an Environmental Studies (EVS) course to all second-year undergraduate students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

262

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://amcas.in/iqac/feedback-analysis/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amcas.in/iqac/feedback-analysis/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

765

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

765

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Different stratagem are adopted by the institution to evaluate the learning levels of students. During their curriculum, the institution is aimed at excellence for all the levels. Slow learners and advance learners are categorized through the academic performance of the students in unit test, university end semester examinations, classroom discussions and seminars. Individual attention is given to slow learners through one-to-one teaching, assignments, frequent tests, and motivational sessions and remedial classes.

Advanced learners are developed through encouragement and motivation of faculty members to perform better in academics and receiving different avenues for their professional upgrade. Relevant website resources are also provided for additional information and for ebooks. Students are encouraged to aim for consistent performance, motivated and inspired to get university ranks. Such students are appreciated with awards and prizes. Workshops and internships are arranged for practical experience and to gain advanced knowledge so that they can apply that knowledge in future workplaces. Advanced learners are motivated to prepare for the civil services and competitive examinations and to participate in several intercollegiate,

National and International level programmes, workshops etc.

In case of Slow Learners, special attention is given by counselling and mentoring. Some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Remedial classes are conducted for slow learners after regular class hours to afford more assistance through rigorous coaching so that they can progress in their academic proficiency.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KdP9ppmw6HYkGIILQlGjQkzdfyw2K_66/view?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2108	100

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching faculty members are trained to adopt student-centric approaches such as experiential learning, participative learning and problem solving methodologies in their classes to enhance the overall learning and development skills of the students. The faculty members adopt numerous ways like lecture method, interactive method, field work method etc.

Apart from their regular practical classes the students are encouraged to undertake group projects, mini projects, exhibiting their talents through poster presentations and industrial visits etc. to encourage creativity and experiential learning. Students are provided with opportunities to

participate in various events like paper presentation and releasing flyers etc. in order to promote communication skills and generate new ideas. Various programmes through extension / outreach activities are also provided for bringing out the hidden talents of the students and to encourage them develop team spirit. To improve soft skills, students undergone Employability skill-based training programs, Value-added programs and Career guidance programs. Assignments are conducted to develop logical reasoning and problem-solving skills among students. Different learning methods are implemented wherever possible. Students are encouraged to take up innovative projects. Organisation of exhibitions on regular basis is a source of motivation. Practical sessions expose the students to experiential learning, seminars, One to One and viva-voce provide them the scope for participatory learning and improve their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1cjDXAqanNvVZc-WptQQhYbi8hjDw0U3v/view?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology in education is indispensable for the student community in the present day to learn and master them in order to be a corporate ready. It is employed to enhance, support and optimize the method of education. In the present day faculty members are engaging students by combining technology with traditional mode of teaching. Interactive teaching methods such as group discussions, seminars and presentation are mostly used by the faculty members for the better understanding of concepts using ICT. Teaching-Learning Process provides access to Digital Library, online journals; Use of LCD projectors for seminars and workshops, following Google classroom facility to manage and post course related information, lab report submissions, assignments etc., Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc. Students are facilitated with video lectures for long term learning and future referencing Digital library resources and Communication skills training are

provided to the students to acquire holistic knowledge.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

93

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

100

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

48

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1210

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Transparency in appraisal method and awarding is the standard process of internal examination in the college. The Institution follows regular practice for internal assessment which is in strict adherence to the rules and regulations prescribed by the University of Madras. Continuous Internal Assessment (CAT) is conducted on the basis of prescribed schedule which will be decided at the beginning of the semester in the form of academic calendar. Their consistent performance is being evaluated and consolidated at the end of the semester, which is taken for the student's internal marks. Attendance is also an important component for the internal marks and it is strictly monitored and recorded. The model exams for both theory and practical are conducted regularly. The final internal marks will be allotted based on the scheme provided by the University of Madras. The internal marks are consolidated by the faculty in charge of the subject and counterchecked by the Head of the

department. The consolidated marks are finalised only after the duly signed acknowledgement of the students. In the case of defaulters during the tests, retests are conducted if the reason of absence is genuine.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1RFzTez9jECOHzZBIzISO8czLS70Elin/view?usp=sharing

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College has formulated a well-organized mechanism to deal with examination related grievances which is translucent in the pattern and conduct of Continuous Internal Assessment and rectification of grievances is time bound. A department level committee is constituted for the smooth conduct of the internal examination. Time table for the test is prepared and communicated to the students well in advance. It is based on the Academic calendar of the college which is framed at the beginning of the academic year. After evaluation of the answer scripts, it is handed over to the students for any query or doubt in evaluation. A complete transparency is maintained allotment of marks. The assessment report is prepared by the faculty and approved by the head of the department and submitted to principal. Parents are informed about the performance of the students. Any grievance faced by the students regarding the internal assessment is immediately addressed.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1l8y2iYXbMwQIbom0Rmc9RRjHsdeZ-ASf/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme outcomes make students to recognize the reality that the knowledge and techniques learnt in the course has direct

inference for the enhancement of society and its sustainability. The students should have knowledge, skills and attitude at the end of the completion of their respective program which are signified through the program outcomes. Course outcomes delineate the cognitive method a course offers and grant the resultant knowledge and skills the student acquires at the end of each course.

The program and course outcomes are framed by the University of Madras offering the concerned program after meticulous consultation with all faculty and the stakeholders in strict observance with the objectives of outcome based education. The programme and course outcomes for all the programmes offered by the department are stated and displayed on the website and communicated to the students. While addressing the students, the HODs and faculty create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1MNXdE32oSargmiDxnzeR4fbL9yK_-W6p/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution has an organized procedure of appraising the accomplishment of Programme outcomes and course outcomes. The achievement level of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are assessed via using the various parameters. The aggregate results and the performance of all the students are used for measuring the programme outcomes. The key marker of evaluating attainment are end semester university examination, Internal assessment, practical assessment, result analysis at the end of each semester and Internships & placements. Workshops, Guest lectures and seminars were organized to train the students in all aspects such as proficiency in theory and practical skills, communication skills etc. The programme outcomes and the course outcomes are successfully evaluated by conducting regularly the frequent

tests, subjective and descriptive, slip tests, quiz, presentations and group discussion to affirm the attainment of the same. Students are encouraged to participate in regular gender sensitizing programs, extracurricular and co-curricular activities, inter-collegiate competitions to become the model citizens.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1zsXG2oNzCKijio-xcF TxFtoXG04VTcL/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

601

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://amcas.in/wp-content/uploads/2023/07/AMCAS-Annual-Report-2022-23.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://amcas.in/wp-content/uploads/2023/11/Satisfaction-Report-2023-24.docx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college conducts webinars in various departments to help the students to gain subject knowledge. Webinars are an excellent way to introduce students to the latest developments in their respective fields and provide them with valuable insights from experts. Quizzes are an engaging way to keep students informed about current affairs. It encourages the students to stay updated on important issues and promote knowledge sharing. Soft skill development programs are a valuable addition to the curriculum, particularly for the final year students. Good communication skills are essential in both academic and professional settings by providing opportunities for students to improve their communication abilities is commendable. E-journals and online journals are subscribed to encourage research activities among both faculty members and students. Access to such resources can be a catalyst for academic growth and innovation. By enhancing subject knowledge, staying informed about current affairs and improving communicative skills students are better equipped to engage in discussions and activities related to social issues. Overall, these activities demonstrate a commitment to provide a well-rounded education that goes beyond the classroom, fostering a holistic development of students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://amcas.in/social-extension-activities/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>Students actively involves in various social activities in coordination with the National Service Scheme (NSS) and other clubs demonstrates a commitment to community service. These clubs provide a platform for students to contribute to society. The college, in association with Chennai Corporation, organizes programs to create awareness on various important issues, including drug addiction, social issues, environmental concerns, and fitness. These programs play a crucial role in educating the community on these topics and fostering a sense of responsibility. The college's engagement in such activities reflects its commitment to holistic education, which not only focuses on academic growth but also on developing responsible, aware, and engaged citizens. It also fosters a strong sense of community and social responsibility among its students and faculty, making a positive impact on the local area</p>	
File Description	Documents
Paste link for additional information	https://amcas.in/campus-life/cells-and-clubs/
Upload any additional information	View File
3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year	
3	

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

22

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2102

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

43

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

28

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

CLASSROOMS

- Classrooms with adequate space with good lighting

ventilation, furniture

- Smart classrooms
- OHP presentations
- Power point presentations

LABORATORY

- State of the art laboratories are available for scientific research, testing, experiments and for teaching
- All the laboratories are equipped with basic and sophisticated instruments.
- Sterilization room, store room, media preparation room, walk-in cold room and walk-in incubator, etc. are available

LIBRARY FACILITY

- Department level library is maintained by each department
- To facilitate learning that provides space for each department students
- A well-equipped spacious general Library facilities is available for easy access and learning

EQUIPMENT FACILITY

- LCD projectors
- Computers
- Internet facility for teaching, learning and research.
- Seminar hall for Guest Lectures, seminars, workshops and personality development programs
- Well-equipped mini-auditorium.
- Main auditorium for mega events like International, National Workshops, Seminars, conferences and Cultural Events.
- Computer lab facility is utilized for ICT.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1NmmNr2jmIEVXE2E1BcqGqYqStUbG0Q-p/view?usp=sharing

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

The institution has all the facilities needed to organise cultural activities, sports, games and yoga centres:

CULTURAL ACTIVITIES

- Main Auditorium
- Mini Auditorium

SPORTS & GAMES (INDOOR&OUTDOOR)

- A common ground for both Football and Cricket is available
- Separate courts for Volleyball and Shuttle are available
- Table tennis board is available.
- All the sports facilities are utilized by both students and faculty members

OTHERS

- Sufficient amenities are provided for various clubs like NSS, Rotaract, Red Ribbon, Women’s Cell, Nature Club etc.,
- Soft skill programme for improving communication skills
- Regular health check-up and eye check-up for students
- Women hygiene and health awareness visits exclusively for girls students
- Seminar and Conference Halls to nurture the Capacity Building skills of Public speaking and Personality Development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1KaVEGOexb4BGSJ2I_saGk1IBfGm9-gm3/view?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/spreadsheets/d/1HVrRlBBpmu5HPDU9RGL5CE8FlXyCCVud/edit?usp=sharing&ouid=104923599583676717956&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

22.38

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software : IMPRESERP

Nature of Automation : Fully

Version : LIPSINET 5.0

Year of Automation : 2017

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/15juzv4Z9PXdOxChOmnddiSqCe8j3eWvy/view?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.64

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

48

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution updates its IT Facilities on a consistent basis.

EASY - Educational institution's Automation Software for You

EASY 5.0 Local Network Multi User Version for Finance and Administrative Modules

Students data, Teaching and Non-teaching staff data, Class creation, Fees management, Payroll and accounts

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1CjFSgjVzKbj9iYENIKFONHUHrddbBfHm/view?usp=sharing

4.3.2 - Number of Computers

181

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

165.5

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has a housekeeping department which maintains cleanliness and sanitation on a daily basis.

- The annual maintenance of systems and related components are done by HBM Technologies, Chennai.
- Once in a year, the institution takes up the calibration and other precision measures for the laboratory equipment and instruments.
- Periodical maintenance and servicing is done by licensed service engineers.
- Uninterrupted power supply is maintained through generators at times of power failures.
- The sensitive equipment for research purpose are maintained in separate instrumentation lab
- Instruments are calibrated and placed carefully in the

allocated spaces in the laboratory

- Instruments are located on broad tiled workbench to keep them stable and to prevent vibrations.
- Instruments which require humidity control are placed in Air Conditioned Environment
- Window curtains are provided to avoid heat.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/19iA0uJGD3inKSMi4HNAMSisQphiETvFo/view?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

207

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://amcas.in/wp-content/uploads/2023/10/skill-development-2022-2023-1.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1503	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1503	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

118

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

54

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Introduction: The Students Council of Asan College is a representation of the student community. The Students Council shall serve as a channel through which the student community can voice their opinions and concerns. It shall continuously strive to identify student-related issues and help resolve them, thus building a healthy environment in the institute. The Institute encourages the participation and involvement of student representatives in various academics, co-curricular and administrative committees. Students' opinions and suggestions are considered to take measures in view of students' perceptions. To develop technical and managerial skills and to bring leadership quality to our students' various departments formed associations and conducted many symposiums, workshops, and guest lectures every academic year. The programs are planned, organized, and conducted by the students under the supervision of the faculty in charge. An active student council comprises members to monitor academic, cultural, sports, literary events, Anti-Ragging, and gender sensitization programmes, NSS and NCC activities.

Tenure: The student representatives on the Student Council shall hold office at the beginning of every academic year for a period of 1 year.

Functions of the Student Council: Views of all members of Student Council - faculty and student alike - are to be respected and equal importance is to be given to all views. In the event of the issue discussed being contentious and consensus cannot be achieved, the decision shall be put to vote and arrived at based on a simple majority.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association actively engage with the proud alumnus of the institution and organise many programs and events in a consistent manner. Alumnus supports the institution through knowledge sharing and through funding various events. The perceptions and views of the passed out students are given due to weightage while taking important decisions for the academic year. They also participate in IQAC meetings as one of the stakeholders of the institutio. Our alumni stay connected to their alma mater by participating and contributing to various academic activities such as serving as a resource person for conferences, guest lectures, alumni talk, judges in various intra-departmental technical events which happen throughout the academic year.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ItoSz6gi79sjuR3TBSuH0wju341aW51V/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION OF THE INSTITUTION

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

MISSION OF THE INSTITUTION

- 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 learner's personality and prepare him/her for the larger world outside.
- To conserve our rich traditions and cultivate respect for our heritage.

Governance of the College to materialise the Vision and Mission of the Institution:

- To impart education with the finest quality at the undergraduate and postgraduate research levels.
- To develop the resources and infrastructure not only to meet the statutory requirements but also to make a preferred destination for learners by providing a

conducive ambience for the teaching - learning process.

- To make a positive difference to the society through education.
- To empower students from all socio-economic strata to level the academic and professional playing field.
- To be a centre of excellence in education in emerging technologies in tandem with the industry and industrial trends.
- To nurture talents and entrepreneurship and enable all-round personality development in students.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

DECENTRALIZATION

- Secretary is the member secretary of the governing body and chairperson of the IQAC. The operational policies of the institution are based on the unanimous decision of the governing body and IQAC and faculty council. Faculty members are nominated to various committees, which are changed every year to ensure a uniform exposure of duties. The sub committees are:
 - Admission committee
 - University examination committee
 - Library committee
 - Students disciplinary committee
 - Sports committee
 - Cultural committee
 - Internal Complaints committee
 - Career guidance and placement committee
 - Grievance redressal cell
 - Website committee
 - Anti-Ragging committee
- Students are also members of governing body. They play an

important role in the organisation of different activities.

PARTICIPATIVE MANAGEMENT:

- Strategic level: The Secretary, governing body, faculty council and IQAC are involved in defining policies and procedures, framing guidelines, rules and regulations pertaining to admission, examination, discipline, grievances students’ services etc.
- Functional level: Faculty members share knowledge among themselves and among members while working for a committee.
- Operational level: The Secretary, governing body and faculty members interact with concerned departments of affiliating universities for the execution of different academic, administrative, and co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2023/10/Organogram-Academics-2.jpg
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed

Quality improvement strategies adopted for the Institution for each of the following:

1. Teaching and learning
 1. Value added courses
 2. Internships
 3. Educational projects in related topic
1. Pre- commencement preparations
 1. Departmental Academic calendar
 2. Lecture plan and notes

3. Course learning objectives and course outcomes.
4. Lecture notes, question bank through Google meet class room
5. Updating the library with appropriated books, journals & Modifying the laboratories

1. Monitoring students performance through

1. Unit test - Internal assessment - I, II, and Model examination
2. Assignments, group discussions, seminars quiz and projects.
3. University End-semester examinations

1. Monitoring the faculty process through

1. Feedback from students
2. Academic audit by peer committee
3. Result analysis meeting with HODs and Principal.

1. Addressing issues of individual student

1. Personal guidance to the needs of Students
2. Additional periods are allocated in the time table for Quantitative subjects like Statistics, Accountancy etc.,
3. Workshops, Seminars, Guest lectures are conducted

1. Industry Interaction:

1. MOUs signed with companies
2. Industrial visits to companies
3. Orientation programmes and guest lectures by industry experts.
4. Alumina interaction about industrial trend and need.
5. Entrepreneurship orientation activities

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/11/AMCAS-calendar-2022-2023.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The key components of organizational structure of the college are Governing Body, Principal, Head of the Departments, Teaching staff and Non-teaching staff. The Governing Body sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies to be adopted by the institution. The organizational structure lends itself to sustaining institutional individuality and educational effectiveness. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

Recruitment process is carried out according to the norms of the University; A board comprising of a management representative, Principal, and subject expert decides the worthiness of the candidates by their performance in the interview. The teaching and non-teaching staff have the benefits of PF and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms. Regular student feedback on improving quality of teaching learning process as well as Institutional governance are done.

Grievance redressal committee is formed including Principal, HODs' and teacher's representative who looks into the matters related to grievances of staff and students. Suggestion/complaint box is kept near the Principal office. The Institute has formed all statutory committees like Anti Ragging Committee, Internal Complaint Committee to help students and staff.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2023/10/Organogram-Administration.jpg
Link to Organogram of the institution webpage	https://amcas.in/wp-content/uploads/2023/10/Organogram-Academics-2.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Provident Fund

- Employees' Provident Fund has been set up under The Employees' Provident Fund and Miscellaneous Provisions Act, 1952 ("Act") applicable pan-India.
- The employee contributes 12 percent of his or her basic salary along with the Dearness Allowance every month to the EPF account.
- The employer contribution to the EPF account is as per the statutory norms.
-
- Gratuity is given to the non-teaching staff as per the existing norms.

Festival Advance

Employees are allowed to avail the festival advance during Onam, Diwali, Pongal etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CJr3HPJm pK8TSWKKV-f0k0Oe9o05IAql/view?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

26550

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of the teaching staff is evaluated based on the academic results, student's feedback and H.O.D.'s recommendation.

The performance of the non-teaching staff is appraised every year by the immediate supervisor.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1vV37ExSS3adx8q3cH8C7L_7NMj-zdF5P/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The college conducts internal audit as well as external audit by the Auditors in all the financial years.
- The internal financial accounting would be completed before 10th of every month considering all the previous month transactions.
- After completion of the monthly accounts the same accounts would be audited by the internal auditors appointed by the management.
- While verifying entries, if any mistakes/ short comings identified/noticed the same could be rectified in the same month by the concerned departments.
- After rectifications if any, the report would be submitted by internal auditors to the Governing Body for approval. After completion of the final statutory audit, report shall be submitted to the Governing body for approval in the month of June every year.
- After approval, the financial accounts, documents could be used for all statutory purposes.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1eI_vty6N_buOTeVjDzNckloBJK8ooeJW/view?usp=sharing
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**1.96**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**Source of Income:**

Tuition Fee: Tuition fee collected from the students is the main source of income.

Optimal utilization of Resources

The Institution endeavour to optimize the utilization of available resources by following means:

- The budget proposal of the department is sent to the governing body for approval.
- The Governing body allocates funds to all the departments and it is utilized for conducting workshops/seminars, symposiums and other activities.
- The Governing body invest the money for development purpose such as Building, Computers, Furniture's, Library books, Laboratory Equipments etc.
- Funds are utilized for Overhead Expenses such as Advertisements, Affiliation Fee, Housekeeping Charges, Electricity, Water, Telephone, Internet, Repair & Maintenance, social welfare activities, convocation and other annual function etc.
- Funds are utilized to pay Staff salaries, Provident fund

and travelling expenses etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CO1FDOgWawegkhWH0IX0mdjTfyBqrXac/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- The quality assurance initiative of the institution is nurtured on a consistent basis by the Internal Quality Assurance Cell.
- The cell actively involves with all the planning and execution of the activities of academics and administration in an effective way.
- The ideas and new innovations across the borders are observed and chiselled to our institutions culture and improve the academic quality of delivery in all the possible ways.
- The Faculty Development programs, special sessions addressing nuance issues of both teaching and non-teaching faculty members, specialised workshops and enlightening seminars are part and parcel of the IQAC of our college.
- IQAC prepares the Annual Quality Assurance Report (AQAR) based on the quality parameters to NAAC every year.

File Description	Documents
Paste link for additional information	https://amcas.in/iqac/about-iqac/
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC team monitors the quality of the teaching learning process on a continuous basis and also plans and executes the Continuous Assessment Tests for each semester.

The IQAC team is vested with the responsibility of preparing the academic calendar which will be displayed in the website of the college.

The Faculty members maintain the lesson plan in a standardised format and execute the plans in the stipulated time period.

The induction program of the college was organised by the IQAC to give all the information for the newly joined students.

The team members of the IQAC take earnest efforts to collect the feedback from various stakeholders in both online and offline mode. The analysis and the corrective initiatives are taken considering the improvement of the quality in all the dimensions.

File Description	Documents
Paste link for additional information	https://amcas.in/igac/minutes-of-meeting/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://amcas.in/wp-content/uploads/2023/07/AMCAS-Annual-Report-2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women's Studies Cell of Asan Memorial College of Arts and Science has increased awareness about gender issues, enhanced more participation of girl students in different activities in and outside the campus. Thereby advancing the decision-making skill of the female students which opened more opportunities for the empowerment of our girl students. The Cell organised Asan Mahila the annual Women's Day Celebrations on 8th March, open to all the women students and staff of the college. The highlight of the programme is the Asan Mahila Awards, which honours women achievers from every field. The Grievance Redressal Cell is a nodal body designated to address the grievances and concerns of the students and staff related to any form of physical and emotional harassment. In the following years, the institution plans to:

- Workshops on professional cosmetic training & handicraft by Women's Studies Cell and Other Clubs
- Rally and Awareness Programmes on Women's Health and Well-being are to be organised
- Workshop on Women Entrepreneurship along with Mahila Bazaar.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/187blg0QHj6wESg9umA_9PctRSiMbf8rq/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1F7r1R1GRpZrlo5G00jhcKCDRniG7d80B/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The Department of Hotel and Catering Management generates significant quantities of solid waste, including food leftovers and kitchen waste composed of vegetable and meat remnants. Initially, the waste is separated, with only the biodegradable portion sent for composting in designated pits. The Biogas Plant then decomposes the solid waste, producing biogas that serves as a cooking fuel. This process ensures efficient waste disposal without any unpleasant odors or the proliferation of insects and flies.

Liquid Waste Management:

The wastewater produced within the college campus, originating

from toilets, washing, and laboratory cleaning, is managed using appropriate technology. A functional sewage treatment plant (STP) positioned at the back of the college campus is responsible for treating this wastewater. The treated water finds extensive use in maintaining the campus lawn and irrigating trees and plants. Regular maintenance and inspections of the STP are carried out to prevent sludge accumulation and blockages at the inlet or outlet.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institution encompasses a set of inclusivity core values that are fundamental in creating a welcoming and supportive learning environment for all students. These values promote diversity, equity, and respect, ensuring that every learner feels valued, empowered, and included. By embracing diversity and creating an inclusive learning environment, educational institutions promote equity and equal opportunities for all learners. We encourage collaboration, empathy, and mutual respect among students, fostering a positive and enriching atmosphere. It creates open-minded members of society. Ultimately, our education cultivates a culture of acceptance and understanding, promoting holistic growth and success for every individual.

Institutional Initiatives to provide an inclusive environment:

- No discrimination in admission.
- Reduction in admission fee for Malayali students
- 50% to 100% fee concession is provided to the wards of the employees based on merit and cadre.
- Scholarship for sports and academic high achievers
- Disbursement of scholarship for the under-privileged.
- Celebration of all festivals, Onam, Pongal and Christmas to promote cultural & religious harmony.
- Literary Clubs for Hindi, Malayalam and Tamil to celebrate linguistic diversity.
- Women's Redressal Cell, Anti Raging Cell and Grievances Redressal Cell to remedy any discrimination.
- NSS, YRC and Rotaract Clubs activities for community

enrichment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college provides holistic education to students by sensitising them on constitutional rights, values, duties and responsibilities. This is achieved through curricular and extra-curricular activities.

The vision of the institution is to educate students to be morally upright and socially committed citizens. The mission statement encodes the need to impart value-based education to ensure that students respect the rich traditions and heritage of our nation.

A paper on Value Education that includes sections on the constitutional duties of citizens is prescribed as part of the syllabus. The institution further encourages students to be a part of the NSS and Rotaract Clubs that are engaged with social work for the development of the community.

The college regularly celebrates the birth anniversaries of great leaders of the nation. Their anniversaries are commemorated with the planting of saplings in the surrounding areas.

During the pandemic period, the institution stood at the forefront by enforcing SoP for Covid19 lockdown. It worked with the corporation to ensure accommodation of migrant workers in the college premises and later sanitised the area before reopening.

The institution has continued to impart knowledge about the values, rights, duties and responsibilities of a good citizen to the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1gGUizWW5amXxA5L61eUM80Bpq8dxzvyB/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1vG9EbVK7eiUhStzvPXC5FKX0G3yH1Hi/view?usp=sharing

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution holds the belief that celebrating events and festivals is crucial for fostering a profound sense of cultural identity and facilitating learning among students. The institution commemorates the birth / death anniversaries of great Indian personalities by recalling their contribution to the nation and by planting saplings in their memory.

- The 75th Independence Day was celebrated on 15 August 2022. Captain Shyam Sundar, (Retd.) Indian Navy was the Chief guest.
 - International Yoga Day was celebrated and the Rotaract Club organized a session on "Dimension of Body and Magnificence of Mind" on 20 June 2022.
 - National Unity Day Pledge was administered to mark the Birth Anniversary of Sardar Vallabhai Patel on 31 October 2022. This was followed by a Unity Run.
 - 383rd Madras Day was organised on 22 August 2022 to celebrate the spirit of Madras.. Mr. R. Suresh Kumar, Music composer and singer, founder of Kalai Thamizh Kalanchiyam was the Chief Guest.
 - Vivekananda Birth Anniversary was observed on 12 January 2023 to inculcate the importance of youth's contribution in the betterment of society.
 - The 73rd Republic Day was celebrated on 26 January 2023 in the college campus. Cdr. A. Krishnan, (Retd.) Indian Navy was the chief guest.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Community Outreach Services

2. Carrier Guidance & Counselling Initiatives

File Description	Documents
Best practices in the Institutional website	https://amcas.in/wp-content/uploads/2023/10/Best-Practices-7.pdf
Any other relevant information	https://amcas.in/wp-content/uploads/2023/10/Best-Practices-8.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Asan Memorial College of Arts and Science is a linguistic minority institution driven by a noble mission to empower the student community. Our vision of inclusive education goes beyond textbooks, aiming to cultivate a deep appreciation for diversity in cultures, languages, and religions. At our institution, we celebrate the accomplishments of remarkable individuals by conferring awards on various occasions, creating living examples of success for our students to emulate.

What truly sets us apart is our vibrant campus life, highlighted by the spirited festivities of our annual Onam and Pongal celebrations. These events are more than mere rituals; they are vibrant expressions of our cultural heritage and unity. Moreover, we organize exciting competitions for our students, transforming the campus into a hub of creativity and talent, fostering a festive atmosphere of learning and growth.

In essence, Asan Memorial College of Arts and Science is not just an educational institution; it is a nurturing ground where diversity is celebrated, excellence is rewarded, and students are encouraged to dream big and achieve even bigger. Education at AMCAS is an inspiring journey of knowledge, culture, and success.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- The IQAC plans to conduct seminars and workshops on ethics and code of conduct for its staff and students.
- The IQAC aspires for the college to be better prepared for implementing National Education Policy.
- The institution plans to conduct Certificate Courses and Value-added Programmes for enhancing the employability skills of its students.
- The institution will work towards organising a National Level Seminar on current trends in teaching and research for all the departments.
- The Career Guidance and Counselling Cell is to actively work with the Placement Cell to improve the career opportunities of the students.
- It is proposed to introduce a new Value-added course on Communicative English for the first-year students.
- The institution plans to participate in the NIRF ranking of 2024.