



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

##### 1. Name of the Institution

ASAN MEMORIAL COLLEGE OF ARTS AND SCIENCE

Name of the head of the Institution

Dr. S. Ramanathan

Designation

Principal

Does the Institution function from own campus

Yes

Phone no/Alternate Phone no.

04422460216

Mobile no.

9677043483

Registered Email

asanedn@gmail.com

Alternate Email

info.amcas@asaneducation.com

Address

Velachery-Tambaram Road, Jaladampet

City/Town

Chennai

State/UT

Tamil Nadu

Pincode

600100

##### 2. Institutional Status

Affiliated / Constituent

Affiliated

Type of Institution

Co-education

Location

Urban

Financial Status

Self financed

Name of the IQAC co-ordinator/Director

Dr. M. Jaya

Phone no/Alternate Phone no.

04422460216

Mobile no.

6381711033

Registered Email

asaniqac@gmail.com

Alternate Email

iqac.amcas@asaneducation.com

##### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)

<http://amcas.in/wp->

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website: Weblink :

<http://amcas.in/wp-content/uploads/2020/11/ASAN-calendar-2019-2020-SHIFT-1-shift-2.pdf>

## 5. Accrediation Details

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

6. Date of Establishment of IQAC

16-Mar-2004

## 7. Internal Quality Assurance System

## Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Stress Management	04-Jun-2020 1	105
Gender Sensitisation on Campus	18-May-2020 1	110
Faculty Development Programme	11-May-2020 1	100

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

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

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

IQAC organised Faculty Development Program on 11th May 2020. IQAC initiated an

Awareness program on Gender Sensitization 18th May 2020. To address the stress during the pandemic period a webinar on Stress Management was organised on 4th June 2020. Industry institute interface was facilitated through signing 5 Memorandum of Understandings (MOU). Many Awareness Programs were organised throughout the academic year

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

Plan of Action	Achievements/Outcomes
International Conference on Contemporary Praxis in Academics and Research	Organised successfully and three edited book volumes were published
Moral Instruction	Classes on Moral instruction organised in a consistent manner
e Resource N List	Registered as an institutional Member
Industry Institution Interface	Five MOUs are signed to facilitate Industry Institution Interface
Faculty Development Programme	organised successfully

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

04-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The office is computerised. All the departments carried out the daytoday activities through computerisation. The finance and accounts are maintained through software. The fees structure, fees collection, auto receipt printing, all collection and defaulters statement and hostel fees collection, pay roll and Provident Fund forms are carried down through office automation modules.

## Part B

### CRITERION I - CURRICULAR ASPECTS

#### 1.1 - Curriculum Planning and Implementation

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

The college adheres to the curriculum developed by the Board of Studies of University of Madras . The curriculum delivery was planned in advance and executed in a consistent manner. The H.O.D's in coordination with the faculty members will

decide the subject allocation. Lesson plans were verified by the H.O.D's and Principal periodically. Planned work is executed, in case of any deviation additional efforts are taken to correct the deviations. Students performance are evaluated in phased manner through periodical tests, Internal examinations and External examinations etc. College Management Committee meetings are arranged every month to discuss and deliberate the activities of the college and initiate any changes solicited by the Principal. Principal organises H.O. D's meeting and staff meetings to discuss about the curriculum delivery of the department and its co-curricular activities. Co-curricular activities are planned in addition to regular classes to share the latest information on the subject. Subject experts, Industrialists, Practitioners, Consultants are invited to address the students. Guest Lectures, industrial visits, hands on training program and workshops etc., are organized to make the curriculum delivery effective and elaborate. Special efforts are also directed to sharpen the soft skill of the students and enrich their personality in various dimensions.

### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 - Academic Flexibility

#### 1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

### 1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Python Programming	16/12/2020	28

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#### 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Microbiology	11
MSc	Bio Chemistry	9
BCom	Corporate Secretaryship	65
BBA	Business Administration	58
BBA	Business Administration	24
MBA	Business Administration	34

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## 1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

### Feedback Obtained

Students feedback are obtained at the end of the academic year by using structured feedback forms. Perception of the students on faculty members handling classes for them, Head of the Departments, Physical Director and Librarian are collected by following the five point scale of measurement. Analysis of these perceptions are done by Mr. G. Ravichandran, Vice Principal for Shift I and Professor in charge Dr. T. Aryamala for shift II along with IQAC. Problems stated in the feedback are addressed through the various committees and Heads. Principal takes initiative to discuss any issues related to the Faculty members in person and advocates the changes needed in a positive way. The changes needed at each level are carried down in a consistent manner to enable the institution to march towards quality enrichment. Feedbacks collected from the parents are useful to find out the lacunae in the system and addressed by the Principal through various measures and policies.

## CRITERION II - TEACHING- LEARNING AND EVALUATION

### 2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	VISUAL COMMUNICATION	50	46	40
BSc	COMPUTER SCIENCE	50	118	53
BSc	HOTEL & CATERING MANAGEMENT	50	26	27
BSc	MICROBIOLOGY	32	45	34
BSc	BIOCHEMISTRY	32	43	32
BCom	CORPORATE SECRETARYSHIP	70	110	70
BCom	COMPUTER APPLICATIONS	70	83	70
BCom	GENERAL	70	227	70
BBA	BUSINESS ADMINISTRATION	70	110	70
BA	ENGLISH LITERATURE	70	69	53

[View File](#)

### 2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both
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					UG and PG courses
2019	2038	138	93	11	8

### 2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
107	94	15	2	5	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The students mentoring system has been introduced with the objective of guiding the students both in academics and personal life in a positive way. The class teachers also play the role of mentor for their students. Students are encouraged to meet the mentor to discuss about their performance and problems (if any). Records of absenteeism for personal reasons, medical leave and on duty permissions are maintained by the mentors. The mentor maintains the complete details of the students along with their test performance, internal examinations, assignment and attendance marks, total internal marks details, co-curricular and extra-curricular achievements and participation. This directs the students to contribute to their well being with interest and motivation. The mentor identifies variation in the behavior of the students and discusses with them. In case of necessities, arranges a meeting with the Professional counselor and records the details about the issues.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2176	104	1:21

### 2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
107	107	Nil	10	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. S. Kanimozhi	Associate Professor	Womens Achievers Award in the field of Education from Education Today and Kalvi Chudar Magazine
2020	Dr. Jayachitra	Assistant Professor	Won Young Researcher Award by ESN Publications and Research Group

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### 2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	TAH	VI	25/09/2020	28/10/2020
BBA	MAM	VI	25/09/2020	28/10/2020
BSc	SAX	VI	21/09/2020	28/10/2020
BSc	TAN	VI	24/09/2020	28/10/2020

BSc	SAE	VI	23/09/2020	28/10/2020
BSc	TAP	VI	24/09/2020	28/10/2020
BCom	CYA	VI	24/09/2020	28/10/2020
BCom	CPC	VI	25/09/2020	28/10/2020
BCom	CPZ	VI	25/09/2020	28/10/2020
BA	BRA	VI	25/09/2020	28/10/2020

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

The performance of the students is evaluated continuously through various modes and approaches. Academic performance is evaluated periodically through cycle test of each subject and internal examinations. The understanding of the subject is evaluated through assignment marks awarded, which will form part of internal marks. Overall personality of a student chiseled through the co-curricular and extra-curricular activities. Efforts are initiated to train, motivate and encourage them to participate in various activities and their performance is recognized through prizes, awards and medals. Remedial classes are taken for students with arrears. The slow learners are given additional classes, tests, assignments, peer group study to make them understand and perform well in the examinations.

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

The calendar committee is constituted for the purpose of planning the activities of the academic year. Calendar Committee discusses with the Principal, Vice Principal Director, Head of the Departments, Physical Directors and Librarian and decides the academic calendar of the year. Academic activities, co-curricular and extra-curricular activities are organised as scheduled in the calendar. The calendar committee follows the rules, regulations and directions of the University of Madras. Internal examinations and model examinations are carried down as scheduled in the academic calendar. The calendar of the institution is uploaded in the website. The academic calendar of University of Madras provides the necessary inputs needed for the calendar committee.

## 2.6 - Student Performance and Learning Outcomes

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

<http://amcas.in/ug-courses-shift-i/ba-english/ba-english-academic-outcomes/>

### 2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PSG	MCA	COMPUTER APPLICATION	14	14	100
SAX	BSc	VISUAL COMMUNICATION	37	17	46
SAE	BSc	COMPUTER SCIENCE	50	45	90
TAN	BSc	MICROBIOLOGY	30	28	93
TAP	BSc	BIOCHEMISTRY	30	30	100
CYA	BCom	CORPORATE SECRETARYSHIP	69	34	49
CPC	BCom	COMPUTER APPLICATIONS	71	41	58
CPZ	BCom	GENERAL	73	64	88
BRA	BA	ENGLISH	23	22	96
TAH	BSc	HOTEL & CATERING	36	21	58

[View File](#)**2.7 - Student Satisfaction Survey**

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

<http://amcas.in/wp-content/uploads/2021/01/STUDENT-SATISFACTION-SURVEY.pdf>

**CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research**

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

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

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**3.2 - Innovation Ecosystem**

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

Title of workshop/seminar	Name of the Dept.	Date
Recent Amendments in Companies Act 2013	B.Com	27/05/2020
"C2C Transition" - A National Level Workshop	Department of Commerce in association with MCCI	31/08/2019
Ill Effects of Tobacco	Gleneagles Global City, Perumbakkam	30/08/2019
Poshan Abhiyaan - Health Nutrition	Department of Public Health, Child Growth Project, St. Mount, Chennai	17/09/2019
Workshop on PCR RT-PCR	Hi Media Pvt., Ltd., Laboratories	13/12/2019
Industrial Visit	Central Leather Research Institute (CLRI), Adyar	27/02/2020
Industrial Visit to Tamilnadu Co-operative Milk Producers Federation Limited (TCMPF)	Aavin Diary, Sholinganallur Unit, Chennai	02/03/2020
An Overview on Intellectual Property Rights (IPR) Patenting	Department of Micro-Biology Patwise Consulting Solutions, Chennai	01/05/2020
Psychology - Corona Virus Anxiety	Kirubai Physio and Rehabilitation Centre, Chennai	19/05/2020
How to Prepare a Research Proposal	BBA	30/04/2020
Emotional Intelligence at Challenging Time	BBA	09/05/2020
Corporate Expectations from Fresh Graduates	MBA	28/05/2020
Get Ready to Face the Post Pandemic Challenges	MBA	01/05/2020
Impact of Lockdown and Investment in Capital Market	MBA	05/05/2020
ERP in Practice	MBA	06/05/2020
Cultivating Creative Thinking	MBA	08/05/2020
The Art of Making Choices	MBA	13/05/2020
Lock down but not locked down	MBA	15/05/2020



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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

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### 3.3 - Research Publications and Awards

#### 3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
M.B.A	1
Commerce	1
Library	1
MCA	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	M.B.A	1	6.3
National	Bio-Chemistry	3	0.24
National	B.Com. (C.A.)	1	6.2

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

Department	Number of Publication
B.B.A.	2
Bio Chemistry	6
Micro biology	11
Language	1
B.Com. (G)	4
B.Com. (CA)	4
B.Com. (CS)	4
B.Com. (A.F)	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

A Study on Isolation, Purification and Microencapsulation of L-astaraginasc from Soil Bacteria	Pooja Sahu Dr. S.T.Asheeba	International Journal of Pharmacy and Biological Sciences	2019	Nil	Asan Memorial College of Arts Science	16
Tharmacokinetics of INH and PZA in MDR-TR a Review	S. Ramya S. Shanmugam	International Journal of Pharmaceutical and Biological Sciences	2019	Nil	Asan Memorial College of Arts Science	Nil

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Zingerone ameliorates Hepatotoxicity	Juliet Poornamthi	International Journal of Research in Pharmaceutical Sciences	2019	15	Nil	Asan Memorial College of Arts Science
Online Banking Service Quality and Customer Satisfaction	Dr. T. S. Santhi Dr. M. Jaya	Test Engineering and Management	2019	5	Nil	Asan Memorial College of Arts Science

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	77	188	86	135
Presented papers	35	5	1	1
Resource persons	1	2	13	5

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### 3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
TN - POLICE KAVALAN ONLINE APP	NSS Unit of the Institution	10	500
CONSTITUTION DAY CELEBRATION	NSS Unit of the Institution	2	100
BICYCLE RALLY (GANDHI JEYANTHI)	NSS Unit of the Institution	2	50
NATIONAL EYE DONATION RALLY	NSS Unit of the Institution	3	300
MADRAS UNIVERSITY JOB FAIR SERVICE PROG.	NSS Unit of the Institution	2	30
MADRAS UNIVERSITY	NSS Unit of the	2	30

LIBRARY CLEANING	Institution		
SWACHH BHARAT SUMMER INTERNSHIP 2.0	NSS Unit of the Institution	2	20
WORKSHOP ON HIV- AIDS	NSS Unit of the Institution	10	300
FIT INDIA CAMP	NSS Unit of the Institution	5	200
YOGA	NSS Unit of the Institution	10	1500

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Hands-on Training on Mushroom cultivation	Nature Club	Hands-on Training	10	80
Legal Rights for Women	Citizen Consumer Club	Gender Issues	4	110
Aware - No more Nirbhayas - Empower	Rotaract Club and AWARE Foundation	Empowerment of women student	5	120
Cleanup India	Pramanit Foundation	Campus Cleaning Drive	5	100
Awareness Program on Kavalan	Department of Police Government of Tamilnadu	Awareness Program	6	120
Role of Youth in HIV - Aids Prevention	Tamilnadu Aids Control Board	One Day Workshop	8	300
Swachh Bharat 2.0	NSS	Rainwater Harvesting and Removal of Plastic Rubbish	6	150

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### 3.5 - Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Exposure Training	Training	Taj Group, ITC Group, Welcome Group, Marriot Group, Hilton and IHG Group	12/09/2019	12/09/2020	26
Internship	Lab training	Global Hospital	03/06/2019	17/06/2019	8
Project	RNA Sequencing	Avans Biotech	18/11/2019	22/11/2019	2
Internship	Role of Microbiology lab and its clinical specimen analysis	Gajanan Hospital Pvt.Ltd, West Tambaram, Chennai	10/05/2019	31/05/2019	4
Internship	Training	District Cooperative milk producers Union Ltd. Tirunelveli	15/04/2019	05/05/2019	2
Internship	Training	Medicolab, Karulur, Malapuram, Kerala	22/04/2019	24/05/2019	1
Internship	Training	Department of Biotechnology, University of Madras	27/05/2019	26/06/2019	1
Internship	Training	CSIR- CLRI, Adayar, Chennai	07/05/2019	13/06/2019	2

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Knowledge Capital Investment Group	19/06/2019	Academic Collaboration	110
Madras Chamber of Commerce and Industry	24/07/2020	Industry Institution Interface	200
Career Software Institutions Private Ltd.	20/01/2020	Software Training	110
Ziqizta	30/01/2020	Industrial Training	110
Empee Distilleries Ltd.	03/02/2020	Internships and Projects/ Industrial Visits	110

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## CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6.1	5.85

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Laboratories	Newly Added

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#### 4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
IMPRESS	Fully	libsinet	2017

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19325	3081772	395	117829	19720	3199601
Reference Books	1875	342072	18	6000	1893	348072
e-Books	Nill	Nill	1064	72576	1064	72576
Journals	51	75100	Nill	Nill	51	75100
e-Journals	Nill	Nill	6069	35400	6069	35400
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	200	Nill	25	Nill	225	Nill
Library Automation	Nill	65000	Nill	Nill	Nill	65000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others (specify)	Nill	13570	Nill	Nill	Nill	13570

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

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

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#### 4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	191	154	108	0	0	6	31	4	0
Added	10	10	10	0	0	0	0	0	0
Total	201	164	118	0	0	6	31	4	0

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

200 MBPS/ GBPS

4.3.3 - Facility for e-content

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

#### 4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
55	52.84	15	14.17

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

The requirement for each academic year is discussed with the faculty members, Lab in-charges, students by the concerned Head of the Departments. In tune with the discussion, Head of the Departments, Physical Director, Librarian together prepare and submit the budget. The Management discuss the budget with the Principal and solicit for any changes required to the Head of the Departments and then allocate the amount as per the budget. Any purchase of new equipment or replacement of old-equipment are carried down as per the suggestions for the Head of the Department. Stock registers were maintained by each department which records the details of the stock and issue maintenance.

<http://amcas.in/campus-life/infra-structure/#>

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SC/ST Scholarship	146	963150
Financial Support from Other Sources			
a) National	Cognizant Outreach Scholarship Program	2	70000
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	09/09/2019	38	Faculty Members
Soft Skill Development	05/08/2019	34	Faculty Members

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	One Day Workshop on Image Creation	Nil	28	Nil	Nil
Nil	Placement Training Workshop	Nil	35	Nil	Nil

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
CAPGEMINI, SUTHERLAND, JUSTDIAL, MAGIC BUS, CHOLAMANDALAM, VGP MARINE KINGDOM, ACCEL TECHNOLOGIES, SENSPILE, INDIAN INSTITUTE OF LOGISTICS	364	123	INFOSYS	4	1

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	30	B.Com (G), B.Com (CA) & B.Com (CS)	B.Com (G), B.Com (CA) & B.Com (CS)	SRM, Anna University, AIM, University of Madras	M.B.A, M.C.A
2020	5	B.Sc	PG & Research Dept. of Microbiology AMCAS	Asan Memorial College, Ethiraj College, MCC	M.Sc. (Applied Microbiology)
2020	8	B.Sc	Biochemistry	Asan Memorial College of arts and science, Bharathidasan University, Kovai medical college	M.Sc (Biochemistry)
2020	3	B.B.A	Business Administration	MEASI Institute of Management, Guru Nanak College.	M.B.A
2020	3	B.C.A	Computer Application	SRM, SDNBVC, MCC,	M.C.A MBA (HRM)
2020	3	B.Sc	Computer Science	SRM College, Hindustan College	M.Sc (CS), M.C.A
2020	7	B. Sc	Hotel and Catering Management	Asan Memorial College, Bharath University and SRM University	MBA, M.Sc

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6
Any Other	1
Any Other	1

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

Activity	Level	Number of Participants
MUSIC CONCERTO 1	Regional	3000
Football Tournament 1	Inter Collegiate	300
Volleyball Tournament 1	Inter Collegiate	250
Pookalam Competition of Onam Celebration PonninChingam 1	College level	100
Self-grooming Confidence Building Training Programme 1	District level	15
Asan Development and Potential training a communicative English Awareness Programme 1	College Level	25
YUVA 1	Inter-Collegiate	550

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### 5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	ArivuKathir	National	Nil	1	U/BIO/17/32	Shivaranjini
2019	Swamy Vivekanandha Award	National	Nil	1	U/COM-CS/17/39	Akshayaa. M
2019	State Youth Rural Games 2019	National	1	Nil	U/COM-CS/19/01	Adithya

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

The student council was formed in June 2019 preceding the Silver jubilee celebrations of the college. Two Cultural Secretaries were selected one for the morning shift and one for the evening shift with the consent of both teachers and students. After which committees were formed to take care of different activities of the silver jubilee celebrations by the Cultural Secretary. The major committees include: Finance, Refreshments, Sponsors, Event coordination, Tickets, Security Welcome desk, Designing, Public Relationship etc., Each committee had a head who are selected by the Cultural Secretary and the teachers. Each committee coordinates with the cultural secretary for organizing the event. The entire team of student council worked meticulously to cater to the needs of the big event of the institution.

### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

Association with alumnus is a pride of our institution. The Alumni Association was registered in the year 2009, immediately after the first alumni meeting on 28th February 2009. Alumni meetings are regularly organised by the Department every year. Alumni are invited often for interaction with their alma mater. Their



contribution in mega meets, conferences, cultural, placement are significant and encouraging.

5.4.2 - No. of enrolled Alumni:

800

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

45000

5.4.4 - Meetings/activities organized by Alumni Association :

Department of Business Administration of our college organized an Alumni Meet, "BBA Homecoming" on 2nd February 2020. Alumni from all batches since 1998-2001 batch took part in the alma maters reunion. The Alumni chapter witnessed the former students making it to the event from Dubai, Nepal, Kolkata, Delhi, Mumbai, Calicut, Cochin, and other parts of Tamil Nadu. All the departments organises its Alumni meet on 3rd August 2019. The students from various batches reunite and came to college. The alumni meet in the concerned department and discusses about the various events and happenings of the college. Further, valuable inputs and suggestions are also received from them.

## CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Decentralised governance is adhered in the institution in a systematic manner. Decisions pertaining to the activities, administration and mega events are planned and executed by the concerned Head of the Departments in coordination with the faculty members and students. Further, the day to day administration regarding time table, subject allocation, purchase and maintenance of equipment and consumables, industrial visits, guest lectures, workshops and other co-curricular activities are decided by the Head of the Departments in consultation with the faculty members. Principal will convene the HODs meeting along with the in-charges of various clubs and committees. Due weightage is given to all the stakeholders through participative management in decision making. The principal coordinates with the departments, administration and management. The academic year activities are planned and scheduled in coordination with the calendar of the University of Madras.

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission committee adheres to the rules, regulations and procedures of the University of Madras and Collegiate Education for the UG/PG/M.Phil. courses. Admission is given to UG students based on the percentage of marks in Higher Secondary Board Examinations. Admission to PG program is based on the marks secured in the UG/TANCET/CET/MAT. 10 percent fee concession is provided for Malayalee students and Students from Asan Memorial Schools. 10 - 50 percent fee concession is given to the meritorious students of our college in all the PG and Research Programs offered in our college.
Industry Interaction / Collaboration	The institution is a member of Madras Chamber of Commerce and Industry. Industry experts of the Chamber meet students to discuss about the happenings of the industry. Good number of students actively participate in the programs, seminars, workshops organised in association with the Chamber. M.O.U.s are also signed with the chamber and industries for academic coordination. Industry visits are organised to facilitate industry academic interaction.
Examination and Evaluation	Semester Examinations are followed as per the rules and regulations of University of Madras. Continuous Assessment of Students are

	<p>carried down by the Faculty Members. Mid-model examinations, Model Examinations and Internal Tests are conducted on a scheduled time period to evaluate the student's performance. Students who excel in these internal examinations are motivated to score maximum marks in the University Examinations, and the underperformers were trained with remedial classes to improve their performance. Students are provided with lot of information both online and offline. Question Banks are available in the websites and department library for their easy reference.</p>
Curriculum Development	<p>Faculty members of the institution contribute to the curriculum development of the affiliated university, deemed university and autonomous college by serving as a member of the Board of Studies, Subject Expert of the Curriculum Development Committee, External Expert etc., The Principal of the institution Dr. S. Ramanathan, plays a key role in the academia as a member of the Syndicate of University of Madras. Principal serves in the senate and academic council of the University of Madras and makes significant contribution in the syllabus updation. Dr. T. S. Santhi, Director, Asan Institute of Management serve as an Academic Council member and contribute for the curriculum development of the University.</p>
Teaching and Learning	<p>The art of teaching the students and make them to learn the subject is carried down with utmost care and concern by the faculty members through proper planning for the academic year. Lesson plans, periodical unit tests, cycle tests, internal tests make a student to learn the subject and provide a platform to improve students performance in a consistent manner. In addition to Teaching by chalk and talk, ICT tools are utilized wherever possible to make the teaching learning process interesting and informative. Learning the subject practically is facilitated by real time exposure, industrial visits, debate with practitioners, seminars and workshops by subject experts and industrialists. Assignments and project works were given and internal marks are awarded based on their performance makes a student to learn with empathy.</p>
Research and Development	<p>Knowledge enrichment of the faculty members is augmented through their earnest efforts in updating the subject knowledge and research and development activities. Institution provides motivation and support for the faculty members to pursue higher studies in their discipline and inter-discipline. Permission to do research, encouragement to participate in the seminars and conferences are provided to the faculty members. Each department takes steps to collaborate with the industry for research and internship purpose. On duty facilities are provided to the faculty members for research and development activity. Research papers are published by the faculty members in National and International Journals.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Books, journals, magazines, newspapers are purchased on continuous basis to keep the library abreast. The ICT tools and instruments are purchased for each department as per the request from the Head of the Department for the academic year.</p>
Human Resource Management	<p>Faculty members who have completed 15 and 20 years of service in this institution are honoured with an additional allowance of Rs. 1,500 p.m. and Rs. 2000 p.m. respectively. Faculty members who have more than fifteen years of academic experience (Minimum five years in this institution) are designated as Associate Professors. All the Teaching and Non-teaching staff members are provided with the Provident Fund Facility. Festival Advances are provided to the teaching and non-teaching members based on their request. Teaching and non-teaching staff members are eligible to get fee concession for their children who wish to study in Asan Group of Institutions.</p>

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

E-governance area	Details
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Examination	The activities pertaining to the department was planned well in advance by the Head of the Department in consultation with the Principal and calendar committee. The plans, budgets, resource persons are decided by the faculty members and students team and the same was submitted to the Principal through Head of the Department. The management approves the plans and sanction the budget after getting clarification and necessary modifications. The department execute the planned activity with the sanctioned budget and submit the statement of expenditure to the management. Detailed report of the activity is submitted to the management through Principal.
Planning and Development	The college office is fully computerized. All the details are maintained using General Office Automation Software. Modules covered are courses, classes, students, teachers and non-teaching staff module.
Administration	Office administration is automated. The finance and accounts are maintained through Excel Software. The Fee structure, fee collection auto receipt printing, defaulters statement, and hostel fee collection, pay roll and Provident Fund forms etc., are carried down through office automation.
Finance and Accounts	Admission committee provides all the support needed for the students seeking admission and guide them to join appropriate courses based on their eligibility, marks scored and subject interest. Admission committee in coordination with the office creates a database of the students admitted with complete details. The database is utilised for allocating roll numbers, maintaining attendance and to submit information to the university. The basic information about the eligibility for each course, program objectives, program specific objectives and career prospects are provided in the website of the institution.
Student Admission and Support	

### 6.3 - Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Higher Education Post Covid -Random Thoughts	Nil	11/05/2020	11/05/2020	110	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program	237	30/04/2019	02/06/2020	Nil
Faculty Development Program	110	11/05/2019	11/05/2019	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	10	Nil	Nil

#### 6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
1	1	1

### 6.4 - Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ansa India Ltd, Micro sense Ltd., Jeyachandran Textiles, Margam Publications, Standard Crackers Agency, XOHA - Cosmopolitan Servicing Agency, Mr. Ganesh Krishnamoorthi, Vice President, HDFC, Chennai, GRT, Chennai, NATURALS, Indian Science Congress	192000	Yuva - Inter Collegiate Cultural and Music Concert, International Conference, Alumni Meet, Womens Day, One Day Workshop

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#### 6.4.3 - Total corpus fund generated

**No Data Entered/Not Applicable !!!**

### 6.5 - Internal Quality Assurance System

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

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

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

Each and every department organises PTA Meeting in a consistent manner to discuss about the performance of their wards academic, co curricular and extra curricular activities. The insight of the parents, their thoughts and suggestions on the ways and means to improve the quality of the institution are received, analysed and implemented whenever possible. Special orientation programmes are organised for the parents of the students in the main auditorium in the beginning of every academic year.

#### 6.5.3 - Development programmes for support staff (at least three)

Support staff are given counselling and motivation through a professional counsellor. Faculty members exchange their knowledge through Skill Development Programs Seminars on Health and hygiene were organised for the welfare of the supporting staff

#### 6.5.4 - Post Accreditation initiative(s) (mention at least three)

Focusing on the holistic development of students through various activities and programmes Faculty members are encouraged and motivated to pursue higher studies and develop themselves Consistent efforts are directed to enhance the quality of the institution

#### 6.5.5 - Internal Quality Assurance System Details

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

#### 6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Webinar on Stress Management	04/06/2020	04/06/2020	04/06/2020	105
2019	Webinar on Gender Sensitisation on Campus	18/05/2020	18/05/2020	18/05/2020	110
2019	Faculty Development Programme	11/05/2020	11/05/2020	11/05/2020	100

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### CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Short film entitled ARIYAMAI, on Good Touch/Bad Touch	22/08/2019	22/08/2019	100	75
One Day Workshop on 'Legal Rights for Women'	29/08/2019	29/08/2019	100	20
Guest Lecture on Dialectics of Gender & Religion	25/09/2019	25/09/2019	40	30
Awareness Programme on Kavalan, an online app ensuring women's safety	11/12/2019	11/12/2019	150	75
A one-day workshop on Handicrafts	19/12/2019	19/12/2019	100	Nil
Regional level One-day Workshop on The Significance of Health, Hygiene and Nutrition for Rural Women	08/01/2020	08/01/2020	100	30
"Self-Grooming & Confidence Building" Training Programme	10/02/2020	10/02/2020	250	Nil
Special Programme: AWARE- No More Nirbhayas - Empower	24/02/2020	24/02/2020	150	Nil
Asan Mahila 2020	07/03/2020	07/03/2020	300	Nil
Webinar on Gender Sensitization on Campus	18/05/2020	18/05/2020	75	35

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

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

Nil

##### 7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Ramp/Rails

Yes

Nill

Scribes for examination

Yes

5

## 7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/07/2019	30	Swachh Bharat 2.0	Placards carrying messages on Usage of plastics, rain water harvesting	120
2019	1	1	15/07/2019	30	Swachh Bharat 2.0	Campus cleaning of Govt. School, painting of compound walls	132
2019	1	1	19/10/2019	1	Workshop on AIDS Awareness	Oath taken to spread awareness on HIV-AIDS and its Prevention	300
2019	1	1	30/10/2019	15	National Eye Donation Fortnight	Rally to create awareness on eye donation and various competitions on the topic	300
2020	1	1	05/02/2020	1	Leprosy Awareness	Rally spreading awareness about Leprosy	120
2020	1	1	20/02/2020	7	Special Camp on Helmet Awareness	Created Human chain and offered flyers on road safety	100

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students / Faculty Members	05/07/2019	Code of conduct is articulated in the Calendar provided to the students every academic year. The Institutional Code of conduct -Students / Faculty is posted in the institution's website. Apart from the rules and regulations regarding conduct, academic regulations including articles on definition of ragging and on College policy on ragging are illustrated in the handbook. Students are counselled for professional and ethical

values and to adhere to the code of conduct. The curriculum as well imbibes a course on Value Education

#### 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	500
150th Birth Anniversary of Mahatma Gandhi	25/09/2019	25/09/2019	500
State-level Orientation Programme on 'Youth: Building the Nation'	10/10/2019	10/10/2019	500
World Youth Day (88th Birth Anniversary of Dr. APJ Abdul Kalam)	15/10/2019	15/10/2019	500
Observance of Constitution Day	26/11/2019	26/11/2019	200
Fit India Movement Rally Pledge	18/01/2020	18/01/2020	100

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

Our college plays an active role in taking numerous initiatives to make its campus eco-friendly. College staff and students together adopt the policy of reduce, recycle and reuse to accomplish this goal. Rainwater harvesting systems are in operation in most of the buildings of the College. Both roof water and storm waters are harvested for various uses and recharging the groundwater. Four water harvesting tanks are in operation. The stored rainwater is being used extensively in irrigating plants in the garden. The college is successful in eliminating the usage of plastic in the campus. It discourages the use of plastic bags and plastic containers both in campus and canteen. All the departments, office, library are provided with computers and internet and thereby facilitates paperless communication. The examination cell also uses University of Madras Examination portal for all the correspondence to the University. All the Intra and Inter communication is sent to the staff, students and parents through Whatsapp groups, SMS and emails. The Institution has taken several measures for maintenance of trees to make the campus green. More than 25 per cent of total area is covered with trees and green lawns. Many trees are planted at different places in the campus. Tree plantation in the campus is a regular activity. The students are encouraged to maintain eco-friendly and sustainable environment and participate in various programmes conducted by NSS unit which provides continuous service of planting, watering the trees and plants.

### 7.2 - Best Practices

#### 7.2.1 - Describe at least two institutional best practices

1. National Service Scheme - NSS is the right platform, where the student-youth of the nation may get to involve with real life social activities, and thereby become responsible citizens of India. NSS let the students to actively contribute their efforts by rendering services for the welfare of the community in parts and well-being of the nation as a whole. NSS helps to promote the unity and integrity of the nation by bringing together service minded young people from diverse geographical and socio cultural backgrounds. NSS develops the personality of students by improving their leadership qualities. The various programmes organized are International Yoga Day, Swachh Bharat 2.0, Fit India Movement, Clean Library Programme, National Eye Donation, Role Of Youth In Hiv-Aids Prevention Activities And New Program Updation Of Naco, Bicycle Rally, One Day State Level Orientation Programme, Constitution Day, Tree Planting Programme, Awareness Programme On Kavalan, An Online App, 31st Road Safety Week, Seven Days Special Camp - Healthy Youth For Healthy India etc., The enthusiastic participation of the students in the various programmes evinces the success of the initiative of NSS. The various programmes organized by the NSS Unit creates awareness, inculcates social responsibility, chisels the personality and motivates the students in the right way and makes them good citizens. The success is evinced by their active participation and contribution to help the fellow human being in their life. 2. Moral Instructions - Moral Instruction classes are instituted to chisel, nurture and install righteous decision making in the mind of students. It makes them to

understand the moral values interestingly and direct their mind about legitimate things to make them a good citizen in the future. The discussion on the epics, current happenings, values will give an eye-opening to them, for the future. The success is evidenced by their righteous activities whenever there is a social initiative, awareness programme, helping the needy persons during natural calamities etc., which gives a great hope that they will shine and succeed in future in the right way.

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

<http://amcas.in/iqac/best-practices/>

### 7.3 - Institutional Distinctiveness

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

Asan Memorial College of Arts and Science was established in 1994 by visionary leader Shri. A.K. Gopalan with an aim of building a skilled workforce and fulfilling the needs of students' community. Our college is located in suburban area of Pallikaranai, Chennai. The distinctive vision of the institution is "Excellence in the Education". The college offers social, technological and value-based education for the students of local and nearby districts. Most of the students come under socio-economically backward and socially marginalized groups of Chennai and Chengalpet districts in Tamil Nadu State. The success of the students is guaranteed by the inclusive nature of its pedagogy. The college conducts programs through different techniques like classroom supervision, positive disciplining, administrative trainings, and skill-based training and offers various skill development programs in association with industries. In addition, the career counseling activities are implemented. Students are to be found in the fields of Banking, Insurance, Finance, Government Services, Entrepreneurship, Information Technology, Film Industry, Sports, Social Activities, Affairs of State, etc. The college encourages students to conduct research and review activities beyond the curriculum. The value-education paper inculcates professional ethics and behavioural ethics. The paper on Environment Science also plays a very important role in making them environmentally conscious as well. The soft skill courses prepare the students to be employable. Students are encouraged to participate in cultural programs within and outside the college with the guidance of their tutor. NSS volunteers get trained to participate in social service activities throughout the city. The college offers an environment of holistic development. Management Studies are the future of the burgeoning era of economic and technological development. Our college offers high-quality education in the areas of Arts, Science, Commerce, Management and Information Technology. It aims to create committed and competent professionals who will embody ethics and entrepreneurship. Our college gratefully acknowledges the service rendered to the community, combining academic teaching and active engagement with the society.

Provide the weblink of the institution

<http://amcas.in/>

### 8.Future Plans of Actions for Next Academic Year

Intercollegiate Cultural Programme, Department Specific Programmes like Inter-Collegiate and Technical Meets, E-learning, Usage of e-resources in all the departments, International Conference, National Seminar and Conferences. Workshops, Exhibitions, Faculty Development Program, Workshop for Non-teaching Staff, Intellectual Property Rights Workshop. Social Responsibility initiatives by the clubs and associations activities