



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	04422460216/04422461418
• Mobile no	9677043483
• Registered e-mail	asanedn@gmail.com
• Alternate e-mail	info.amcas@asaneeducation.com
• Address	Velachery-Tambaram Road, Jaladampet
• City/Town	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.	04422460216				
• Alternate phone No.	04422461418				
• Mobile	6381711033				
• IQAC e-mail address	asaniqac@gmail.com				
• Alternate Email address	iqac.amcas@asaneducation.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://amcas.in/wp-content/uploads/2021/08/AQAR-2019-20.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/2020/11/AMCAS-calendar-2020-2021.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	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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?	Yes	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Covid 19 Awareness Program		
Online Webinars		
Covid 19 Vaccination Camp		
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	
Covid 19 Awareness Program	Webinar organised on 22.07.2020	
Online Webinars	All the departments of the college has organised more than 100 online webinars	
Vaccination camp	organised in coordination with Corporation of Chennai On 28.05.2021	
13.Whether the AQAR was placed before statutory body?	No	
<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
2020	04/02/2020

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	2135
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	685
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	699
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	102
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	105
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)	1,97,96,604
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	
<p>Asan Memorial College of Arts and Science is affiliated to the University of Madras. Each Department follows the curriculum framed by the Board of studies, University of Madras. The University approved curriculum is circulated to all the Heads of the Department through the Principal of the Institution. Considering the specialization of each faculty, the HOD's allot the papers to the staff members within the department by conducting a departmental meeting. For each class, tutors are appointed to monitor the academic's and mentor them personally and professionally. Time table is framed in the beginning</p>	

of the semester. Special efforts are taken to improve the student's communication.

All the staff members were instructed to prepare the lesson plan for all the papers allotted to them. Accordingly the planned classes will be taught to the students to implement or share the knowledge about the subject by using various teaching methodology like PowerPoint presentation, animation classes, OHP, charts, models etc. The effectiveness and productivity of the implemented curriculum is determined through assessment and evaluation. Marks were allotted for the assignments and the seminars taken by the students in each subject. Any change or modification in the curriculum will be directly intimated to the Principal by the University of Madras. In order to improve the student's interest in subject, group discussions are conducted.

Considering the capability of the students in learning, students are guided to face the University examinations. Remedial coaching classes are conducted for the students who have not secured pass marks in university examination and for slow learners. For slow learners simplified notes are givento gain confidence. Internal examinations and model examinations are conducted internally by the institution. During the parent teachers meeting the student's record is discussed and the feedbacks & ideas given by the parents are considered for the development. Every month Management conducts HOD's meeting to update the institutional activities.

The pandemic circumstance has brought new ways of learning. To proceed with student's education, our management has decided to use Google classroom. All faculty members are well trained in handling online classes. To use Google platform academically, individual mail ID and password was created for each and every staff and students by the Institution.

All the departments organize special lectures on various topics related to the curriculum, hands on training programs and workshops on curricular aspects, in addition to the regular classes. This makes the students to focus more on their studies. Industrial visits are arranged for all the departments to render the industry exposure to the students in their field. Special programmes are also organized to develop their communication and personality. Internship training programme's were made compulsory for PG students, in order to develop their research interest. Biological Science Laboratories and computer science laboratories are designed with updated recent instruments & technology based on the curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amcas.in/wp-content/uploads/2020/11/AMCAS-calendar-2020-2021.pdf

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

Academic calendar depicts the information regarding the schedule of the current academic year activities. It is the planner for the students, staff, non-teaching staffs, 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 the Management committee members, Rules and regulation pertaining to the Institution, General Instructions, list of teaching and non-teaching faculties including Administrative staff. List of courses with eligibility criterion, Endowment Awards pertaining to various category given to the students. List of various clubs with the names of the In charge faculty members and all the activities of the Institution to be conducted in common, National, Religion celebration, each departmental activities including co-curricular and the curriculum based concepts which includes Project presentation, Internal Examinations, Model Examinations and University examinations. All the National holidays are included in the calendar which help the staff and students to plan their work. Taking into account the concept of social activity, the contact details of the Emergency and Utility Service numbers 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/2020/11/AMCAS-calendar-2020-2021.pdf

<p>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</p>	<p>B. Any 3 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="76 645 550 712">File Description</th> <th data-bbox="550 645 1471 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 712 550 891">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="550 712 1471 891" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 891 550 958">Any additional information</td> <td data-bbox="550 891 1471 958" style="text-align: center;">View File</td> </tr> </tbody> </table>	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			
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								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>20</p>									
<table border="1"> <thead> <tr> <th data-bbox="76 1294 550 1361">File Description</th> <th data-bbox="550 1294 1471 1361">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1361 550 1429">Any additional information</td> <td data-bbox="550 1361 1471 1429" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1429 550 1541">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="550 1429 1471 1541" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1541 550 1637">Institutional data in prescribed format (Data Template)</td> <td data-bbox="550 1541 1471 1637" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>1</p>									

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

58

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

Curriculum Enrichment

The institution offers various programs considering the cross cutting issues such as professional ethics, Gender, Human values, Environment and sustainability along with the curriculum. The curriculum framed by the University includes Foundation Course for all I years, Environmental studies for all II years, Value Education for all III years.

Professional Ethics

Profession is to serve the students and solve their problems. Considering this aspects, the institution offers Guest Lectures and workshops delivered by eminent experts. Even in this pandemic situation to bring back the students to normal scenario and to take up their education successfully through online classes, the teachers were given additional guidance by conducting webinars. The well trained professionals can easily impart good qualities to the students who are the pillars of next generation.

Great efforts are adopted by the institution to sow the seeds of

equality in the young minds of the students, by practising the same in the campus.

Pertaining to women, University has imparted women related curriculum for few programs. "Social legislations for women", "Youth work" are the subjects followed by English department, "Hand Embroidery is the curriculum imparted for Hotel and Catering Management department.

Apart from the University framed curriculum, considering the concept of awareness and protection for women, clubs such as Women's Studies Cell, Women Grievances and Redressal cell are formed by the institution and coordinated by the staff members. Each year various awareness programmes, related to safety, Entrepreneurship for women, workshops etc. are conducted for women students. The International Women's Day is celebrated in a grand scale. In this occasion the best women Entrepreneurs are invited to share their experience and "Asan Mahila Award" is awarded to the best woman achiever.

Human Values

Curriculum based subject i.e., value education is offered by the university for all courses in their final year. Few chapters regarding human rights, Social services etc., are also part of the curriculum. The university has included few human value added subjects in the curriculum

1. Business Law- Department of Commerce (General) & (Computer Applications)
2. Media, culture and society- Department of Visual communication
3. Corporate governance to ethics Department of Commerce (Corporate Secretaryship)
4. Human resource management Department of Commerce (General) & (Computer Applications)

Apart from curricular aspects each department take initiatives to impart human values to the students by conducting guest lectures and awareness programmes. NSS of our institution carry out a wide range of programmes with the involvement of students.

Environmental Sustainability

Our institution is an eco friendly campus by practicing various activities such as Recycling of waste (both solid and water waste), constructing biogas plant, planting more trees etc. These activities

are coordinated by students of various clubs such as NSS, YRC, Nature and Environment club initiated by Principal and Management.

Considering the environmental issues for the UG degree, the University has imparted a subject Environmental Studies. Along with this, individual departments inculcate the knowledge in saving the environment by conducting seminars, workshops, exhibitions, mini projects among the students. The staff of this institution take up their responsibility to deepen the concept of "Saving Environment".

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

176

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

B. Any 3 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

B. Feedback collected, analyzed and action has been taken

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

685

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

685

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

The college initiates various measures to assess the knowledge base of the students. Based on the assessment of students at different levels, different strategies are adopted by the faculty to cater the needs of slow and advanced learners. The institution assesses the performance of students through orientation Programme, classroom interactions, current affairs discussions, paper presentations, unit tests and various co-curricular activities. Special attention is given to the slow learners by taking extra coaching in the form of special classes. Department of English conducts remedial classes for the below average students. Students are encouraged to participate in seminars, presentations and group discussions where in the slow and advanced learners are combined in groups which helps the slow learners to learn from the advanced learners.

The advanced learners are inspired further to excel in the following ways

- Encouraged to pursue add on courses and professional courses like CA, CS and CWAI
- Motivated to enrol in foreign language classes
- Encouraged to undertake research, write research articles and present papers in Conferences

- Assigned with leadership roles in academic and co-curricular activities
- Given editorial responsibilities in college magazines and newsletters
- Encouraged to organize and participate in Intercollegiate, State and National events
- Given opportunity to serve as peer mentors for classmates
- Encouraged to participate in Sports, NSS, YRC, CCC and other club activities
- High achievers are conferred with cash prizes and awards for having secured University proficiency, college proficiency, class toppers, centum in subjects and centum percent attendance
- The students are encouraged to take up P.G courses

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1G-PYtKsSGGI_n_yjx9HiR2sz9b5zFfiG/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
2133	102

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 ultimate objective and all the efforts of the institution are meant only for the students' fullest growth and development in a safe and congenial environment. The management has various support structures to inculcate experimental learning, participative learning and problem solving methodologies for enhancing learning experiences of the students. Apart from regular classes, the faculty members follow a wide range of methodologies and participative learning through case study analysis, seminars by students, Power point presentations, group discussions and quiz

programmes. Departments organise academic events such as paper presentation, group discussions, seminars, photography competitions, preparation and display of food items, etc. with the view to make the teaching learning process more experimental and student oriented. The Visual Communication department students are encouraged to do outdoor painting, campus photography, RJ demo, shooting of Videos, enacting drama, modelling etc. The department of Hotel Management organises competitions like cookery competition, cocktail competition, preparation of innovative dishes & bakery items and vegetable carving competitions. Interactive learning is facilitated through organising field visits and institutional training where the students come into contact with the professionals in the field.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1SG95qAGNzot2yTPAehyNpb-5hq72zEQU/view?usp=sharing

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

Our college follows ICT (information and communication Technology) enabled teaching in addition to the conventional classroom teaching. ICT in education improves commitment and knowledge retention. The college provides the audio visual teaching aids and tools like computers, internet, OHP and LCD projectors. The faculty members are using the Power point presentation, video clippings, audio system, online sources to expose the students for advance knowledge and practical learning classes are fully furnished with LCD, OHP and computers. Access to the use of ICT is made easy through the availability of internet connections in the departments. In the department of Visual Communication, social media portals are used to interact with the students. Most of the departments follows the Google class room facility, in which group created for each class and used to manage and post course related information, learning material, quizzes, lab submissions and evaluations, assignments etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

102

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

1036

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.

Transparent and robust mechanism of internal assessment is followed in our college in terms of frequency and mode. The college rigorously adheres to the rules and regulations prescribed by the university in such a way that the student has to attend classes regularly, consult books earnestly and also use their resourceful faculty members for the effective implementation of the evaluation process. Continuous evaluation is made through unit tests, assignments, seminars etc. The college pursues full transparency in the appraisal method and awarding of internal marks. The answer scripts of class tests, internal tests and model exams are evaluated and given to students separately with proper suggestions for upgrading to justify the entire marks awarded. The components of internal marks are evaluated by the faculty in charge of the subject and counterchecked by the Head of the department. The internal marks of all the departments will be submitted to the principal for final approval and sent to the university through the examination committee of the institution.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1pYdz-3ogM4Ghx-FVGmKUYzFsnLylQ-YN/view?usp=sharing

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

The examination committee monitors the evaluation system frequently and it is transparent. The students are given opportunity to redress their grievances concerning internal marks. Grievances if any, in assessment of the students are intimated to the Head of the departments and the principal. Complete transparency is maintained during the internal assessment tests through the adoption of the criteria given by the university. At the end of every semester, the components of the internal assessment are cross checked by the principal of the institution. Under the internal evaluation, if the student is not able to attend his class tests or model examination due to genuine reason, retest is conducted with the proper intimation and permission with the Head of the department and Principal.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1u6pqaGWQ_F0DkyrJatGsTLVqEH0jXx9T/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 and course outcomes are widely propagated and publicized through websites. Principal, Head of the departments and faculty members also notify the students and create awareness and emphasize the need to attain outcomes

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://amcas.in/ug-courses-shift-i/ba-english/ba-english-academic-outcomes/
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.

An examination committee is constituted in the institution which monitors the method of internal evaluation. Continuous Internal Assessment is conducted as per university guidelines and record of all tests is maintained. Academic progress of the students is assessed through a series of class tests, seminars, assignments, model examinations and it is then communicated to the parents through PTA meetings. Faculty members as advisers identify dreary students for remediation. They use diverse methods to cater to the needs of the students according to their cognitive levels and learning styles. Principal conducts a meeting to analyze the results and to appraise the performance of the students after the publication of the university results.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1fhiDjysuBtasMOJlwX60fuM18iEYE0vZ/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

547

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/2021/12/ANNUAL-REPORT-2021.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/2021/12/STUDENT-SURVEY-REPORT-2020-21.pdf>

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

00

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 has conducted several webinars by various departments based on their subjects, also conducted awareness programs to transfer knowledge among students, also motivates the students to participate quizzes for sharing the knowledge on recent issues. College subscribes to e-journals and other online resources. College has soft skill development program for the final year students which improves their communicative abilities. The faculty members are empowered to take up research activities utilizing the existing facilities. IQAC monitors and address the issues of the research of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

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**

00

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**

00

File Description	Documents
Any additional information	No File Uploaded
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**

2

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 are aware of the community commitment and they are actively involved in various social activities. The Institution always provide support whenever there is a need for neighbourhood community. Distribution of food items, groceries and other essential items were given during the pandemic through the students. Not only the neighbourhood residents, but also the sanitary workers are provided with various support during the pandemic period.

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**

36

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

8

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

1192

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**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
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**

5

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 and ventilation
- Smart class
- OHP presentation

- Power point presentation

LABORATORY

- Departments consists of separate laboratory sections for conducting different subject practicals
- 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.

LIBRARY FACILITY

- Department library
- To facilitate learning that provides space for each departmentstudents.

INSTRUMENT FACILITIES

- For conducting practical for undergraduate and postgraduate students and for doing research for M.Phil students.

EQUIPMENT FACILITY

- LCD projector
- Computers
- Internet facility for teaching, learning and research.
- Seminar hall is used for Guest Lectures, seminars and workshops.
- Well equipped auditorium.
- Main auditorium is used for mega events like National Level Workshop, Seminars, conferences and International Conferences.

COMPUTER LAB FACILITY

- 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/1yPbdzXS1QOf_uHJKjVkxVLUENvCKpAuDP/view?usp=sharing

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

gymnasium, yoga centre etc.

CULTURAL ACTIVITIES

- Main Auditorium
- Mini Auditorium

SPORTS & GAMES (INDOOR & OUTDOOR)

- A common ground for both Football and Cricket is available
- Separate grounds for Volley ball and Shuttle courts are available
- Table tennis board is available.
- All the sports are played by both students and faculty members

OTHERS

- NSS Club is very active and the students do lot of blood donation camps, cleaning drives, tree plantation and other social service activities.
- Soft skill development for communication skills
- Regular health checkup and eye checkup
- Women hygienic and health awareness visit for girls students
- Public speaking
- All final year students undergo personality development programmes

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

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
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)**

3.6

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)

Library is automated using Dolphin Software Solutions andImpress.erp

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://amcas.in/campus-life/library/

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	E. None of the above								
<table border="1"> <thead> <tr> <th data-bbox="84 365 542 421">File Description</th> <th data-bbox="550 365 1468 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 432 542 521">Upload any additional information</td> <td data-bbox="550 432 1468 521" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="84 533 542 694">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="550 533 1468 694" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	No File Uploaded								
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)									
0									
<table border="1"> <thead> <tr> <th data-bbox="84 1037 542 1093">File Description</th> <th data-bbox="550 1037 1468 1093">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 1104 542 1149">Any additional information</td> <td data-bbox="550 1104 1468 1149" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="84 1160 542 1216">Audited statements of accounts</td> <td data-bbox="550 1160 1468 1216" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="84 1227 542 1388">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="550 1227 1468 1388" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Audited statements of accounts	No File Uploaded	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Audited statements of accounts	No File Uploaded								
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									
04									
<table border="1"> <thead> <tr> <th data-bbox="84 1686 542 1742">File Description</th> <th data-bbox="550 1686 1468 1742">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 1753 542 1798">Any additional information</td> <td data-bbox="550 1753 1468 1798" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="84 1809 542 1904">Details of library usage by teachers and students</td> <td data-bbox="550 1809 1468 1904" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
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 regularly on need base.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Y2u-r5E-c3oyEwaoW0o6eKHkpeJg7qtV/view?usp=sharing

4.3.2 - Number of Computers

197

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)

5.7

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 House-Keeping Department.
- Computers and UPS are maintained by HBM Technologies, Chennai for Annual Maintenance.
- Yearly once the institution takes up the calibration and other precision measures for the laboratory equipment and instruments, periodical maintenance and servicing is done by authentic service engineers.
- Uninterrupted power supply through generators
- The sensitive equipments 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 even workbench to keep them stable and to prevent vibrations
- Air conditioned environment for instruments for humidity control
- Curtains are hanged on windows to avoid heat.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

160

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

1

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**

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
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

63

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

63

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

63

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

59

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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	View File
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.**

00

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)

Institution encourages students participation in all the curricular, co-curricular and extra curricular activities. Students actively involve themselves in all the programs organised by the departments

and various clubs. The clubs like Rotaract, Citizen Consumer Club, National Service Scheme etc., will have a committee which includes student as office bearers and faculty as advisors. Students council which includes representatives from all the departments will take up the responsibility of organising cultural and mega events.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

The alumni association of the college is active. There is significant contribution by the alumnus in academic by way of knowledge sharing and non academic through sponsors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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/about-amcas/vision-and-mission/
Upload any additional information	View File

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

- The Institution functions with the method of decentralized Governance system. The head of the department has been bestowed with the authority of deciding the activities and delegating the responsibilities to the staff members. The department decides on timetable, subject allocation, purchase and maintenance of equipment and consumables, organizing conferences, symposia, guest lectures, workshops etc. and recommends industrial visits wherever possible. The institution is functioning effectively with the culture of participative management, which enables the faculty and students to give their opinion and suggestions for improvement.
- All the academic activities are decentralized and decisions are taken based on the discussion and deliberations in the class committee meetings, department meetings, faculty meetings, HODs' meetings with Principal and HODs meetings with the management. The Principal coordinates with the departments, administration and management. Participative management provides extensive scope for having collaboration among the departments and ensures the quality of planning and implementation of all the activities in the institution uniformly and as a team. Every year Academic Planner is prepared at the closure of the previous academic year. Principal will convene the HODs' meeting. HODs, Training & Placement officer, Sr. Librarian and Director of Physical

education will attend the meeting. The schedule of the following will be discussed and finalized in accordance with the schedule received from affiliating university.

- Re-opening for the next academic year
- Working days
- Department Symposium /Association activities
- Guest Lectures
- Industrial Visits
- Placement Training
- Faculty Development Programmes
- Workshops / Conferences / Seminars
- IQAC Meetings
- Anti Ragging Redressal
- Disciplinary Action
- Model Examinations.
- Club Activities
- Induction Day, Women's Day, Founder's Day, Shri.APJ. Kalam's Birthday, Shri Vivekananda birthday, Sports day, College day, Cultural like YUVA, THIRAN, VAGAI PASARAI, and Graduation Day.

The schedule approved by the Principal will be sent to Managements' approval. After receiving the approval, permission will be granted for the committees concerned for the preparation of Academic Calendar. Most of the events are conducted every year as per schedule. Few events are rescheduled due to unforeseen reasons with the approval of Principal and Management. The prior preparation of academic planner helps in identifying resource persons for different activities mentioned and enables the management to invite celebrities for the bigger functions. Auditorium, MBA Conference Hall, Mini Auditorium are the venues for the above mentioned activities. Separate Registers are available for booking the venues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The nature of governance, perspective plans and participation of the

teachers in the decision-making bodies.

The Philanthropic Founder A.K. Goplan had the deep vision of serving the society with the motto "We build a better nation through quality education". His vision has been the heritage statement for the functioning of the institution. The top management provides effective leadership in guiding the administration of the institution and making the council of Principal, faculty and students work towards the vision of the institution. Based on the recommendations of the Governing Council, the commencement of new courses, expansion of infrastructure, implementation of strategy and other vital decisions are approved by the management and process of implementation is discussed with the Principal and Heads of the departments. The academic plan (semester wise) is prepared by the Principal after having discussions with the HODs. The scheduling of industrial visits, conferences, workshops, seminars, FDPs, association activities, club activities, sports tournaments, recruitment and functions is done after having discussions with the HODs, conveners and team leads. The head of the institution takes decisions in the academic frontiers in tune with the regulation of the affiliating University. Regular affairs are the periodic discussions of the Principal with the HODs as well as with the faculty. Principal's subsequent meetings with the top management and with the Governing Council paves way for the execution and smooth functioning.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1QJbubmNZaLC0FcPYuIrhJJuUz-47BIjj/view?usp=sharing
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 institution has efficient planning and effective implementation of various policies for the administrative setup. Separate polices are framed for I.T., Code of Conduct, Sports, Library etc., The

policies are updated and reviewed periodically. The policies are followed consistently and referred wherever necessary.

The administrative setup of the institution is well defined. The organogram of the institution is clear and specific. Both the academic and administrative set up of the institution is well planned in advance and the duties and powers are clearly defined. The institution follows a standardised procedures for the appointment, regularisation, termination and resignation of employees.

Institution has a standard set of service rules which clearly specifies the roles and responsibilities of the employer and employee. Management strictly adhere the service rules at all levels. Standardised procedures are followed in all the activities of the institution.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2022/01/Organogram-Administration.png
Link to Organogram of the institution webpage	https://amcas.in/wp-content/uploads/2022/01/Organogram-Academics.png
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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

- 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.,

Covid Assistance

- The management extended its support and assistance to the teaching and non-teaching staff during pandemic period.
- Special leave was granted and the leave applications were considered with empathy.

Vaccination camps

- The management organised vaccination camps for the employees and students of the institution.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

0

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	No File Uploaded
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**

3

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	Nil
Upload any additional information	No File Uploaded

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	Nil
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

Sources of funds

Fees: The institution receives money from the tuition fees paid by the students.

Optimal utilization of Resources

The Institution endeavor to optimize the utilization of available resources by following means.

Library

The College Library is the focal point of all the academic activities of the College. The students and faculty make immense use of the information resources and services offered by the College

library. The Library aims at providing physical or digital access of material to its users for their curricular, co-curricular and extracurricular activities. The right information to the students at the right time is provided through the well stacked and regularly updated information, resources and services of library. The services are also extended beyond the physical walls of a building, by providing material accessibility through electronic means. The students are encouraged to register themselves in library to use N-LIST software. Using N-LIST software students can access the e-books and e-journal related to their courses. The Internet facility in the library ensures students getting equipped with global digital information.

Laboratory

The infrastructure and instruments of the laboratories are maintained by the Lab technicians and supervised by the HOD's of the concerned departments.

The Biochemistry Department has excellent, well spaced, highly ventilated and well equipped laboratory infrastructure. Highly sophisticated instruments like Laminar Air Flow, Shaker and Incubator, UV- Transilluminator, UV-Vis Spectrophotometer, Incinerator - Homogenizer, Flame Photometer, Cooling Centrifuge, Deep freezer etc are available to the students for practice.

The Microbiology department has well-furnished lab sections fully equipped with advanced sophisticated instruments like UV-Vis Spectrophotometer, ELISA Reader, Walk-in-Cold room, and Walk-in-Incubator room, PCR Machine, Sequencing and Gel Documentation. Air-conditioned individual lab sections for Bacteriology, Mycology, Parasitology, Virology and Molecular Biology.

Hospitality

The Hotel & Catering department conducts various collaborative activities such as National seminar, Mega food Festivals, Workshops in flower arrangement, Guest lectures, chef competitions, Industrial visits, sweet demonstration, cocktail, Tandoori, vegetable carving, quiz competitions, Interview preparatory workshop and theme luncheons to hone the technical skills of the students to mould them all round personality. These activities provide them an excellent opportunity to be exposed to a corporate hotel luminary and to get their guidance for their future.

Computers

Computers are present in all the departments to carry out the departmental work and to maintain the academic details. College has given AMC for proper maintenance of computers and softwares.

The Computer Science Departments covering B.Sc(CS), B.C.A, B.Com(CA), MCA aims at providing value-based training and skills needed for the students in the software industry. It has a well-equipped state-of-the-art laboratory facility to carryout programmes and consultancy activities in recent technologies. Faculty members motivate the students to participate in technical activities for enhancing their fundamental technical knowledge. They also motivate the students to participate in various inter-disciplinary technical activities as well as cultural events in and outside the college.

Classrooms

Spacious, well illuminated air conditioned class rooms and conference hall with audio visual equipments provides a comfortable learning environment.

Sports

The College gives pride of place to Sports activities, motivate and encourage our Students to participate in State and National level tournaments. The College is proud of their prestigious achievements in different categories of sports. The college conducted the prestigious 15 th Asan Memorial Inter-collegiate volleyball and football tournament on 20th & 21st February 2020.

File Description	Documents
Paste link for additional information	Nil
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

Our college embraced quality initiatives on innovative and comprehensive education and its implementation through the Internal Quality Assurance Cell. Incepted in the year 2004, IQAC carried out numerous activities to chisel the institutional functioning for

quality assurance in all the ways possible. The prime focus on the improvement of the quality of teaching was directed by IQAC team through continuous analysis of the feedback of various stakeholders. IQAC assures optimal utilisation of resources with efficiency in administrative practices which enables the institution to provide the best service to the academic fraternity. Feedback forms were designed, modified and utilised to collect the feedback from the students and parents. IQAC team analyses the feedbacks in an unbiased manner and able to understand the opinions of the respondents and appropriate plans are chalked out to address various issues pointed out in the feedback through analysis. The IQAC team takes meticulous efforts in the implementation of quality assurance strategies and processes at each and every stage of administration. IQAC organises periodic meetings to discuss and improvise the quality assurance strategies of the institution. The IQAC team assures updation of website of the institution and uploads the essential information needed by the Annual Quality Assurance Report. The publications of the staff members under the category book publications, monograph publications and edited book volumes are clearly presented in the website of the institution. The Minutes of the meetings of the IQAC, students satisfaction survey, best practices of the institution, Policy documents, Feedback analysis etc., are depicted in the institutional website to ensure transparency and assure quality education.

File Description	Documents
Paste link for additional information	https://amcas.in/igac/about-igac/
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

Teaching-learning process of the institution is monitored and reviewed continuously by the IQAC team. The academic calendar is prepared well in advance, displayed in the website and circulated with the students and faculty members. IQAC team assures the adherence of the academic calendar in the conduct of various co-curricular and extracurricular programmes, workshops, seminars and conferences. The admission to various programmes, conduct of model examinations, vacations are notified in the academic calendar. IQAC

organises Orientation programme for the newly admitted students to understand the philosophy of the institution, teaching-learning process, continuous evaluation system, discipline and culture of the institution. Students are able to clearly understand the Course Outcomes, Programme Outcomes, Programme Specific Outcomes and can refer it easily through website of the institution. The information regarding the compulsory core subjects, allied subjects, non major electives, soft skill, practical, internship and projects are provided clearly in advance. Further students are apprised of the time table, syllabi of the courses, curriculum structure before the commencement of semester.

File Description	Documents
Paste link for additional information	https://amcas.in/wp-content/uploads/2020/11/AMCAS-calendar-2020-2021.pdf
Upload any additional information	No File Uploaded

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	amcas.in/wp-content/uploads/2021/12/ANNUAL-REPORT-2021.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

Annual Gender Sensitization Action Plan

Every year various programmes on Gender Sensitization are planned such as seminars and workshops seminars on Gender Equity, Women's Rights, Women Empowerment, Menstrual Hygiene and Women's Wellness.

Asan Mahila is the annual Women's Day Celebrations at Asan Memorial College. It is celebrated on 8th March every year. Initiated by Ms. Shyamala Jayaprakash, Chairperson of the Asan Memorial Educational Institutions, and General Secretary, AMCAS, the celebrations are 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 who have been an icon of change.

In the following years, the institution plans to:

- Increase awareness on gender equality by conducting more programmes
- Conduct more women-centric activities under the Women's Studies Cell
- Offer Counselling sessions for all

Measures initiated for Gender Equity in 2020-21

Asan Mahila 2021 was celebrated virtually. A panel of speakers including Dr. Vijaya Thilagam, Assistant Commissioner, Department of Civil Supplies and Consumer Protection, Mylapore Zone, Chennai along with Dr. Mangai, retired Associate Professor of English, Stella Maris College, Chennai and Ms. Madhri Guruswamy, from the Office of the Special Government Pleader, Taxes were the guests of honour.

Specific Facilities for Women's Safety and Wellness

CCTV Cameras installed for safety & security

Restroom for Girls

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1BgaRRrC1tCV0XnlGojkvTS4UKZxX43QZ/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://docs.google.com/document/d/1Rgub5bFCB9E36Ucqsoc2Aq4l97s096R4/edit?usp=sharing&ouid=115337680175150722275&rtpof=true&sd=true

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

D. Any 1 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

Rain water harvesting

Rain water harvesting has become a vital part of building construction to store rainwater for future needs. The college has created an infrastructure to facilitate rain water harvesting by adopting the surface run-off rain-water harvesting method inside the college campus which is ever functional and support the conservation of water and reduces flooding. Rainwater harvesting set up has been installed in front of the college corridor. The rainwater that flows off in the college areas from roof top and open grounds are collected, redirected and stored in a deep tank. The storage system is cleaned periodically and maintenance is done on a regular basis. The college saves a considerable amount of water through Rain water harvesting and the water saved is used for various purposes inside the college and to recharge the groundwater level.

Waste Management

Waste management is done effectively in the campus. The wastes generated inside the campus is disposed in an eco-friendly and cost-effective way. The following initiatives are taken towards the waste management of solid waste and liquid wastes.

Solid Waste Management

The Hotel and Catering Management Department of the college produces huge solid wastes in the form of left-over food and remains of vegetables from its kitchen. The wastes are segregated from the initial level by keeping separate labelled bins for proper segregation of bio-degradable wastes and non - biodegradable wastes. The biodegradable wastes are then treated in composting pits. The College has installed a biogas plant in the AKG school campus, to generate biogas by decomposing the solid waste processed at the plant. Thereby dumping of food in places and making the place unhygienic is prevented. The bio-gas produced from food waste, is used as fuel for cooking. This makes the waste materials disposed of efficiently without any odor or breeding of insects and flies. Also the digested slurry from the bio-gas unit is used as organic manure in the garden.

Liquid Waste Management

The reuse of treated water is a vital solution towards liquid waste management. The domestic waste water generated in our college from toilets, washing and cleaning from the laboratories are treated by an appropriate technology to meet the objectives such as providing access to safe sanitation systems, to promote appropriate management and disposal of domestic wastewater and to encourage reuse of recycled water.

A functional sewage treatment plant (STP) to treat waste water is located at the backside of our college campus. The waste water is treated with a full-fledged STP, and the treated water is extensively used to maintain the lawn and watering the trees and plants inside the campus. Periodical maintenance is done to the STP, and routinely inspected to check whether de-sludging is needed and to ensure that there are no blockages at the inlet or outlet, so that it functions efficiently throughout the year without interruption.

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	B. Any 3 of the above
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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:	B. Any 3 of the above
<ol style="list-style-type: none"> 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	D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

D. Any 1 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).

Values of the Institutions

According to Socrates -"Education is bringing out of the ideas of universal validity which are

latent in the mind of every man."

Human values are the yardsticks that help people understand the purpose and goal of life. Education built on a firm value system provides strong foundation and support for the holistic development of an individual. Our institution has complete belief and faith in: Respect, Integrity and Purity.

Respect

Respect is the esteem or sense of worth or excellence of a person. One who respects oneself also respects others. This is a basic virtue required to nurture friendship, team work and productivity. It conveys a sense of admiration for good or valuable qualities. Respect for others, elders, accepting people as they are irrespective of the differences in terms of gender, caste, creed, colour, religion, etc. always promote goodwill and growth. Respect for the country is essential in being a socially and morally upright citizen.

Integrity

Integrity is the practice of being honest and showing a consistent and uncompromising devotion to strong moral and ethical principles and values. An individual must therefore be honorable and willing to adhere to these values. They should also be consistent and courageous when these values are challenged. Integrity is revealed when people act virtuously regardless of circumstances or consequences. A person of integrity will consistently demonstrate good character by being free of corruption and hypocrisy.

Purity

Purity is the state of being clean or free from anything which does harm. It is not confined to outward appearance alone, but also refers to the purity in head, heart and soul. The level of refinement, clarity of thoughts and untainted intentions fosters the betterment of spiritual growth in an individual. When pure thoughts and deeds go hand in hand the prosperity of the society cannot be far away. manifests a positive and active role in school/community relations.

Responsibility

Responsibility is the duty of the institution to perform tasks, functions and activities that would contribute to the larger society. The Institution will take up the responsibility for the decisions taken with respect to the needs and demands of the Student community. The institution has the courage and will to be accountable for the decisions, actions, and their consequences.

Professional Ethics for Teaching Profession

According to Albert Schweitzer, "Ethics is the activity of the man directed to secure the inner perfection of his own personality". The following are the Ethics that our institution expects from the Faculty Members towards the Students, Parents and Colleagues.

Students

Teachers must accept and treat learners as unique human beings. Teachers must understand the learners' starting point, thoughts and opinions. Teachers considerately handle matters linked to the learner's personality and privacy. Teachers are expected to respect the rights of learners and react to them humanely and fairly. Teachers should pay special attention to learners who require care and protection and do not, under any circumstances, tolerate bullying or the abuse of other people. Teachers' work also includes teaching learners to co-operate and to become good members of society.

Parents

Teachers must always deal with parents in a professional manner. The Teacher makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student. A teacher shall not use professional relationships with parents to private advantage. Demonstrating a commitment to equality, equity, and inclusion as well as respecting and accommodating diversity among members of the school community. Maintaining appropriate confidentiality with respect to student information disclosed by or to parents/guardians unless required by law.

Colleagues

Teachers' code of ethics often addresses a teacher's relationship with her colleagues. Teachers have to lend a helping hand in enhancing the professional growth and development of new educators by supporting effective field experiences, mentoring or induction activities across the career continuum. Teachers are expected to

treat colleagues fairly and to work in a collaborative manner for the welfare of the students and the institution.

Professionalism

Ethics require that a teacher work to maintain a high personal standard of professionalism and contribute to the development of an open and reflective professional culture. Teachers manage their duties responsibly. Teachers may also develop their work and expertise and assess their own actions. Teachers are entitled to be treated fairly in their work. The code of ethics developed by the National Education Association warns teachers not to misrepresent their professional qualifications. Ethics also dictate that teachers not misappropriate college funds or equipment for personal use.

Institutional Initiatives to provide an inclusive environment:

- No discrimination in admission
- Reduction in admission fee for Malayali students and socio-economically disadvantaged learners
- Facilitating disbursement of scholarship for the under-privileged
- Celebration of all festivals, Onam, Pongal and Christmas to promote cultural & religious harmony
- Conducting literary fests in Hindi, Malayalam and Tamil to honour linguistic diversity
- Commemorating days such as Women's Day, Yoga Day to encourage inclusive thought
- Women's Redressal Cell and Grievances Redressal Cell that function to remedy any discrimination
- NSS 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

Our college believe in giving a holistic education to the students and sensitising them on constitutional rights, values, duties and responsibilities. This is achieved through curricular as well as extra-curricular activities.

The vision of the college 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 have a healthy respect for the rich traditions and heritage of our nation.

The college prescribes a paper on Value Education that includes sections on the constitutional duties of citizens. The institution also encourages students to be a part of the NSS and Rotaract Clubs that are engaged with social work beyond the campus for the development of the community.

The college also 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 college also conducted vaccination camps for the students, staff of the college and the larger community to ensure compliance with the government norms. The institution embraced the new normal and moved classes online to ensure students did not experience learning loss.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1pcz0rcWFSgKpZYIOFJlNCn_lhCuIweyY/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1I6jmqucOraoIxxecVhHlG8bjaRuNbTx-/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

B. Any 3 of the above

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

All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. The staff and students of the college come together to celebrate Republic Day and Independence Day every year. A special invitee addressed the students on the importance of these occasions. The flag hoisting is followed by the rendering of patriotic songs and a speech on the relevance of the day for today's youth, in both Tamil and English. The event ends with sweets being distributed to all.

The institution also commemorates the birth / death anniversaries of great Indian personalities like Mahatma Gandhi, Dr.A.P.J Abdul Kalam, Dr. Babasaheb Ambedkar, Swami Vivekananda by recalling their contribution to the development of the nation and by planting saplings in their memory. Teachers' Day is celebrated every year as thanksgiving for the passionate and committed faculty members.

Apart from these, many events and guest lectures are regularly organised to instil a sense of national and regional pride in the students.

1. International Yoga Day was celebrated virtually and the Rotaract Club organized a session on "Dimension of Body and Magnificence of Mind" on 20th June 2020

2. Republic Day and Independence Day were celebrated jointly with AKG Public School.

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	No File Uploaded
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.

- SUSTENENCE TO THE UNDERPREIVILEDGE DURING PANDEMIC PERIOD
- NATIONAL SERVICE SCHEME

File Description	Documents
Best practices in the Institutional website	https://amcas.in/igac/best-practices/
Any other relevant information	https://drive.google.com/file/d/1zIJbPWxutW4ygpGMUROSeYRq1vFx-OI/view?usp=sharing

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, established in 1994, was the realisation of the dream of visionary leader, Shri. A.K. Gopalan to fulfill the higher education needs of the students' community. Our college is located in the suburban area of Pallikaranai, Chennai. The distinctive vision of the institution is "Excellence in Education". The college offers scientific, technological and value-based education for the students of the 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 offers a holistic education, combining different techniques like classroom

supervision, positive disciplining, administrative trainings, and skill-based training. It also offers various skill development programmes in association with industries. In addition, the career counseling activities are also implemented. Our graduates 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 Communicative English and soft skill courses prepare the students to be employable. Students are encouraged to participate in cultural programmes within and outside the college with the guidance of their tutors. 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. Even during the pandemic, our college gratefully acknowledged the services rendered by the community of volunteers and engaged in activities that ameliorated the situation.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Department Specific Programmes like Inter-collegiate Cultural and Technical Meets, E-learning, Webinars and Online training programmes.
- Creation and Usage of e-resources in all the departments.
- Counselling and Confidence-building programmes.
- New Course on Psychology (proposed)
- Workshops, Exhibitions, Faculty Development Program, Workshop for Non-teaching Staff.
- Social Responsibility initiatives by the clubs and associations activities.