



## YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
<b>1.Name of the Institution</b>	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
• 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
<b>2.Institutional status</b>	
• 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))	<a href="https://amcas.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf">https://amcas.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf</a>																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://amcas.in/wp-content/uploads/2020/11/AMCAS-calendar-2020-2021.pdf">https://amcas.in/wp-content/uploads/2020/11/AMCAS-calendar-2020-2021.pdf</a>																		
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>72.75</td> <td>2003</td> <td>16/09/2003</td> <td>15/09/2008</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.87</td> <td>2012</td> <td>21/04/2012</td> <td>20/04/2017</td> </tr> </tbody> </table>		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
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.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	Nil								
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	No File Uploaded																		
9. No. of IQAC meetings held during the year	2																		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes																		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No																		
11. Significant contributions made by IQAC during the current year (maximum five bullets)																			
Documentation Vaccination Camps Academic Calendar and Strategic Planning of Activities Quality enhancement Awareness Programs																			
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																		
Documentation	IQAC creates and maintains documents pertaining to Feedback, Satisfaction Survey, Minutes of Meetings, and Policy etc. Mandatory documents are uploaded in the institutional website wherever necessary.																		
Vaccination Camps	IQAC in association with NSS, RRC and Greater Chennai Corporation organised two vaccination camps on 7th September																		

	2021 and 7th January 2022
Academic Calendar	IQAC chalk down all the strategic plans of the institution in consultation with the Principal, Heads of the Departments and incharges of clubs and committees. It is uploaded in the institutional website also.
Quality Enhancement	IQAC look into the quality enhancement initiatives of academic excellence, remedial classes for the needy students, recognition of talents and organising various programs to enhance the quality culture of the institution.
Awareness Programs	Various initiatives for the students welfare and awareness programs on deaddiction and dengue are organised by the IQAC in association with clubs.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	11/02/2022

15. Multidisciplinary / interdisciplinary

The courses and the syllabi that are provided in the institution are regulated by the University of Madras. Therefore, the level of interdisciplinary education that is provided is also based on this aspect. One facet of multidisciplinary education can be observed in the handling of the Non-Major Elective (NME) papers that are provided. These papers allow the students to acquaint themselves with a preliminary understanding of knowledge systems used in other disciplines. There are also papers like Personality Enrichment, Computing Skills, HTML and Interpersonal Skills Training that are provided to students of other disciplines so that they can develop life skills and social skills that will enable them to become successful in life.

16. Academic bank of credits (ABC):

The institution which is affiliated to the University of Madras does not possess its own Academic Bank of Credits (ABC) since results that are compiled are uploaded into the online portal (IMES) which is maintained by the University of Madras. Although data related to the credits accumulated by the students is collected and compiled in the institution it is consolidated, stored and maintained by the University of Madras.

17. Skill development:

The college incorporates different methods like workshops, internships etc. in order to develop the skills necessary to obtain employment. The C2C workshop organized by the Department of Commerce enables students to pick up skills that are necessary to secure jobs in corporate companies. The students are also provided with the opportunity to take up internships in related industries in order to enable them to experience the working environment and therefore acquire the skills necessary to survive in the job market. The placement cell of the institution regularly conducts campus recruitment drives thereby providing a space where the students can apply the skills learned in order to obtain a job. The Career Guidance & Counselling Cell works to build the skills necessary for the student. This is significant since this enables the student to test the job market and also acquire experience when facing interviews and recruitment drives on campus. The college also imparts soft skills training as part of the curriculum. These skills come in a multitude of forms from interpersonal to

intrapersonal skills and are taught to students from all the departments with the paper customized to incorporate the needs of each particular department.

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

The institution's mission is to conserve the rich Indian tradition and cultivate respect for our heritage and it is active in inculcating a knowledge and love of Indian languages and culture in the students. The college is a multicultural space and the student community is multicultural and multireligious which offers an opportunity to students to learn about different Indian cultures through direct interaction with their peers. This aspect of campus life comes to the forefront when the cultural events and religious festivals are celebrated on campus. The students actively involve themselves in these events which enables them to learn about different cultural systems in India.

The college also houses a languages department which teaches Indian languages like Tamil, Hindi and Malayalam as Second Languages. The competent staff teach the students the linguistic and literary aspects of these languages along with the dynamics and intricacies of their cultural development. The significance of the Indian knowledge system and languages is taught even in non-Indian language classes like English. This can be observed from the inclusion of papers like Indian Literatures into the English syllabus with different forms of Indian literature like drama, poetry and prose in English translation are presented.

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

The syllabus, structured by the University of Madras, is grounded in ideas of outcome-based education. The outcome-based education offered at AMCAS enables the graduates to become intellectually enlightened, professionally capable, morally upright and socially committed as codified in the primary vision of the institution itself.

##### Arts:

A course in the literature stream enables the student to gain a complete exposure to world literatures and effectively develop speaking and writing skills, instrumental in securing employment in fields like content writing, advertising and teaching. A course in the various departments of commerce provides a foundation to professional courses like CA, CWA and ACS with job opportunities in sectors like banking, insurance and financial services. The business administration department offers courses that impart conceptual knowledge in functional areas like human resource, finance and marketing.

##### Science:

The Biochemistry program is designed to develop career skills that are instrumental in fields like clinical laboratory, quality control, research, medical coding and health care. The Microbiology department enables the students to develop skills related to industrial microbiology, laboratory diagnosis and pathogenic treatment methods among others. The computer science course (B.Sc.) enables the student to acquire skills necessary to become employable in fields like information technology, computer programming etc. A B.Sc. in Hotel & Catering Management opens avenues of employability in the hospitality industry. The visual communication department imparts the skills, techniques and knowledge required to have a fruitful career in the media industry.

#### 20. Distance education/online education:

The institution possesses a strong digital infrastructure that was developed in response to the lockdowns implemented during the COVID19 pandemic. Classes moved online and the digital apparatus were systematically developed to aid the staff and students in this endeavor. The college provided the staff and students with personal email IDs which could be used to access the google classroom. The staff trained themselves to create digital resources for classes that were later uploaded to the virtual classrooms. They also offered students evaluation in the online mode. Although lockdowns have been removed and offline classes are being handled, the college still maintains this online infrastructure in order to seamlessly transition to the digital mode if the need arises. Being an affiliated

institution that comes under the control of the University of Madras it does not offer courses or classes in the stream of distance education.

## Extended Profile

### 1. Programme

1.1 Number of courses offered by the institution across all programs during the year	20
---	----

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1 Number of students during the year	2159
---	------

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	785
---	-----

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 Number of outgoing/ final year students during the year	727
--	-----

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1 Number of full time teachers during the year	102
---	-----

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 Number of sanctioned posts during the year	104
---	-----

File Description	Documents
Data Template	<a href="#">View File</a>

### 4. Institution

4.1 Total number of Classrooms and Seminar halls	42
---	----

4.2 Total expenditure excluding salary during the year (INR in lakhs)	348.1
--	-------

4.3 Total number of computers on campus for academic purposes	197
--	-----

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution follows the curriculum approved by the University of Madras. During the start of each academic year, HOD's meeting will be conducted by the Principal regarding curriculum. The HODs will frame the timetable and papers will be allotted to the respective teachers. Individual teachers prepare their lesson plan for both Theory and Practical classes. The subjects are taught to the students through various teaching methodologies. To familiarize the students to the industry of their respective fields, students are taken for Industrial visits. Departments conduct guest lectures, workshops, training programs, Certificate programs, and intercollegiate events to enrich the students. During their course, students are guided for their placement through Career Guidance Cell.

Depending on the performance of the students in the internal examinations, slow learners are guided through remedial classes. Model Examinations are conducted and also previous year University questions are discussed with them.

Parents Teachers Meeting is conducted to review student's performance. Considering the necessity, counselling is imparted to the students through, professional counsellor.

A management meeting is conducted every month to discuss the achievements of the students, department activities and infrastructure developments.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf">https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf</a>

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

An academic calendar is outlined by the committee of the institution at the beginning of each academic year taking guidelines from the University calendar which contains information including Curricular, Extra & Co-curricular activities and all the National holidays. It gives the schematic view for the students, teaching & non-teaching staff, administrative staff and the management. The calendar is uploaded on the college website and the same is communicated to the students by the concerned department. Academic calendar furnishes all inevitable information like vision, mission, list of management committee members, rules and regulations of the institution and also various endowment awards & club activities. All the classes and examinations are planned as per the calendar schedule. The dates scheduled for internal exams & pre-University exams updated in college calendar.

In case of any crisis, academic calendar is modified & revised as per the directions of Principal of the Institution.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf">https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf</a>

**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**

B. Any 3 of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

121

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

### Professional Ethics

Education at AMCAS goes beyond the curriculum. Considering these aspects, the institution offers various awareness programs, guest lectures and workshops delivered by eminent experts.

### Gender

The college believes in providing a gender inclusive learning environment. Considering the concept of awareness and protection for women, clubs such as Women's Studies cell, Women Grievances and Redressal cell of the institution conduct various awareness programmes, related to women safety, entrepreneurship for women, etc.



**Human Values**

Human values are principal unit in life. A curriculum based course i.e., Value Education is offered by the university for all programmes in their final year and a few human value added subjects such as Business law, Media - Culture and Society, Corporate Governance to Ethics, Human Resource Management is included.

**Environmental sustainability**

Our institution is considered as ecofriendly campus in practicing various activities such as Recycling of waste, planting more trees etc., These activities are coordinated by students of various clubs such as NSS, YRC, Rotract, Environment club initiated by Principal and management. The university also offers a course on EVS, for all the 2nd year UG students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

13

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

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

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

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



File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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

785

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

785

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 assesses the learning levels of students by adopting different strategies. Class teachers continuously keeps track of the academic performance of the students by their performance in unit test, university end semester examinations, classroom discussions, seminars and identifies slow learners and advanced learners. In case of Slow Learners, special attention is given by counselling and mentoring. Remedial classes are conducted for slow learners after regular class hours to provide extra assistance through intensive coaching so that they can improve their academic skills.

To develop the advanced learners, faculty encourages and motivates them to perform better in academics and also provides them different platforms for their professional development. Students are advised to update from library resources. Relevant website resources are also provided for additional information and for e-books. Students are encouraged to aim for consistent performance, motivated and inspired to get university ranks. Such students are appreciated with awards and prizes. Advanced learners are motivated to participate in several intercollegiate, National and International level programmes, paper presentations, seminars, workshops etc. Workshops and internships are arranged for practical experience and to gain advanced knowledge so they can apply that knowledge in future workplaces.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1kkoEEckxd1-cqobZA00YgvTv0wKH6XsN/view?usp=share_link">https://drive.google.com/file/d/1kkoEEckxd1-cqobZA00YgvTv0wKH6XsN/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2148	102

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Teaching and learning process are directed towards achieving their goals and incorporate new knowledge, behaviors, and skills that add to their range of learning experiences. For enhancing learning experiences, the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, etc. Teaching and learning activities are made effective by these practices.

Experiential learning is adopted through

- Case Presentations
- Peer assisted Learning
- Think - Pair - Share
- Projects, research discussions
- Simulations and simulation labs
- Seminars

Interactive methods

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, Management games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics is done during the extended hours after the regular academic classes gets over.

Project methods:

As a part of the curriculum the students of MBA, MCA, BCom CS undergoes a 30 days (summer) internship and 60 days main project to a company to acquire knowledge in the fundamental and functional management areas like Accounting, Management Principles etc. The student prepares and submits a comprehensive project report based on their research work.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/16rCIOH2Lw0VkdEPQDbQLS1Gddk2HDFAn/view?usp=share_link">https://drive.google.com/file/d/16rCIOH2Lw0VkdEPQDbQLS1Gddk2HDFAn/view?usp=share_link</a>

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

Information and Communication Technology provides support to enhance and optimize the delivery of information. ICT tools make education system more productive, interesting, give more powerful instruction and able to extend the educational opportunities to masses and creating information-rich learning environment. Our Institution follows ICT enabled teaching in addition to the traditional classroom education for better learning experience. Most of the faculty use interactive teaching methods such as group discussions, seminars, and student presentation for better understanding of concepts/ technologies using ICT. The Teaching-Learning Process provides access to Digital Library, online journals; Use of LCD projectors

for seminars and workshops, following Google classroom facility to manage and post course related information, lab report submissions, assignments etc.,

The college has a library for PG students separately well equipped with books & e-books, journals & e-journals and access to NLIST lecture videos in the library, which serves as a knowledge resource. The students and faculty are motivated to register for online NPTEL Certificate courses. Specialized Computer laboratory with an internet connection has been provided to promote independent learning. Wi-Fi facility for access of internet is provided on individual laptop and mobile devices.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

88

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

50

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

1058

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

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	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1UqRnXC1Hej1hlAlxnJrI54jeY0XisGz-/view?usp=share_link">https://drive.google.com/file/d/1UqRnXC1Hej1hlAlxnJrI54jeY0XisGz-/view?usp=share_link</a>

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

The college follows its rules and guidelines regarding the internal assessment and evaluation process of performance of students. The same is communicated to the students. The internal assessment is carried out in a systematic manner. Three Internal assessment test and a model examination will be conducted and evaluated in each semester. The best out of two tests will be consolidated which includes assignments, seminars and attendance marks. All these evaluations are informed to the students. The answer scripts of class tests, internal tests and model exams are evaluated and given to students individually and suggestions to improve their performance will be given. The final internal marks will be allotted based on the scheme provided by the University of Madras. The internal marks are consolidated by the faculty in charge of the subject, counterchecked by the Head of the department and the principal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1FjnNj6P3rTq4qsBVwg3dsSh1_V12-QZ8/view?usp=share_link">https://drive.google.com/file/d/1FjnNj6P3rTq4qsBVwg3dsSh1_V12-QZ8/view?usp=share_link</a>

## 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 framed by the University of Madras are extensively posted in the college website. Principal, Head of the departments along with the teachers provide this information to students. Revised syllabus will be communicated to the principal and circulated among the students through faculty members. At the beginning of every semester, the subject teacher conveys Course Objectives (CO) and the syllabus at the introductory part of respective subjects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for	<a href="https://drive.google.com/file/d/19NXR546wijiTfiaHduSwYJq4p_StoGIn/view?usp=share_link">https://drive.google.com/file/d/19NXR546wijiTfiaHduSwYJq4p_StoGIn/view?usp=share_link</a>

Additional information	
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Institution measures programme outcomes based on course attainment level fixed by the respective programme. The programme outcomes are measured by taking the aggregate results and the average performance of all the students in the given programme. The University of Madras included, internships, institutional training, job-oriented papers, skill development courses and extra-disciplinary papers in the programmes offered and the purpose of inclusion have been fulfilled. Our college organizes guest lectures, workshops, seminars to train the students in all aspects such as proficiency in theory, practical skills, language and communication skills. The department also takes the students for industrial visits to bridge the industry and academic. All these helps in attaining the programme and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1m_g5jraqn77Szz5EIUc1X6jFAxoQ2NGS/view?usp=share_link">https://drive.google.com/file/d/1m_g5jraqn77Szz5EIUc1X6jFAxoQ2NGS/view?usp=share_link</a>

### 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

679

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1pERcHBjyeNfkDYWCye5V4jwKg2NrBBMk/view?usp=share_link">https://drive.google.com/file/d/1pERcHBjyeNfkDYWCye5V4jwKg2NrBBMk/view?usp=share_link</a>

### 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/2022/11/Satisfaction-Report-2021-22.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)	<a href="#">View File</a>

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">Nil</a>

### 3.2 - Innovation Ecosystem

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

The various departments of the college have conducted variety of programs and events for enhancing students' knowledge in their subject, current affairs & communicative skills and for creating social awareness. Subject knowledge was inculcated to the students by conducting webinars on their respective stream. Students are encouraged to participate in quizzes for gaining knowledge in current affairs and for sharing the knowledge on current issues and communicative skills for final year students are enhanced by organizing soft skill development programs. E-journals and other online journals are subscribed by the college to motivate and initiate the faculty members and students to participate in research activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

### 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)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">Nil</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 in co-ordination with NSS and other clubs. The Institution always provide support whenever there is a need for neighbourhood community. Covid-19 vaccination camp was conducted in the college campus to benefit the students, faculty members and neighbourhoods. Programmes on creating awareness on drug addiction, Social issues, environmental issues and fitness were organized by various clubs of the college in association with Chennai corporation.

File Description	Documents
------------------	-----------



Paste link for additional information	<a href="https://amcas.in/campus-life/cells-and-clubs/">https://amcas.in/campus-life/cells-and-clubs/</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

23

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

1630

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### CLASSROOMS

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

#### LABORATORY

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

#### LIBRARY FACILITY

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

#### EQUIPMENT FACILITY

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

#### COMPUTER LAB FACILITY

Computer lab facility is utilized for ICT.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1y-aRr9U79UzuK6uf9Hg2wDCb2yoxEL3R/view?usp=share_link">https://drive.google.com/file/d/1y-aRr9U79UzuK6uf9Hg2wDCb2yoxEL3R/view?usp=share_link</a>

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 courts for Volleyball and Shuttle are available
- Table tennis board is available.
- All the sports facilities are utilized by both students and faculty members

#### OTHERS

- Students Clubs such as NSS, Rotaract, Red Ribbon, Women's Cell, Nature Club are very active. Students regularly involve in organizing many camps and awareness programs like blood donation, cleaning drives, tree plantation and other social service activities.
- Soft skill programme for improving communication skills
- Regular health check-up and eye check-up for students
- Women hygiene and health awareness visits exclusively for girls students
- Public speaking, Personality Development Workshops to enhance Capacity Building Skills

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/14JYS0KOWIbyLPPCQ0PkOf01My260RS_U/view?usp=share_link">https://drive.google.com/file/d/14JYS0KOWIbyLPPCQ0PkOf01My260RS_U/view?usp=share_link</a>

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

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/spreadsheets/d/1P-LUjEpBUUnqImUPoeerJOZ6UHvtCfcp/edit?usp=share_link&amp;ouid=104923599583676717956&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1P-LUjEpBUUnqImUPoeerJOZ6UHvtCfcp/edit?usp=share_link&amp;ouid=104923599583676717956&amp;rtpof=true&amp;sd=true</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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)

2.7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>

Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
---	---------------------------

#### 4.2 - Library as a Learning Resource

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

Name of ILMS Software : IMPRESERP

Nature of Automation : Fully

Version : LIPSINET 5.0

Year of Automation : 2017

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/file/d/1vbDL81btHHqEH2PmkfQqvfhS8qfZmDny/view?usp=share_link">https://drive.google.com/file/d/1vbDL81btHHqEH2PmkfQqvfhS8qfZmDny/view?usp=share_link</a>

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

##### 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)

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

##### 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

53

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Institution updates its I.T. facilities on a regular basis on need base.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1iQ4BJQ3SFXkr9GXJ-rleNSJe3gsYzXM3/view?usp=share_link">https://drive.google.com/file/d/1iQ4BJQ3SFXkr9GXJ-rleNSJe3gsYzXM3/view?usp=share_link</a>

#### 4.3.2 - Number of Computers

197

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A.  $\geq$  50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

32.3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

- The annual maintenance of systems and related components are done by HBM Technologies, Chennai.

- Once in a year, the institution takes up the calibration and other precision measures for the laboratory equipment and instruments.

- Periodical maintenance and servicing is done by licensed service engineers.

- Uninterrupted power supply is maintained through generators at times of power failures.

- The sensitive equipment for research purpose are maintained in separate instrumentation lab

- Instruments are calibrated and placed carefully in the allocated spaces in the laboratory

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1ZP-G1-2fmqqZ6YjkY_8BPv2lKQz9bQ2S/view?usp=share_link">https://drive.google.com/file/d/1ZP-G1-2fmqqZ6YjkY_8BPv2lKQz9bQ2S/view?usp=share_link</a>

## 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**

189

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

**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**

3

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

**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**

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="https://amcas.in/wp-content/uploads/2022/12/skill-development.pdf">https://amcas.in/wp-content/uploads/2022/12/skill-development.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

782	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
782	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	
44	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
82	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
2	



File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**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 promotes students participation in all the curricular, co-curricular and extracurricular activities. Students actively involve themselves in all the programmes organised by the departments and various clubs. The clubs like YRC, Rotaract, Citizen Consumer Club, National Service Scheme etc., have committees which include student as office bearers and faculty as advisors. Students Council which includes representatives from all the departments take up the responsibility of organising mega cultural and literary events.*

File Description	Documents
Paste link for additional information	<a href="https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg">https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg</a>
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 college alumni association is actively involved. Graduates contribute significantly to the academic community through knowledge sharing and to the non-academic community through sponsors.. Alumni participated in IAQAC meetings as stakeholders and shared experiences about industry expectations that help the institution to bring into the competency-based course and training to make students industry-ready. Our alumni stay connected to their alma mater by participating and contributing to various academic activities such as serving as a resource person for conferences, guest lectures, alumni talk, judges in various intra-departmental technical events which happen throughout the academic year.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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	<a href="https://amcas.in/about-amcas/vision-and-mission/">https://amcas.in/about-amcas/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

#### DECENTRALIZATION

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

#### PARTICIPATIVE MANAGEMENT:

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

File Description	Documents
Paste link for additional information	<a href="https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg">https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

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

1. Monitoring students performance through

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

1. Monitoring the faculty process through

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

1. Addressing issues of individual student

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

1. Industry Interaction:

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

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf">https://amcas.in/wp-content/uploads/2022/10/AMCAS-calendar-2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

File Description	Documents
------------------	-----------

Paste link for additional information	<a href="https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg">https://amcas.in/wp-content/uploads/2022/12/Organogram-Academics-1-1.jpg</a>
Link to Organogram of the institution webpage	<a href="https://amcas.in/wp-content/uploads/2022/12/Organogram-Administration1-2.jpg">https://amcas.in/wp-content/uploads/2022/12/Organogram-Administration1-2.jpg</a>
Upload any additional information	<a href="#">View File</a>

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

C. Any 2 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

##### Provident Fund

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

##### Festival Advance

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

##### 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	<a href="https://drive.google.com/file/d/1p09sMt9t09CSnirXZZkjOcIddKaco9tl/view?usp=share_link">https://drive.google.com/file/d/1p09sMt9t09CSnirXZZkjOcIddKaco9tl/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>
<b>6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</b>	
<b>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</b>	
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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>
<b>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.)</b>	
<b>6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</b>	
4	
File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>
<b>6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff</b>	
<p>The performance of the teaching staff is evaluated based on the academic results, student's feedback and H.O.D.'s recommendation.</p> <p>The performance of the non-teaching staff is appraised every year by the immediate supervisor.</p>	
File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1m2irggLYotTd1Ope0T9rF_E6ePqKTRa6/view?usp=share_link">https://drive.google.com/file/d/1m2irggLYotTd1Ope0T9rF_E6ePqKTRa6/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>
<b>6.4 - Financial Management and Resource Mobilization</b>	

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	<a href="https://drive.google.com/file/d/1Tc_MwTPLOPTYArV8DemnX6s3jBX0hZsX/view?usp=share_link">https://drive.google.com/file/d/1Tc_MwTPLOPTYArV8DemnX6s3jBX0hZsX/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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)	<a href="#">View File</a>

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

Source of Income:

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

Optimal utilization of Resources

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

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



Maintenance, social welfare activities, convocation and other annual function etc.

- Funds are utilized to pay Staff salaries, Provident fund and travelling expenses etc.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1CO1FD0gWawegkhWH0IX0mdjTfyBgrXac/view?usp=share_link">https://drive.google.com/file/d/1CO1FD0gWawegkhWH0IX0mdjTfyBgrXac/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

## 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 Institution embraced quality initiatives on innovative in comprehensive education and its implementation through the Internal Quality Assurance Cell.
- Incepted in the year 2004, IQAC of Asan Memorial College of Arts and Science actively involves in the quality improvement in various dimensions of the institution.
- To develop quality education, the IQAC conducts various activities like FDP, Workshops and Seminars.
- Training sessions are organized to facilitate the faculty members to prepare for UGC-NET and SLET exams.
- Documentation of the various programs/activities leading to quality improvement.
- The Minutes of the meetings of the IQAC, students satisfaction survey, best practices of the institution, Policy documents, Feedback analysis etc., are documented and uploaded in the institutional website to ensure transparency and assure quality education.
- Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters is submitted to NAAC every year.

File Description	Documents
Paste link for additional information	<a href="https://amcas.in/iqac/about-iqac/">https://amcas.in/iqac/about-iqac/</a>
Upload any additional information	<a href="#">View File</a>

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

- The IQAC constantly reviews and monitor the quality of the teaching learning process.
- The academic calendar is prepared and displayed in website of the college for every academic year. A copy of the calendar is circulated among the students. The calendar provides guidelines to students and teachers.
- All the faculty members maintains lesson plan in a standardised format covering the objectives, topics taken on the scheduled time period, teaching aids etc.,
- IQAC organises induction programme for the new students to understand the philosophy of the institution, teaching-learning process, continuous evaluation system, discipline and culture of the institution.
- IQAC organises remedial classes to support weak students
- Feedback mechanism has been incorporated to collect feedback from various stakeholders and the same is analysed. Based on the analysis, corrective action has been initiated wherever necessary..

File Description	Documents
------------------	-----------

Paste link for additional information	<a href="https://amcas.in/iqac/feedback-analysis/">https://amcas.in/iqac/feedback-analysis/</a>
Upload any additional information	<a href="#">View File</a>
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	<a href="https://amcas.in/wp-content/uploads/2022/12/Annual-Reportt-2021-22.pdf">https://amcas.in/wp-content/uploads/2022/12/Annual-Reportt-2021-22.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The Department of English offers an elective paper entitled Women Studies to the final year students to examine the question of gender along with the intersectionality of caste, class, race etc. The Women's Studies Cell organised Asan Mahila the annual Women's Day Celebrations on 8 th March, open to all the women students and staff of the college. The highlight of the programme is the Asan Mahila Awards, which honours women achievers from every field. The Grievance Redressal Cell is a nodal body designated to address the grievances and concerns of the students and staff related to the sexual or any other forms of physical and emotional harassment. In the following years, the institution plans to: • Conduct more women-centric activities under the Women's Studies Cell and Clubs • Workshops on Yoga, Health and Fitness and Self- Defence are to be organised • Workshop on Women Entrepreneur Skill Enhancement along with Mahila Bazaar.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1uz5GPhzu9LDF1KdoP9V2b7wzEejcr8Pu/view?usp=share_link">https://drive.google.com/file/d/1uz5GPhzu9LDF1KdoP9V2b7wzEejcr8Pu/view?usp=share_link</a>
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	<a href="https://drive.google.com/file/d/1wjBk_qtQaAlFxgbrQ4E2e8PRPS6N16Y3/view?usp=share_link">https://drive.google.com/file/d/1wjBk_qtQaAlFxgbrQ4E2e8PRPS6N16Y3/view?usp=share_link</a>

relevant information
----------------------

**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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

#### Solid Waste Management

The Hotel and Catering Management Department produces huge amounts of solid waste in the form of left-over food and remains of vegetables and meat from its kitchen. First, the waste is segregated and only the biodegradable waste is treated in composting pits. The Biogas Plant decomposes the solid waste. The biogas produced from food waste is used as fuel for cooking. Thus the waste material is disposed efficiently without any odour or breeding of insects and flies. In addition, the digested slurry from the biogas unit is used as organic manure in the garden.

#### Liquid Waste Management

The domestic waste water generated from toilets, washing and cleaning from the laboratories are treated by an appropriate technology. A functional sewage treatment plant (STP) to treat waste water is located at the rear of our college campus. The treated water is extensively used to maintain the lawn and for watering the trees and plants inside the campus. Periodical maintenance is done to the STP, and it is routinely inspected to prevent de-sludging and blockages at the inlet or outlet.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

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

**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).**

Education built on a firm system of values and ethics provides a sturdy foundation and support for the holistic development of an individual. Our institution upholds the three pillars of Values: Respect, Integrity and Purity.

**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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

At Asan Memorial College of Arts a& Science, we believe in giving holistic education to the students, including sensitizing students on our constitutional rights, values, duties and responsibilities.

The vision of the college is to educate students to be morally upright and socially committed. 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. As a part of it our college celebrates India's Republic Day every year.

The college offers elective papers on EVS and Value Education with a focus on environmental consciousness and the constitutional duties and rights of citizens. The institution encourages students to be a part of NSS and Rotaract Clubs with a community consciousness.

The relationship between language and culture is a complex one. At AMCAS all national languages are treated equally. P.Vijayanandan from the Department of Visual Communication won the first prize with a cash prize of Rs.25000 in the painting competition conducted by the Central Institute of Classical Tamil Studies as part of the event "World Mother Language Day Festival" held on 21.02.2022

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1bCf4xk_wGJX4p4n10FeO6tekLfHec21h/view?usp=share_link">https://drive.google.com/file/d/1bCf4xk_wGJX4p4n10FeO6tekLfHec21h/view?usp=share_link</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1RcgOrSwrbo4lOX3XL--WtegNTdL4xPRa/view?usp=share_link">https://drive.google.com/file/d/1RcgOrSwrbo4lOX3XL--WtegNTdL4xPRa/view?usp=share_link</a>

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The Institution celebrates National and International days, events and festivals. All National festivals are celebrated with great enthusiasm to instil patriotic attitude and solidarity in the minds of students. The staff and students of the college come together to celebrate Republic Day and Independence Day every year. A special invitee addresses the students on the importance of these occasions. The flag hoisting is followed by the rendering of patriotic songs and an inspiring speech with a message on the relevance of the day for today's youth, both in Tamil and English.

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 as paying tribute to their contribution tree saplings will be planted in their memory.

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 in our campus.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.2 - Best Practices

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

1. Community Outreach Services

2. Career Guidance and Counselling

File Description	Documents
Best practices in the Institutional website	<a href="https://amcas.in/wp-content/uploads/2022/12/Best-Practices-5.pdf">https://amcas.in/wp-content/uploads/2022/12/Best-Practices-5.pdf</a>
Any other relevant information	<a href="https://amcas.in/wp-content/uploads/2022/12/Best-Practices-6.pdf">https://amcas.in/wp-content/uploads/2022/12/Best-Practices-6.pdf</a>

### 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 stands apart as a linguistic minority institution functioning with a noble cause of serving the student community.
- The vision of inclusive education is nurturing the students with the ideology of embracing diversity of cultures, languages and religions.
- The institution recognizes the achievements of different personalities by giving awards on various occasions, offering living icons of success for the students to emulate.
- The institutional distinctiveness is reflected in the annual Onam & Pongal celebrations in the campus. Competitions for students are organised lending the campus festive

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- The post-pandemic world calls for a transformation in skills requirements such as those related to IT, entrepreneurship and research. IQAC intends to conduct activities that will help students and staff develop these skills.
- The New Education Policy seeks to reform higher education in a way that has never been done before. IQAC aspires that the college is better prepared for implementing NEP. An NEP committee is to be formed at the college to discuss the same.
- The need of the hour is to develop more formal links with other colleges through Academic Collaboration and with the industry through MoUs to improve knowledge transfer. The institution will focus its efforts in this direction.
- Following the success of the 25th year celebrations of the institution, it is proposed to organise a mega cultural festival in the campus.
- The institution will work towards organising a National Level Seminar on current trends in teaching and research for all the departments.
- The Career Guidance and Counselling Cell is to actively work with the Placement Cell to improve the career opportunities of the students.
- It is proposed to introduce a new UG Course on B. Sc. Psychology.