



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Hindusthan College of Arts & Science (Autonomous)
• Name of the Head of the institution	Dr. A Ponnusamy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04224440500
• Alternate phone No.	04224440555
• Mobile No. (Principal)	8012755001
• Registered e-mail ID (Principal)	hicasprincipal@hindusthan.net
• Address	Hindusthan Gardens, Behind Nava India,
• City/Town	Coimbatore
• State/UT	Tamilnadu
• Pin Code	641028
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	16/06/2016
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Self-financing</b>				
• Name of the IQAC Co-ordinator/Director	<b>Dr. R Rajesh</b>				
• Phone No.	<b>04224440555</b>				
• Mobile No:	<b>9843587777</b>				
• IQAC e-mail ID	<b>iqac@hindusthan.net</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://hicas.ac.in/iqac-2021">https://hicas.ac.in/iqac-2021</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hicas.ac.in/files/Hicas-HandBook-2020-2021.pdf#page=52">https://www.hicas.ac.in/files/Hicas-HandBook-2020-2021.pdf#page=52</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.75</b>	<b>2014</b>	<b>05/05/2014</b>	<b>31/12/2021</b>
<b>6.Date of Establishment of IQAC</b>			<b>28/05/2014</b>		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
<b>Biotechnology, Microbiology, Computer Science, Mathematics</b>	<b>DBT STAR College, Strengthening of UG Components</b>	<b>Department of Biotechnology, Ministry of Science and Technology, New Delhi</b>	<b>02/03/2021</b>	<b>13,22,864</b>	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>*) As part of the Global Immersion Programme the students of the Department of Management Studies, Department of Microbiology and Department of Biotechnology attended virtual mode collaborative programmes organized in association with AIMST University, Malaysia and Berjaya TVET College, Malaysia *) Students were encouraged to register and complete online courses through IIT Bombay Spoken Tutorials, during 2020-21 and 17208 certificates were distributed to the students, who completed the courses. *) The students and staff were encouraged to register and complete courses through Coursera, as a result of which 20,094 certificates were received after completing various courses through Coursera. *) Undergraduate Programmes in Physics and Food Processing Technology were introduced during the Academic Year *) Introduction of LOCF based Curriculum across all UG and PG Programmes *) Our College was recertified with ISO 9001-2015 certification to reiterate the quality aspects of the Institution *) Faculty Development Programmes on various topics were conducted to enhance the teaching learning process.</p>		
<b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>		

Plan of Action	Achievements/Outcomes
<p>Initiatives for ICT-enabled Teaching Learning Process</p>	<p>Effectively deployment of ICT enabled Teaching Learning Process during the COVID-19 Pandemic period in the Teaching Learning Process. Online Classes were conducted through G-Suite was effectively conducted.</p>
<p>Curriculum Development</p>	<p>Introduction of LOCF based Curriculum across all UG and PG Programmes from the academic year 2020-2021.</p>
<p>Development of e-contents</p>	<p>Faculty Members of our college have developed numerous e-contents and these have been uploaded in the college website.</p>
<p>Research Publications</p>	<p>Research papers published in prominent Journals indexed in Scopus, Web of Science and notified on UGC website: - 155</p>
<p>Online Courses Completion</p>	<p>Students were encouraged to register and complete online courses through IIT Bombay Spoken Tutorials: During 2020-21 and 17208 certificates were distributed to the students, who completed the courses. Coursera: 20,094 certificates were received by the students and staff after completing various courses through Coursera edX: 1337 students have registered under edX Online courses and 1641 certificates have been received by them. NPTEL:50 students enrolled and 24 completed the course. NASSCOM: 5066 students received NASSCOM certificates. ICT Academy: In skill edge programme 1438 students have registered out of which 436 students have</p>

	<p>completed and each of them cleared 7 certificate courses.</p> <p>ICT Academy: In Learnathon event, 643 students have registered out of which 435 students completed and each of them cleared 5 certificate courses.</p>
Professional development / Administrative Training Programmes	58 Professional development / Administrative Training Programmes were organized for Teaching & Non-teaching by the institution.
International Collaborative Activities	Global Immersion Programme: As a result of the MOUs with various Foreign Educational Institutions. Global Immersion Programmes were organized for the students in which the students from the Department of Management studies, Department of Microbiology and Department of Biotechnology attended virtual mode Global Immersion Programme organized by AIMST University, Malaysia and Berjaya TVET College, Malaysia.
ISO Recertification	Our College was recertified with ISO 9001-2015 certification to reiterate the quality aspects of the Institution
Participation in National / International Conferences/Seminars	209 participation and paper presentation by our college faculty members in various National / International Conferences/Seminars
<b>13. Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name of the statutory body	Date of meeting(s)
Governing Body	13/10/2020

<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
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- Year

Year	Date of Submission
2020-2021	14/02/2022

### 15. Multidisciplinary / interdisciplinary

The institution is moving towards implementing the National Educational Policy 2020 (NEP 2020). In view of the several developmental changes suggested in the NEP, the following initiatives are taken with regard to Multidisciplinary/interdisciplinary approach. To prepare our students to be industry ready, the college has introduced industry integrated programmes. The integrated programmes such as B.Sc., Computer Science with Cognitive System, B.Voc., in Graphic Design, B.Com (Professional Accounting) were introduced in association with TCS, MAAC and ACCA respectively. The college is also associated with IBM, Microsoft and Google and introduced Industry Integrated Courses in the disciplines of computer science such as B.Sc., Computer Science, BCA, B.Sc., (Computer Technology) and B.Sc., (Information Technology) for enhancing the competency of the students. Further, 13 Core Elective papers were introduced in MBA Programme to provide multi-disciplinary knowledge. 14 Open Electives are also offered in the UG Programmes for enabling students to possess multidisciplinary knowledge. Apart from this, the departments also offer interdisciplinary courses to the students of other departments. The DBT recognized our college under DBT Star Scheme involving 4 departments viz., Biotechnology, Microbiology, Mathematics and Computer Science. Through this scheme, various activities were conducted to promote academic and research engagements as a part of multidisciplinary/interdisciplinary approach. The college also regularly organizes Conferences, seminars, and workshops in order to encourage interdisciplinary approach. The Management is running multi-specialty hospitals and engineering colleges through which the college is engaging in multi-disciplinary research in the area of Herbal Drugs Formulation, Food processing and preservation, etc., which leads to solving the local community issues. The College is

planning to offer flexible curriculum that enables multiple entry and exit in the future by appropriately revising the regulations.

#### **16.Academic bank of credits (ABC):**

The institution is waiting for the approval of the State Government and initiative from the affiliating University for registration under the ABC. The college is getting ready towards digitalizing the certificates of students for uploading in the ABC portal. As suggested in the National Education Policy 2020 (NEP 2020), the students will be given freedom to study in any institution across the country at their choice. To enable the credit transfer and joint degrees through collaborations and internationalization of its education, the college has signed MOUs with Indian Universities and 6 Foreign Universities. For the effective implementation of the above, the college has flexible choice based credit system and Outcome Based Education in its regulations. Further, the credits earned by the students in the online portal like NPTEL, SWAYAM, COURSERA, UDEMY, SPOKEN TUTORIAL etc., are considered for award of degree, as approved by the Academic Council. The college is taking steps to move towards the above process in order to be viable for implementation from the academic year 2022-2023.

#### **17.Skill development:**

The college has introduced several courses for skill development of the students. Skill development consist of enhancement of competency skills and employability skills. In order to enhance the competency skills in line with National Skills Qualifications Framework (NSQF), 24 courses are offered in UG programmes covering Skill Enhancement Courses (SEC), Ability Enhancement Compulsory Courses (AECC) and Ability Enhancement Electives (AEE). Whereas 13 courses are offered in PG programmes covering Skill Enhancement Courses (SEC) and Ability Enhancement Electives (AEE). To focus on providing employability skills, the college offers 152 value added and vocational courses for UG and PG programmes. Also, the college has introduced B.Voc., course (under UGC special scheme) in Graphic Design as an initiative to promote the vocational education. The value added courses and vocational courses are introduced mainly for enhancing the employability of the students. Industry Veterans from IBM, MAAC, CII, Microsoft and TCS are engaged in providing vocational skills in various programmes such as B.Sc Computer Science, B.Sc Information Technology, B.Sc Computer Technology, BCA, BBA Logistics, B.Voc, B.Sc Computer Science with Cognitive System, B.Sc Visual Communication and B.Sc Animation and Visual Effects. The college also, through Corporate Relations Team (CRT), conducts mock interviews and pre-placement training as a part of skill development

programme.

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

For integration of Indian Knowledge System, the college offers teaching of Indian languages such as Tamil, Malayalam and Hindi under Part I of the syllabi of the undergraduate programmes. All the three courses are unique in nature and the coverage of syllabus for teaching is comprehensive and exhaustive in nature and are given equal importance. The syllabus for these three courses are prepared in such a way that the content exhibits not only literary aspects but also lessons for life. The teachers integrate Indian knowledge system through teaching by way of storytelling and poetry. The departments have prepared the syllabus which covers not only subjects of core value but also culture values. The teachers teach the value system that exist in Indian tradition and social life. In this context, the departments organize exhibitions where in the items, materials etc., used by our ancestors are displayed. The students are also given knowledge about heritage through participation in heritage tours to the places of historical importance. The college is conducting cultural events regularly in order to inculcate cultural and social values in the minds of students. Further, the college also organises regional level cultural events for exhibiting the talents of students and for providing opportunities for students to learn cultural system of the respective region. To promote integration of Indian knowledge system, the college uses the knowledge centre of IIT Bombay through which several students have registered and completed online courses. Regular yoga classes are conducted in our college and further they are also conducted through online. For the benefit of students who hail from remote villages and undergone vernacular medium of study till class 12 education, the college provides class room delivery in bilingual mode.

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

The college has introduced Outcome Based Education (OBE) from the academic year 2020-2021, which is a student-centered learning model, that gives prominence to what should be attained by the students on the completion of the programmes. The teacher and the learner have a clear understanding of the objectives to be achieved at each level, leading to the students' progression. It focuses on measuring student performance i.e. outcomes at different levels based on graduate attributes. The graduate attributes define the characteristics of a student's degree programme(s), and describe a set of characteristics/competencies that are transferable beyond



study of a particular subject. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum, the experiences of the college and process of critical and reflective thinking. The Programme Outcomes (POs) and Course Outcomes (COs) are derived to achieve Graduate Attributes. Programme Educational Objectives (PEOs) and Programme Outcomes are framed based on the skills and knowledge that the student is expected to achieve in the respective programmes. Course Outcomes are designed based on the knowledge that the student is expected to gain, and the ability to apply the knowledge gained at the end of a particular course. The Course Outcomes (COs) are mapped with Programme Outcomes. Clearly drafted COs of each course will be correlated to the defined POs of the particular programme, which encompass the Graduate Attributes, Vision and Mission of the college. The Learning Outcome based Curriculum Framework (LOCF) is based on the premise that every student and graduate is unique. Each student or graduate has his/her own characteristics in terms of previous learning levels and experiences, life experiences, learning styles and approaches to future career related actions. The graduate attributes reflect disciplinary knowledge and understanding, generic skills, including global competencies, which all students in different academic fields of study should acquire/attain and demonstrate.

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

The college serves as Learner Support Centre (LSC) for Bharathiar University which permits admission of students in various courses of distance education. The college is authorized to conduct classes for students admitted in distance education programmes. Also, it serves as coordinating centre between University and the students. The students are admitted and studying various courses of distance education of Bharathiar University. The college is also serving as distance education centre for Bharathidasan University and University of Madras. The college is also serving as resource centre for Annamalai University by conducting contact classes for distance education students and examination for the same. The students admitted in PG programme of our college are encouraged to opt for additional PG programme of these Universities under distance education mode. The college, through this way, engage the students in a productive manner and keep themselves in knowledge development and in the enhancement of their competencies.

## **Extended Profile**

### **1.Programme**

1.1

42

Number of programmes offered during the year:

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

## 2.Student

2.1 **8218**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 **2988**

Number of outgoing / final year students during the year:

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

2.3 **7808**

Number of students who appeared for the examinations conducted by the institution during the year:

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

## 3.Academic

3.1 **1861**

Number of courses in all programmes during the year:

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

3.2 **353**

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1	<b>42</b>
Number of programmes offered during the year:	

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

### 2. Student

2.1	<b>8218</b>
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2	<b>2988</b>
Number of outgoing / final year students during the year:	

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

2.3	<b>7808</b>
Number of students who appeared for the examinations conducted by the institution during the year:	

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

### 3. Academic

3.1	<b>1861</b>
Number of courses in all programmes during the year:	

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

3.2	353
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	353
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	1239
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	192
Total number of Classrooms and Seminar halls	
4.3	1488
Total number of computers on campus for academic purposes	
4.4	1546.49
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curricula developed and adopted by the college have relevance to the regional, national, global developmental needs with learning objectives and outcomes at both programme and course levels.

For the academic year 2020-2021, Outcome-based education(OBE)

system was brought into effect where each student can accomplish the goal of the outcome while they are completing their course.

The curricula developed will excel the students in acquiring various skills such as are Communication and interpersonal skills, Assertiveness and equanimity, Creative thinking and critical thinking, decision-making and problem-solving, Self-awareness, empathy, etc.

Internship/Institutional training, as well as Mini project and project work included in the curriculum are strengthening components of both UG and PG curriculum for unleashing the research potential of students for journal reviews, thesis writing.

Value added courses provides value addition to the existing courses in terms of its strength and applications where as online courses are offered in collaboration with different National and International online platforms such as NPTEL, SWAYAM, Coursera, IIT Bombay, TCS, etc., to support students to go and find unlimited possibilities of learning beyond any scopes confined.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf">https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

42

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

889

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

176

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

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

42

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution has a strong belief and conviction on socio-

cultural issues and hence adopted the same in the curriculum and teaching pedagogy. It has always focused on issues like disparity in Gender, Community, Caste existence, Sustainable Environment, Human values, and Professional ethics which are included in the curriculum to create awareness, adopt, exercise, and discharge in the greatest interests of the environment and society.

#### Gender issues

Various issues relating to gender sensitization are a part of the curriculum in many courses and are discussed in various facets which include Gender Equality, addressing the issues relating to Women & Children, Role of the National Commission for Women, Human Rights Issues relating to Women and Children, Social Legislation relating to Women and Children, etc.

#### Environment and Sustainability

Course on Environmental Studies is offered in line with the recommendation from UGC and Bharathiar University. Students are enlightened over the issues about environmental protection, conservation, and self-sustenance, etc.

#### Human Values and Professional Ethics:

Value Education - Human Rights is offered as a compulsory paper in the curriculum with two credits in which, apart from classroom activities students can attend guest lectures, seminars, etc., organized to guide the virtues to reckon the human element.

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

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

148

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.3 - Number of students enrolled in the courses under 1.3.2 above****16375**

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.4 - Number of students undertaking field work/projects/ internships / student projects****2667**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**     **A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.hicas.ac.in/files/Feedback-Analysis-Report.pdf">https://www.hicas.ac.in/files/Feedback-Analysis-Report.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



### 1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.hicas.ac.in/feedback-analysis">https://www.hicas.ac.in/feedback-analysis</a>
Any additional information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

3069

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 reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1239

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 students' learning levels and organises special programmes for both slow and advanced learners.

Learning levels for Identification of advanced learners and slow learners

The learning levels are assessed based on the following steps

1. Assessing the students' performance in class room listening

and interaction on the subject

2. Assessing the student performance in IE Examination
3. Assessing the students' performance in EE .

On the basis of the performance in the above, slow learners and advanced learners are identified.

#### Bridge Course

The department identifies cross discipline students and conducts bridge course to equip them in the programme without any gap in the learning process. The course is conducted at the beginning of their academic year.

#### Remedial Course

The College conducts remedial courses for Slow learners. The outcome of the remedial course is to encourage the slow learners to be more participative in the classroom, to improve their performance in the examinations and to actively involve in various academic and self-development activities.

#### Advanced learners

Advanced Learners are encouraged to complete courses in NPTEL / SWAYAM platforms, Coursera, Edx, through the college. They are motivated to present papers in National/ International Seminars/ Conferences enabling them to enhance their competency level. Extra Credit is offered for them on completion of the courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/hicas-clubs-2022">https://hicas.ac.in/hicas-clubs-2022</a>

#### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/08/2020	8218	353

File Description	Documents
Upload 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:

Student centric methods are deployed to provide an enhanced learning experience through effective use of teaching methodology which are innovative and creative.

### Experiential learning

Experiential learning is implemented through Field work, Industrial visit and internships that are arranged for the students to have a real time experience of understanding the working nature of the organization.

### Participative learning

With a view to make the students to actively involve themselves in learning process, several activities are conducted by various departments of the college, which make the learners to learn through participation in Google Classroom, Kahoot ,e-learning resources, e - tutorials, spoken tutorials, Video lectures, Language Lab, PowerPoint presentation, Webinars, Case Studies, Poster Presentation, Portfolio Preparation, Album Production, Drama, Debates, Role Plays.

### Problem solving methodologies

Workshops are conducted by the departments for the students with a view to encourage them to be more creative, innovative and bring out ideas and nurture them to enhance their problem solving skills. The project work assigned to the students involves problem identification, statement of the problem, methodology etc., that help them to develop problem solving technique and suggest for alternative course of action by means of strategic approach and methodology.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.hicas.ac.in/gallery">https://www.hicas.ac.in/gallery</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and

learning

The college is very particular and focused towards using ICT by the teachers for many years. The teachers are encouraged to use the online resources as the tools for ICT-enabled teaching learning process. They have access to N-LIST/INFLIBNET e-books and e-journals, National Digital Library, SWAYAM-NPTEL platforms. The college has a digital library with access to many e-resources. The college has learning management system for improving the effectiveness of teaching learning.

Documentary Videos, other related videos are also screened for the students. E-content has been developed and uploaded in YouTube for the benefit of the students. Department wise Faculty development programmes were conducted to train the staff members to use a variety of online tools and e-contents in their teaching process. The tools include Google Classroom, Kahoot, Hot Potato, Quizizz, Quizlet, Edmodo, Socrative, Animoto, Canva, Mentimeter. Faculty members update their knowledge for improving the teaching learning process through registering and clearing online courses on MOOC like NPTEL, Swayam, Coursera and Edx.

In addition to the above, each and every department has created Department blogs where presentations and additional reading materials are uploaded. This has enabled the students to access the reading materials anytime and anywhere.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.hicas.ac.in/e-resources">https://www.hicas.ac.in/e-resources</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

349

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### Academic Calendar

The academic calendar highlights the plan of academic events to be carried out during the academic year. It enables the departments to plan various activities to be carried out in the academic year.

The calendar contains the Vision and Mission ,Tamil Thai Vazhthu, National Anthem, History of the College, Board of Trustees & Governing Body, IQAC, Programmes offered (UG & PG), Programmes offered( Research), list of departments and faculty members, Procedure for Admission to UG/PG programmes, Rules and Regulations of the college, Library rules, about hostels and general rules of hostels, Day order system, Periodical test, Tutorial system, Examinations and examination related informations etc.,

#### The Teaching Plan

The Department prepares the timetable and it is circulated to the department faculty members to confirm their individual time table. In line with the academic calendar and their individual timetable, the faculty members prepare the lesson plan for the courses assigned to them before the commencement of each semester and the lesson plans are submitted for approval of the principal through Head of the department. In due course, the HoDs monitor the progress of the teaching work of the faculty members to ensure the adherence of their lesson plan

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<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

353

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

153

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

3737

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

16

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

21

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

#### Examination Procedures

The Principal (Chief Controller of Examinations) and Controller of Examinations (COE) form an Examination committee to support and conduct the Continuous Internal Assessment (CIA) examinations and End Semester Examinations (ESE).

#### IT integration and Reforms in the Examination Procedures and Processes

Course wise student data base entry, exam application generation are carried out through examination software. Once the candidates are registered, in view of the IT integration process, the exam software automatically does the following :

- Examination application
- Online payment of exam fee
- Hall ticket with photo identity
- Examination time table
- Seating plan

- Schedule of distribution of question paper
- Attendance and absentees statement
- Assigning of dummy numbers
- Scanning of OMR mark statement after valuation
- Publication of result

### Continuous Internal Assessment System (CIA System)

The CIA System is followed in UG programme, Diploma programme and PG programme scrupulously. In the case of UG, Diploma and PG programme 30 and 40 marks are assigned for theory and practical courses respectively as marks for CIA. IT Integration enabled introduction of various new methods and procedures which resulted in considerable improvements in the Examination Management Systems (EMS) and reforms in the examination process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/C2/2.5/2.5.3/SoftwareAutomationManual.pdf">https://naac.hicas.ac.in/C2/2.5/2.5.3/SoftwareAutomationManual.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

### Programme and Course outcome

Framing of Outcomes in Outcome Based Education (OBE) is a student-centered learning model, implemented from the academic year 2020-2021 that gives prominence to what should be attained by the students on the completion of the programmes.

The Programme Outcomes (POs) and Course Outcomes (COs) are derived to achieve Graduate Attributes that help in attaining the vision and mission of the college. Programme Educational Objectives (PEOs) and Programme Outcomes are framed based on the skills and knowledge that the student is expected to achieve in the respective programmes. Course Outcomes are designed based on the knowledge that the student is expected to gain, and the ability to apply the knowledge gained at the end of a particular course.

### Mechanism of Communication



The Graduate Attributes of the institution are disseminated through College website, Management Information System and through display boards in prominent places. The details of PEOs, POs and COs are communicated to the faculty members by the Heads in the department in the meetings specifically organized for this purpose. PEOs and POs are disseminated to the students through the tutors at the time of commencement of the programme and during orientation programme organized by the department

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf">https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf</a>

#### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college offers various programmes with clearly defined outcomes. Programme Educational Objectives (PEOs), Programme Outcomes (POs) and Course Outcomes (COs) are related to each other. The effectiveness of this correlation is validated by a systematic process of collecting and evaluating data on Programme Outcomes and Course Outcomes. The calculation of level of attainment of Programme Outcomes is done by mapping the CO and PO matrix. The measurement of Course Outcome using direct method for the batch admitted in 2020 is derived from the marks scored by students in CIA examinations, model and end-semester examinations and other components for UG and PG programmes. Course Outcome Measurement is made through direct and indirect methods.

##### Direct Method to measure the Course Outcomes

The course instructors get to know the targets for course attainment and with which Questions are set at the appropriate Bloom's levels for internal, Model and end-semester examination. Internal tests and model exams are conducted along with assignment, seminars and quiz at different knowledge levels to cover the CO's under direct mode of assessment.

##### Attainment of Programme Outcome (PO)

The attainment of Programme Outcome for the PG students will be analyzed by 2022 and for the UG Programmes by 2023.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://naac.hicas.ac.in/C2/2.6/2.6.3/Annual_Report_2020-2021.PDF">https://naac.hicas.ac.in/C2/2.6/2.6.3/Annual_Report_2020-2021.PDF</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://naac.hicas.ac.in/C2/2.7/Student\\_Feedback\\_Analysis.pdf](https://naac.hicas.ac.in/C2/2.7/Student_Feedback_Analysis.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Teaching and research are essential activities and both faculty and students benefit enormously by involving in hands on research experiences. Research Coordination Committee has been actively

involved to guide and direct, provide momentum to improve research activity in the institution. The Committee discusses and communicates the needs or problems related to the research environment in the college to the Principal and the Management. The College has well defined Research policy which fosters research culture among students and faculty.

Inter Institutional tie-ups with foreign Universities and neighboring Institutions to facilitate research activities. Productive collaborations in research, internships, short term projects and Industrial visits are encouraged. Under the DBT STAR College Scheme, undergraduate research is encouraged in the form of mini projects. Innovative concepts are taken to the next level of publication and patenting. To encourage product based research and to promote interdisciplinary research, periodical review is conducted for the scholars in the respective departments. Research facilities are updated by means of purchasing equipment's such as Freeze Dryer, Vertical Laminer, Air flow chamber etc., in the Department of Microbiology and Biotechnology, enhancement of seed money for research, incentive for publication, purchase of URKUND software, signing of MoUs for research collaboration etc.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.hicas.ac.in/files/Hicas-Research-Policy.pdf">https://www.hicas.ac.in/files/Hicas-Research-Policy.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

505000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

3

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 3.2 - Resource Mobilization for Research

### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

21.66

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.2.2 - Number of teachers having research projects during the year

26

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.hicas.ac.in/research-grants">https://www.hicas.ac.in/research-grants</a>
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

74

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

11

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://naac.hicas.ac.in/2020-2021/C3/3.2/3.2.4/3.2.4-Funding-Agency-Website-Addr.pdf">https://naac.hicas.ac.in/2020-2021/C3/3.2/3.2.4/3.2.4-Funding-Agency-Website-Addr.pdf</a>
Any additional information	<a href="#">View File</a>

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The college has created the following ecosystem.

**Institution Innovation Council (IIC)**

The Institution Innovation Council was established in the college under the guidance of Ministry of Human Resource Development (MHRD) to create a vibrant innovation ecosystem, Start-up supporting mechanism in the college.

#### IPR Cell

Awareness programmes on Intellectual Property like copyrights, trademarks, patents, industrial design rights and trade secrets are conducted for students, research scholars and faculty members.

#### Entrepreneurship Development Cell (EDC)

EDC supports entrepreneurial aspirants by offering mentoring service and conducting workshops to develop their creative ideas. The College has signed a MoU with Atal Incubation Centre, RAISE for promoting EDC.

#### Community Orientation

To develop social responsibility and to impart moral and ethical values among students for which society oriented awareness programmes and outreach activities are being conducted through NSS, NCC and YRC.

#### Incubation Centers

The College has Incubation Centers Such as Beauty Care Centre, Home textiles, Photography Centre, Business Incubator, Herbal Garden, Green house Technology, Algal cultivation unit, vermicomposting, Spawn cultivation and Mushroom cultivation units etc..

#### Scientific and Industrial Research Organization (SIRO)

The institution has been recognized as a SIRO by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/hin-iic-2021">https://hicas.ac.in/hin-iic-2021</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

71

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

26

File Description	Documents
URL to the research page on HEI website	<a href="https://hicas.ac.in/scholar-2021">https://hicas.ac.in/scholar-2021</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

134

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

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

104

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C3/3.4/3.4.4/3.4.4-Addln-Doc.pdf">https://naac.hicas.ac.in/2020-2021/C3/3.4/3.4.4/3.4.4-Addln-Doc.pdf</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

488

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>



### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

12

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

4.26

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1.01

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Extension activity is an effective mode of teaching-learning method which promotes meaningful, continuous and strong connection between the college and the community that ensures a development in intellectual, mental, physical, social skill and emotional development among students and in the community. College constantly promotes participation of faculties and students in extension activities to inculcate social values to achieve holistic development of the students.

Hindusthan Village Adoption Programme (HVAP) is a noble initiative of the college, with a vision to serve the community. Chettipalayam, Arumugagoundanur and Pachapalayam in Perur Chettipalayam Panchayat. NSS conducts residential camps yearly and regularly serving the community. The programmes like Blood donation camp, Training Programs, Gender Equality, Tree Plantation, Veterinary Camps, Eye Camps, Awareness cum skill training programs on HIV/AIDS, Health etc., were conducted.

The Youth Red Cross Society conducted several programmes like Rally, Awareness program etc. In addition to NSS, NCC and YRC, various clubs like Eco club, health club etc. do involve in extension activities like Environment Rally, Vocational Training etc.

The NCC of 6 TN MED COY and 2TN AIR SQN NCC do well in the NCC Campus and in undertaking extension activities such as Awareness

on tree Plantation, banning plastics etc..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/extension-committe-2021">https://hicas.ac.in/extension-committe-2021</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

25

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

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

198

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

5925

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

1277

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

35

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<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 equipments, etc.

#### Infrastructure and Physical Facilities

The college is situated at the heart of the city in a sprawling eco-friendly campus of 17.11 acres, with building area of 7,03,745 Sq.ft. Six academic blocks (Block A to F) which has elevators, 182 spacious well ventilated classrooms and 50 laboratories. The campus is also facilitated with well stocked library, administrative offices, Principal's office, guest room, 8 seminar halls, 1 indoor auditorium, 1 outdoor auditorium, 2 amphi theatres, staff rooms and hostels for boys and girls. The College has Sufficient transport facilities for the students.

## Library

The central library of the college functions in a networked environment managed by a Library Management System (LMS) to support its various operations and services. It has a collection of 50559 books and subscribes to 123 national and international journals and CD/DVD's. The College subscribes to online resources like Infilbnet, Delnet, National Digital Library and Swayam Prabha.

## Sports

Physical Education Department is equipped with a state of art gym, a basketball court with floodlights, tennis and shuttle court both indoors and outdoors, a large playground for Football, Cricket, Volleyball and Ball Badminton. A multi-purpose hall is available for conducting Yoga.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/facilities-2021">https://www.hicas.ac.in/facilities-2021</a>

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

The Institution has adequate facilities for the students to exhibit their inherent skills in the area of sports and games (indoor, outdoor) and to conduct national and international level tournaments and inter collegiate cultural events. The facilities in the institution are also utilized by sports bodies for conducting national and international level tournaments.

## Sports and Games Facilities

The college has 5.5 acres of playground with 200M track for athletic events to house the sports and games like Cricket, Football, Volleyball, Basketball, Ball Badminton and Kabaddi. The indoor facilities accommodate games like Carrom, Table-Tennis, Chess and Shuttle.

## Gymnasium

Gymnasium centre in 3000 sq.ft. is fitted with equipments like

Adjustable bench, barbell stand, dumbbells, dumbbells stand, exercise ball, treadmill, gym like plates, 10 multi station.

#### Yoga

A multi-purpose hall of 2000 sq.ft. is available for Yoga. Both the staff and students are trained by certified yoga instructors.

#### Cultural Club

Cultural Club has an exclusive facility to train students for cultural activities.

#### Cultural Activities

The college mega cultural events are conducted in the open air auditorium which has a seating capacity of 10,000. An air-conditioned auditorium with seating capacity of 1500 is also available to conduct the cultural events.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/physical-edu-2021">https://www.hicas.ac.in/physical-edu-2021</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

192

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

1546.49

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college has a well-developed and well stocked Library with an area of 11100 sq.ft. with a seating capacity of 300. Library plays an important role in promoting information and knowledge by providing access to a wide collection of books, periodicals and e-resources. An effective racking system has been implemented where the books are positioned for easy identification. A well equipped digital library is available for the benefit of students and faculty. The students, faculty members and research scholars have access to online e-resource like INFLIBNET- N-List, DELNET & NDL (National Digital Library of India).

#### Integrated Library Management System (ILMS)

The integrated library management system was installed in the year 2008 for simplification and effective use of library and other resources of the college. This system uses Lips iNet software. The software was updated in the year 2014 and 2020.

Name of the ILMS software : Lips iNet

Nature of automation (Fully/Partially) : Fully Automated

Version : 7.0

Year of automation : 2008

The Library Automation software contains the following modules:

1. E - Gate
2. OPAC
3. Circulation

4. Book acquisition & statistics
5. Members no due report
6. Transaction statistics
7. Book statistical report
8. Cataloguing
9. Reservation of books
10. Serial Control

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/hicas-library-new1">https://www.hicas.ac.in/hicas-library-new1</a>

**4.2.2 - Institution has access to the following:** A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

7.39

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<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 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**



1152

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

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College has clear IT Policy covering wi-fi, cyber security, etc., managed by CMD. Computer Management Department (CMD) does the process of planning, procurement, installation, configuration of IT equipments in the computer labs and the administrative sections. On the basis of authority entrusted, it administers and decide the type and version of OS, IP addresses allocation, proxies and e-Mail management.

#### Budget Allocation for IT Infrastructure

Year

Budgeted amount (in Lakhs)

2020-2021

104.00

#### Updation of IT facilities

During the year 2020-2021, IT Facilities are periodically updated by means of System updation, Firewall updation and Internet updation.

#### Network details

Entire Campus is connected using Fiber optic cables and all the systems are connected to the network.

#### Internet details

Leased Line Bandwidth of 500 Mbps is made available in the campus.

**Wi-Fi details**

All the staff rooms, classrooms and office are WIFI enabled

**Software**

The systems are installed with necessary software as per the curricular requirement. The Trust has software licensed by Microsoft Corporation. In addition to this, the systems are installed with the required open source software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-IT-Policy.pdf">https://hicas.ac.in/files/Hicas-IT-Policy.pdf</a>

**4.3.2 - Student - Computer ratio**

Number of Students	Number of Computers
8218	1488

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

**4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus**      **A. 50 Mbps**

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

**4.3.4 - Institution has facilities for e-content development:**      **A. All four of the above**  
**Facilities available for e-content development**  
**Media Centre**  
**Audio-Visual Centre**  
**Lecture Capturing System (LCS)**  
**Mixing equipments and software for editing**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/e-content-2021">https://www.hicas.ac.in/e-content-2021</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

1241.34

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

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

##### Systems and Procedures

The College has well established policies, procedures with monitoring system for the maintenance of all physical, academic and support facilities approved by the Secretary and the Principal of the College. The College has technical and non technical teams to look after the maintenance of the College campus. The Campus Manager takes care of the entire campus maintenance activities. Under him, there are supervisors for Civil, Electrical, Housekeeping, Transport, Security, Computers and general maintenance. Library Committee takes care of the requirements and maintenance of the library.

The Institution has 21 computer centres monitored by the Systems Administrator with a team of qualified lab technicians for maintenance and troubleshooting activities. They also take care of the LAN system, Wifi facilities in the campus. Apart from the Computer centres, the general maintenance supervisor supports the laboratories of all other departments such as Bio-Sciences, Catering Science, Costume design, Visual Communication, Physics and Electronics.

The Civil engineering maintenance team helps the physical education department for the maintenance of their facilities. The transport supervisor and the transport in charge take care of the transport vehicles, renewal of insurance, routine and scheduled maintenance of vehicles.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-Condensed-Organisational-Chart.pdf">https://hicas.ac.in/files/Hicas-Condensed-Organisational-Chart.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

132

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

4622

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, A. All of the above**

**Physical fitness, Health and Hygiene)**  
**Awareness of Trends in Technology**

File Description	Documents
Link to Institutional website	<a href="https://www.hicas.ac.in/magazine-2021">https://www.hicas.ac.in/magazine-2021</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

**8218**

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>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

2127

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

392

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

70

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

17

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college has students council which consists of representatives of each class of various programmes. The students council provides opportunities to the students for enhancing their knowledge and leadership skill. Also, the member of students council is inducted in various committees so that their feedback about the curriculum, syllabus, evaluation methods and teaching methodology is obtained. The Institution believes in the overall development of students by enriching their skills, personality, attitude etc., The above aim is achieved by involving student members in various academic bodies, sports, cultural committees etc..Further, the grievances and views of students regarding facilities, study issues, classroom issues, teacher-student issues etc., are revealed by students council.

#### Representation of students on academic and administrative bodies

The College provides opportunities for the students to play a role in academic and administrative bodies to excel their talents. Accordingly, the students have been nominated as members of various committees coming under statutory committees such as Anti Ragging Committee, Students Grievance Redressal Committee, Anti Caste Discrimination Committee, Internal Compliance Committee and Non Statutory Committees such as Anti - Drug Committee, Entrepreneurship Development Cell, Student Welfare Committee,

Library Committee, Cultural Club, Sports Committee, Hostel Committee, Clubs and Departmental Associations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C5/5.3/5.3.2/5.3.2-Paste-Link.pdf">https://naac.hicas.ac.in/2020-2021/C5/5.3/5.3.2/5.3.2-Paste-Link.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

87

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

### Alumni Association

The Alumni Association of college, has a robust base having a motto of active participation and playing a key role in the development of the college. The Alumni is consistently extending its support to the college both in monetary and non-monetary terms enabling the college to undertake various initiatives for the students benefit and for the growth of the college. The Alumni association has huge network and completely governed by its own bylaw and it was registered under The Tamil Nadu Societies Registration Act, 1975.

The Alumni association supports the college in the following ways-

- It provides financial support for the infrastructure development of the college.
- It provides non-financial support by means of serving as resource persons in the conferences, seminars, training



programmes organized by the college.

- It supports the students by granting permission to undertake training and to do project work in their own organizations.
- It provides opportunities to the students to utilize the professional knowledge and expertise of the alumni through interactive sessions.

Alumni Contribution Financial Contributions Alumni has contributed generously towards the Institution for the development of various academic resources. As on date the amount stood at Rs. 27,24,602/-.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.hicas.ac.in/Alumni-association">https://www.hicas.ac.in/Alumni-association</a>

#### 5.4.2 - Alumni's financial contribution during the year A. ? 15 Lakhs

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 an effective leadership in tune with the vision and mission of the Institution

#### Governance through Effective Leadership

The administration of our College follows a decentralized pattern through which delegation of authorities is exercised so that leadership skills at various levels of the hierarchy are promoted. Through planning and organizing all the academic and administrative activities of the Governing Body, Academic Council, Board of Studies and Finance Committee, collective decisions are taken, in tune with vision and mission of the College.

Internal Quality Assurance Cell (IQAC) channelizes all the academic and administrative activities for ensuring quality enhancement in the college. It also ensures the free flow of academic work through systematic planning and thorough monitoring

of academic progress.

The Governance of the college is ensured by the Management and the Principal of the college and jointly promote a system which enables proper delegation, improving the quality and efficiency and providing accountability in the interest of the stakeholders. The Principal effectively administers the BOS, Academic Council and other committees constituted to plan and implement all academic, curricular, co-curricular and extra-curricular activities to match with the vision and mission of the institution. Participation of the students in various clubs, committees, associations, sports events provides opportunities to the students for developing the leadership qualities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.1/6.1.1-Teacher-Representative.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.1/6.1.1-Teacher-Representative.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

#### Principal

The Principal, being the academic and administrative head of the institution, delegates the authority to the Heads of the Departments to carry out academic and administrative tasks. With regard to administering the office, campus maintenance and hostels, the Principal delegates the authority to the administrative officer and deputy warden in the case of the hostel. In the case of participative management, the Principal delegates authority to the Heads of the Department in conducting BOS meetings, Meetings of the standing committee on academic affairs and academic council.

#### Directors/Head of the Departments

The Directors/Head of the Departments assign workload and time table to the faculty member for day to day activities. They also supervise the class management of teachers and discipline part of the students.

#### Controller of Examinations

The Controller of Examinations is empowered to administer the examination section where in, he delegates the authority to deputy controller of examination and Assistant controller of examinations for carrying out the examination work.

#### Administrative Officer

With regard to office administrations, the Principal delegates the authority to the administrative officer for day to day functioning of the Office and the management of non-teaching staff.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.2/6.1.2-Addln-Link.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.2/6.1.2-Addln-Link.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College adopts several strategic plans such as International Exposure - Global Immersion, Curriculum Enrichment, Industry Integration, OBE, LOCF, Career Preparation, Increased Community Engagement, Research and Innovation, External Partnership etc.,

Among the several strategic plans, Global Immersion Programme (as a part of International exposure) is being given as an example.

The college has entered Memorandum of Understanding (MOUs) with AIMST University, Malaysia, Berjaya TVET College, Malaysia, Multimedia University, Malaysia, Asia Pacific University of Technology and Innovation, Malaysia, Sunway College Malaysia, AMITY Global Business School, Singapore, Giles Brooker Academy, New Zealand with the intention of Advancement of Research Culture, Joint Conferences, Seminars and Workshops, Faculty and Student Exchange, Resource Sharing under Global Immersion Programme.

#### Global Immersion Programme

In continuation of the Memorandum of Understanding, a Global

Immersion Program was organized in association with AIMST University for our students, in which a 5 Day residential program was conducted in AIMST University Campus. Further, the Departments such as Department of Biotechnology, Department of Computer Streams (CS,BCA,CT,IT), Department of Business Administration (PG), Department of Commerce, Department of Computer Science with Cognitive Systems Conducted Global Immersion Programme.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.2/6.2.1/6.2.1-GIP.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.2/6.2.1/6.2.1-GIP.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Our College is a well reputed institution of higher education. Governing Body is the apex entity as depicted in the organogram of the college. The Governing Body is the Statutory Decision Making body of the Autonomous Institutions. Tasks relating to governance and policy decisions are engaged by the Governing Body. Important decisions relating to courses offered, constitution of various bodies, appointments, approvals relating financial statements, research are bought under the purview of the Governing Body. The minutes of the Academic Council, budgets forwarded by the finance committee, perspective plans are presented for approval. Curriculum Development Cell of the institution plays a crucial role in the area of curricular planning and implementation.

#### Administrative Set Up

The Secretary and the Principal are the backbone of the administration. The Principal is entrusted with the day-to-day administration of the college. The Heads of the Departments, IQAC coordinator and Administrative Department assist the Principal in discharging of work smoothly and efficiently.

#### Administrative Setup, Appointment and Service Rules

The policies, administrative setup, appointment and service rules, procedures, etc are laid down in the Human Resource Policy of the

Institution and are made available in the institution's website.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.hicas.ac.in/files/Organogram.pdf">https://www.hicas.ac.in/files/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/statutory-new-2021">https://hicas.ac.in/statutory-new-2021</a>

**6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination**      A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<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 and avenues for their career development/ progression

The Institution is magnanimous in extending following welfare measures for the teaching and non-teaching staff.

#### 1. Relating to General aspects:

- Contributory Provident Fund .
- Providing financial aid for the education of the children of employees.
- Provision of Interest free Loan facilities.
- Grant of Maternity leave
- Group Insurance scheme

#### 2. Way to Career Progression:

- Orientation and Faculty Development Programmes
- Periodical Training Programmes
- Administrative Staff members are given training in the areas of office management, communicative skills, documentation, etc.,
- Faculty members are encouraged to apply to funding agencies

### 3. Health related measures:

- Concession in medical expenses.
- Regular Eye-check up camps, Blood Grouping Camps, general personal hygiene camps, cancer awareness programmes etc.,

### 4. Relating to Finance

- Financial support for paper publications.
- Financial assistance to registration fees, travel etc.,
- Salary advance
- Festival advance
- Diwali Bonus
- Fee concessions to Children of employees.
- Refreshments are given during working hours for non-teaching staff

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-HR-Policy.pdf">https://hicas.ac.in/files/Hicas-HR-Policy.pdf</a>

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

108

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>

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

54

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

196

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

### Internal Audit

The internal audit process starts once the accounts are prepared and verified by finance officer of our college. The internal auditor scrutinizes the accounts to ensure correctness in the accounting entries in journal and ledger by comparing the transactions shown in the voucher. The internal auditor also checks the stock physically and verifies the correctness with the books of accounts.

Accounting documents and evidences like vouchers and invoices are audited regularly. The accounts section frequently verifies the records which are statutory obligation such as Provident Fund, Tax Deducted at Source, Income Tax and Employee State Insurance

Corporation, necessary deductions are carried out and all the accounts are compiled and submitted to the Internal auditor for verification.

#### External Audit

The purpose of external audit is a statutory audit that every organization has to fulfill including the college at the end of financial year. Accordingly, the external audit in our college is done by qualified chartered accountant who verify all the financial transactions appearing in the journal and ledger and compare with bills and vouchers from where the entries are made. At the end, he also certifies the financial statement and give his opinion whether the statements presented show true and fair value.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-HR-Policy.pdf">https://hicas.ac.in/files/Hicas-HR-Policy.pdf</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

A very effective and efficient mechanism is exercised for monitoring the mobilization of funds and in proper, effective and optimum utilization of funds from various sources. As our institution is a self-financing institution, the main source of funds is the tuition fees which includes fees collected from enrolled students and hostel fees collected from hostel inmates. The funds received from funding agencies such as UGC, DBT, DST,



Department of Social Defense etc. and a part of income from consultancy form part of the source of mobilizing funds.

To ensure proper and optimum utilization of the funds mobilized, the institution is keen in the spending funds on a need based strategy. Salaries and other benefits for teaching and non-teaching staff occupy a major part of the expenditure. The college also spends for purchase of laboratory equipments, chemicals, computers and other accessories, teaching learning aids, ICT upgradation and maintenance expenses, sports equipment, books and journals, furniture, food and accommodation expenses, electricity, maintenance expenses of other equipment etc. The college also spends for advertising during the admissions and scholarships given to various categories of students. The funds are also utilized for conducting department activities like Seminars, Workshops, Conferences, Training for students etc.,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/files/Hicas-RM-Policy.pdf">https://hicas.ac.in/files/Hicas-RM-Policy.pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) of our College has been continually working in synchrony with different entities of our college with the motive of enhancing the quality of teaching and learning process and for enabling the effective functioning of the Quality Assurance System. It is also engaged with departments inside the college and in collaboration with the institutions outside the college for conducting FDP in the areas of research and using ICT tools in teaching & learning

Two practices institutionalized as a result of IQAC initiatives

### 1. Academic Audits

The IQAC and CDC plan and conduct internal as well as external

academic audits regularly. An internal auditor is identified among the faculty members and a time schedule is prepared for conducting internal audits. For External audit, the external auditor is identified among the experts from other institutions and industries for conducting external audit.

ii) Training for enhancing Teaching Learning Process and Upgradation of skills

The IQAC and COExFD (Centre of Excellence for Faculty Development) plan and organize various programmes to enhance the efficacy of the teaching learning process and for the upgradation of skill.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC of the college is considered as a coordinating and monitoring body for ensuring quality and excellence among various entities of the institution. IQAC constantly strives for the improvement, enhancement and further development of the teaching-learning process

**Example 1: Technologically enabled teaching-learning process**

ICT enabled teaching strategies:

In order to emphasize the use of technology to the advantage of the teaching and learning process, the faculty members are given training in using a variety of ICT tools like Google Classroom, Google Meet, Kahoot, Quizlet, Edmodo, etc. The faculty members are also trained in the preparation of e-content materials.

**Example 2: Improving Industry Readiness**

The IQAC reviews periodically the industry readiness of the students and the necessary actions are carried out through curriculum updation, placement support, industry tie-ups, introduction of industry integrated programmes etc.

Towards Industry readiness, value added courses also play a significant role by improving the competency of the students through enriched curriculum, internship training and projects etc. The college has entered into MOUs with companies like IBM, Google, Microsoft, TCS, MAAC etc. for designing structure of the curriculum, implementation of methodologies in teaching learning process and in providing training to our students for making them absolutely employable.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://hicas.ac.in/annual-report">https://hicas.ac.in/annual-report</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<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

#### **Safety and Security**

Our institution is a co-educational institution fully committed to provide a safe and protected environment to female students and faculty. The campus is secured with compound walls and our security personnel monitor the safety of the students and the faculty round the clock. 148 CCTV cameras have been installed in the campus at all critical points.

Anti-Sexual Harassment Cell, and Students Grievance Redressal Cell, Discipline Committee, Anti-Ragging Cell are actively functioning to provide a perfect platform for the security of students. Women Welfare and Empowerment Cell works towards raising the status of women through education, awareness, literacy and training.

Students can contact the Principal, Head of the Departments, Anti Ragging Committee, and Disciplinary committee at any time over the phone to express their grievances. Female Students have been advised to download Kavalan App for their security and Self-defence programmes including Karate Classes are also conducted for them regularly.

Student support cell

A professionally qualified counsellor in the campus gives special counselling to students on personal issues, addictions and stress.

Other Measures

The College provides additional facilities such as Common Room, Day Care centre, Sick Room, Sanitary Napkin vending Machines, Incinerators etc..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C7/7.1/7.1.1/7.1.1.Geotagged.pdf">https://naac.hicas.ac.in/2020-2021/C7/7.1/7.1.1/7.1.1.Geotagged.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy plant Wheeling to the Grid**

**A. Any 4 or All of the above**

**Biogas**

**Sensor-based**

**energy conservation Use of LED bulbs/  
power-efficient equipment**

File Description	Documents
Geotagged 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 a maximum of 200 words)

**Solid Waste Management**

The college has an effective system to handle the diverse nature of waste generated from the various buildings. Dustbins are provided in all the blocks to keep the campus and the surrounding environment clean and tidy. Biodegradable waste is dumped in compost and vermi compost pits for conversion into manure / fertilizer which is used in the gardens.

**Liquid Waste Management**

Biotechnology, Microbiology and Food Processing Technology and Management Departments use chemicals during their practical classes. Measures are taken to ensure that all chemicals are diluted before discarding them.

**Biomedical Waste Management**

The biowaste in terms of quantity is insignificant and however it is being disposed through incinerator. The liquid waste produced by the above departments including chemicals are disposed through waste water.

**E-Waste Management**

The college has signed a Memorandum of Understanding with TNPCB for disposal of unused computers, printers and other electronic equipment.

**Waste Recycling System**

Paper waste is recycled through an MOU with ND Logistics and ITC whereas, e-waste are recycled through MoUs signed with TNPCB. The Biogas Plant and Sewage Treatment Plant in the campus help in recycling solid and liquid waste.

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

A. Any 4 or all of the above

File Description	Documents
Geotagged 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:**

A. Any 4 or All of the above

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

File Description	Documents
Geotagged 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 undertaken by the institution**

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

**A. Any 4 or all of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The campus provides an inclusive environment and shows tolerance and harmony in all aspects of the activities. This inclusiveness goes beyond caste, community, colour, language and religious boundaries. The students find the campus as a conducive atmosphere which makes them feel unified and equal as no partiality is shown towards any student. As our students hail from diverse cultures, much importance is given to accommodate the contribution of every student without any disparity.

There is an Induction programme every year for the first year students to acquaint them with the College, the Department and the Course. This helps the students to mingle, accept social and cultural differences that are created for campus culture. Communal harmony is promoted through various activities and celebrations such as Pongal, Onam, Dhoti Day, Handloom Day, Yoga day etc. In order to promote peace and brotherhood fraternity, religious functions like Christmas, Deepavali and Ramzan are organised for the students.

#### Linguistic Inclusiveness

Regarding the curriculum, the college offers a choice in the second language under the Part I category, Tamil, Hindi, French and Malayalam, to facilitate the students to opt for the second language of their choice.



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>

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

It is a firm belief of the management, the principal and the faculty to educate the students about rights, duties and responsibilities of citizens of India. Apart from the curriculum, the students have been taught about human values, constitutional rights and their duties to be performed as citizens.

The Rights and duties of citizens of India like voting rights, Right to Information, Values of Justice, Liberty, and Equality are being taught to the students. In order to sensitize the students on the issues beyond the classroom and to create empathy for the less fortunate people, the Departments organize visits to the orphanages, old age homes, and shelters for destitute women that result in instilling values of compassion and empathy in the minds of students.

The tutors and the faculty counsel students on social values to enable them to get rid of fear and feeling of insecurity in the society. Students are educated through Helmet awareness campaigns, Road safety campaigns etc..as a part of their social obligations. Regular events are conducted on the need to Vote, which helps to sensitize the students on youth power and how they have the ability to govern or change the present scenario.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on** A. All of the above

**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 Annual awareness programmes on the Code of Conduct are organized**

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 programmes, 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 College has made it compulsory to celebrate National days, festivals and commemorative days as given below.

#### National Days

Every year, Republic Day and Independence Day is celebrated in the college where flag is hoisted by the Principal in the presence of students and N.C.C cadets. Faculty and students give speeches on National Integration and the importance of Republic Day. The N.C.C. cadets pay their tribute to the great souls who spent their lives for fighting for freedom of the country.

On Gandhi Jayanthi day, the N.S.S. unit of the College makes efforts to organize programmes relating to Swachh Bharat in the form of services to the public who are less fortunate.

#### Festivals

Pongal Agriculture is the main occupation of majority of the people in Tamil Nadu and hence importance is given to Pongal festival.

Onam Students celebrate Onam festival by wearing the traditional

kerala Dress.

Christmas This day is celebrated on 25th of December every year to signify the birth day of Jesus Christ.

#### Commemorative Days

In addition to the above, Teacher's Day , World Students Day, International Yoga Day , World Environment Day, World Wildlife Day, World Aids Day, Women's Day, Human Rights Day are also celebrated .

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged 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 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### Best Practice 1 : Holistic Development of the Students

The process of achieving holistic development is done through following:

#### i. Intellectual and Mental development

Conducting series of seminars, conferences, guest lectures, workshops, internship training, exhibitions, value added courses, online courses facilitate intellectual and mental development.

#### ii. Physical development

The physical activities such as playing Volley Ball, Basket Ball, Hand Ball, Badminton, Cricket, Foot Ball, Kho-Kho, Kabaddi, Gymnasium, Karate, Silambam, etc., are practiced.

iii. Emotional development

Counselling, yoga, soft skills training, leadership training, role play activities etc., are conducted

iv. Social development

The programs organised by NSS, YRC, Social work students, clubs and other students of various departments through extension activities form part of the social development.

Best Practice-II : Digital learning

Digital Learning is one of the best practices to facilitate our students to acquire knowledge through online courses as shown below:

Students have completed the online courses during 2020-2021

Online Platform

No. of Certificates earned

Coursera

20094

IIT Bombay

17208

edX

1641

NPTEL

09

NASSCOM

5066

ICT Academy (643 students each 7 certificates)

4501

Learnathon (435 students each 5 certificates)

2175

Oracle Academy

53

Others ( Udemy, Solo Learn, Open learning

University, IBM Cognitive, Simply Learn)

955

File Description	Documents
Best practices in the Institutional website	<a href="https://www.hicas.ac.in/best-practices-2021">https://www.hicas.ac.in/best-practices-2021</a>
Any other relevant information	<a href="https://naac.hicas.ac.in/2020-2021/C7/7.2/7.2-Addl-Infor.pdf">https://naac.hicas.ac.in/2020-2021/C7/7.2/7.2-Addl-Infor.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

**Scholarships for Empowerment: A distinctive area of the college**

The students of our college are extended with the financial support by our management and NGOs. It helps those who hail from economically poor backgrounds to become graduates and post graduates. To quote an example, the children from orphanages like AGARAM, YAVARUM KELEER, CORA, MATRAM are given 100% free education. The children from AGARAM Foundation and CORA Trust graduated here on management scholarship are currently well placed and they have become self-reliant citizens. The management also make sure that financial assistance is offered to class toppers, alumni, to meritorious students and even provides free education to many students. Students who have secured prizes in Sports at the University, State-level and national level receive

scholarships from the management.

In the year 2020-2021, the Management provided Scholarships under various headings like Merit Scholarships, Alumni Scholarships. The total number of beneficiaries were 4587 students and the total amount spent on them was Rs 3,50,15,370/-

In addition to providing above scholarships, the management also provides scholarship to hostel students. During 2020-2021, 11 students were benefited with scholarships amount of Rs 2,34,590.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curricula developed and adopted by the college have relevance to the regional, national, global developmental needs with learning objectives and outcomes at both programme and course levels.

For the academic year 2020-2021, Outcome-based education(OBE) system was brought into effect where each student can accomplish the goal of the outcome while they are completing their course.

The curricula developed will excel the students in acquiring various skills such as are Communication and interpersonal skills, Assertiveness and equanimity, Creative thinking and critical thinking, decision-making and problem-solving, Self-awareness, empathy, etc.

Internship/Institutional training, as well as Mini project and project work included in the curriculum are strengthening components of both UG and PG curriculum for unleashing the research potential of students for journal reviews, thesis writing.

Value added courses provides value addition to the existing courses in terms of its strength and applications where as online courses are offered in collaboration with different National and International online platforms such as NPTEL, SWAYAM, Coursera, IIT Bombay, TCS, etc., to support students to go and find unlimited possibilities of learning beyond any scopes confined.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf">https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf</a>

**1.1.2 - Number of Programmes where syllabus revision was carried out during the year**

42

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**

889

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of new courses introduced across all programmes offered during the year**

176



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

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

42

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution has a strong belief and conviction on socio-cultural issues and hence adopted the same in the curriculum and teaching pedagogy. It has always focused on issues like disparity in Gender, Community, Caste existence, Sustainable Environment, Human values, and Professional ethics which are included in the curriculum to create awareness, adopt, exercise, and discharge in the greatest interests of the environment and society.

#### Gender issues

Various issues relating to gender sensitization are a part of the curriculum in many courses and are discussed in various facets which include Gender Equality, addressing the issues relating to Women & Children, Role of the National Commission for Women, Human Rights Issues relating to Women and Children, Social Legislation relating to Women and Children, etc.

#### Environment and Sustainability

Course on Environmental Studies is offered in line with the recommendation from UGC and Bharathiar University. Students are enlightened over the issues about environmental protection, conservation, and self-sustenance, etc.

#### Human Values and Professional Ethics:

Value Education - Human Rights is offered as a compulsory paper in the curriculum with two credits in which, apart from classroom activities students can attend guest lectures, seminars, etc., organized to guide the virtues to reckon the human element.

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

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

148

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

16375

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

<b>2667</b>	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	<b>A. All 4 of the above</b>
File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.hicas.ac.in/files/Feedback-Analysis-Report.pdf">https://www.hicas.ac.in/files/Feedback-Analysis-Report.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - The feedback system of the Institution comprises the following</b>	<b>A. Feedback collected, analysed and action taken made available on the website</b>
File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.hicas.ac.in/feedback-analysis">https://www.hicas.ac.in/feedback-analysis</a>
Any additional information	<a href="#">View File</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment of Students</b>	
<b>2.1.1.1 - Number of students admitted (year-wise) during the year</b>	

3069	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)</b>	
1239	
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>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.	
<p><b>Learning levels for Identification of advanced learners and slow learners</b></p> <p>The learning levels are assessed based on the following steps</p> <ol style="list-style-type: none"> <li>1. Assessing the students' performance in class room listening and interaction on the subject</li> <li>2. Assessing the student performance in IE Examination</li> <li>3. Assessing the students' performance in EE .</li> </ol> <p>On the basis of the performance in the above, slow learners and advanced learners are identified.</p> <p><b>Bridge Course</b></p> <p>The department identifies cross discipline students and conducts bridge course to equip them in the programme without any gap in the learning process. The course is conducted at the beginning of their academic year.</p> <p><b>Remedial Course</b></p> <p>The College conducts remedial courses for Slow learners. The</p>	

outcome of the remedial course is to encourage the slow learners to be more participative in the classroom, to improve their performance in the examinations and to actively involve in various academic and self-development activities.

#### Advanced learners

Advanced Learners are encouraged to complete courses in NPTEL / SWAYAM platforms, Coursera, Edx, through the college. They are motivated to present papers in National/ International Seminars/ Conferences enabling them to enhance their competency level. Extra Credit is offered for them on completion of the courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/hicas-clubs-2022">https://hicas.ac.in/hicas-clubs-2022</a>

#### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/08/2020	8218	353

File Description	Documents
Upload 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:

Student centric methods are deployed to provide an enhanced learning experience through effective use of teaching methodology which are innovative and creative.

##### Experiential learning

Experiential learning is implemented through Field work, Industrial visit and internships that are arranged for the students to have a real time experience of understanding the working nature of the organization.

### Participative learning

With a view to make the students to actively involve themselves in learning process, several activities are conducted by various departments of the college, which make the learners to learn through participation in Google Classroom, Kahoot ,e-learning resources, e - tutorials, spoken tutorials, Video lectures, Language Lab, PowerPoint presentation, Webinars, Case Studies, Poster Presentation, Portfolio Preparation, Album Production, Drama, Debates, Role Plays.

### Problem solving methodologies

Workshops are conducted by the departments for the students with a view to encourage them to be more creative, innovative and bring out ideas and nurture them to enhance their problem solving skills. The project work assigned to the students involves problem identification, statement of the problem, methodology etc., that help them to develop problem solving technique and suggest for alternative course of action by means of strategic approach and methodology.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.hicas.ac.in/gallery">https://www.hicas.ac.in/gallery</a>

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The college is very particular and focused towards using ICT by the teachers for many years. The teachers are encouraged to use the online resources as the tools for ICT-enabled teaching learning process. They have access to N-LIST/INFLIBNET e-books and e-journals, National Digital Library, SWAYAM-NPTEL platforms. The college has a digital library with access to many e-resources. The college has learning management system for improving the effectiveness of teaching learning.

Documentary Videos, other related videos are also screened for the students. E-content has been developed and uploaded in YouTube for the benefit of the students. Department wise Faculty development programmes were conducted to train the staff members to use a variety of online tools and e-contents

in their teaching process. The tools include Google Classroom, Kahoot, Hot Potato, Quizizz, Quizlet, Edmodo, Socrative, Animoto, Canva, Mentimeter. Faculty members update their knowledge for improving the teaching learning process through registering and clearing online courses on MOOC like NPTEL, Swayam, Coursera and Edx.

In addition to the above, each and every department has created Department blogs where presentations and additional reading materials are uploaded. This has enabled the students to access the reading materials anytime and anywhere.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.hicas.ac.in/e-resources">https://www.hicas.ac.in/e-resources</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

349

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### Academic Calendar

The academic calendar highlights the plan of academic events to be carried out during the academic year. It enables the departments to plan various activities to be carried out in the academic year.

The calendar contains the Vision and Mission, Tamil Thai Vazhthu, National Anthem, History of the College, Board of Trustees & Governing Body, IQAC, Programmes offered (UG & PG),

Programmes offered( Research), list of departments and faculty members, Procedure for Admission to UG/PG programmes, Rules and Regulations of the college, Library rules, about hostels and general rules of hostels, Day order system, Periodical test, Tutorial system, Examinations and examination related informations etc.,

#### The Teaching Plan

The Department prepares the timetable and it is circulated to the department faculty members to confirm their individual time table. In line with the academic calendar and their individual timetable, the faculty members prepare the lesson plan for the courses assigned to them before the commencement of each semester and the lesson plans are submitted for approval of the principal through Head of the department. In due course, the HoDs monitor the progress of the teaching work of the faculty members to ensure the adherence of their lesson plan

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<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

353

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

153



File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

3737

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

16

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

21

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

#### Examination Procedures

The Principal (Chief Controller of Examinations) and Controller of Examinations (COE) form an Examination committee to support and conduct the Continuous Internal Assessment (CIA) examinations and End Semester Examinations (ESE).

#### IT integration and Reforms in the Examination Procedures and Processes

Course wise student data base entry, exam application generation are carried out through examination software. Once the candidates are registered, in view of the IT integration process, the exam software automatically does the following :

- Examination application
- Online payment of exam fee
- Hall ticket with photo identity
- Examination time table
- Seating plan
- Schedule of distribution of question paper
- Attendance and absentees statement
- Assigning of dummy numbers
- Scanning of OMR mark statement after valuation
- Publication of result

#### Continuous Internal Assessment System (CIA System)

The CIA System is followed in UG programme, Diploma programme and PG programme scrupulously. In the case of UG, Diploma and PG programme 30 and 40 marks are assigned for theory and practical courses respectively as marks for CIA.IT Integration

enabled introduction of various new methods and procedures which resulted in considerable improvements in the Examination Management Systems (EMS) and reforms in the examination process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/C2/2.5/2.5.3/Software Automation Manual.pdf">https://naac.hicas.ac.in/C2/2.5/2.5.3/Software Automation Manual.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

### Programme and Course outcome

Framing of Outcomes in Outcome Based Education (OBE) is a student-centered learning model, implemented from the academic year 2020-2021 that gives prominence to what should be attained by the students on the completion of the programmes.

The Programme Outcomes (POs) and Course Outcomes (COs) are derived to achieve Graduate Attributes that help in attaining the vision and mission of the college. Programme Educational Objectives (PEOs) and Programme Outcomes are framed based on the skills and knowledge that the student is expected to achieve in the respective programmes. Course Outcomes are designed based on the knowledge that the student is expected to gain, and the ability to apply the knowledge gained at the end of a particular course.

### Mechanism of Communication

The Graduate Attributes of the institution are disseminated through College website, Management Information System and through display boards in prominent places. The details of PEOs, POs and COs are communicated to the faculty members by the Heads in the department in the meetings specifically organized for this purpose. PEOs and POs are disseminated to the students through the tutors at the time of commencement of the programme and during orientation programme organized by the department

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf">https://www.hicas.ac.in/files/PEO-PO-CO-Manual.pdf</a>

## 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college offers various programmes with clearly defined outcomes. Programme Educational Objectives (PEOs), Programme Outcomes (POs) and Course Outcomes (COs) are related to each other. The effectiveness of this correlation is validated by a systematic process of collecting and evaluating data on Programme Outcomes and Course Outcomes. The calculation of level of attainment of Programme Outcomes is done by mapping the CO and PO matrix. The measurement of Course Outcome using direct method for the batch admitted in 2020 is derived from the marks scored by students in CIA examinations, model and end-semester examinations and other components for UG and PG programmes. Course Outcome Measurement is made through direct and indirect methods.

### Direct Method to measure the Course Outcomes

The course instructors get to know the targets for course attainment and with which Questions are set at the appropriate Bloom's levels for internal, Model and end-semester examination. Internal tests and model exams are conducted along with assignment, seminars and quiz at different knowledge levels to cover the CO's under direct mode of assessment.

### Attainment of Programme Outcome (PO)

The attainment of Programme Outcome for the PG students will be analyzed by 2022 and for the UG Programmes by 2023.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://naac.hicas.ac.in/C2/2.6/2.6.3/Annual_Report_2020-2021.PDF">https://naac.hicas.ac.in/C2/2.6/2.6.3/Annual_Report_2020-2021.PDF</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://naac.hicas.ac.in/C2/2.7/Student\\_Feedback\\_Analysis.pdf](https://naac.hicas.ac.in/C2/2.7/Student_Feedback_Analysis.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Teaching and research are essential activities and both faculty and students benefit enormously by involving in hands on research experiences. Research Coordination Committee has been actively involved to guide and direct, provide momentum to improve research activity in the institution. The Committee discusses and communicates the needs or problems related to the

research environment in the college to the Principal and the Management. The College has well defined Research policy which fosters research culture among students and faculty.

Inter Institutional tie-ups with foreign Universities and neighboring Institutions to facilitate research activities. Productive collaborations in research, internships, short term projects and Industrial visits are encouraged. Under the DBT STAR College Scheme, undergraduate research is encouraged in the form of mini projects. Innovative concepts are taken to the next level of publication and patenting. To encourage product based research and to promote interdisciplinary research, periodical review is conducted for the scholars in the respective departments. Research facilities are updated by means of purchasing equipment's such as Freeze Dryer, Vertical Laminer, Air flow chamber etc., in the Department of Microbiology and Biotechnology, enhancement of seed money for research, incentive for publication, purchase of URKUND software, signing of MoUs for research collaboration etc.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.hicas.ac.in/files/Hicas-Research-Policy.pdf">https://www.hicas.ac.in/files/Hicas-Research-Policy.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

505000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

3

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

21.66

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.2.2 - Number of teachers having research projects during the year**

26

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.hicas.ac.in/research-grants">https://www.hicas.ac.in/research-grants</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

74

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

11

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://naac.hicas.ac.in/2020-2021/C3/3.2/3.2.4/3.2.4-Funding-Agency-Website-Addr.pdf">https://naac.hicas.ac.in/2020-2021/C3/3.2/3.2.4/3.2.4-Funding-Agency-Website-Addr.pdf</a>
Any additional information	<a href="#">View File</a>

**3.3 - Innovation Ecosystem**

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The college has created the following ecosystem.



### Institution Innovation Council (IIC)

The Institution Innovation Council was established in the college under the guidance of Ministry of Human Resource Development (MHRD) to create a vibrant innovation ecosystem, Start-up supporting mechanism in the college.

### IPR Cell

Awareness programmes on Intellectual Property like copyrights, trademarks, patents, industrial design rights and trade secrets are conducted for students, research scholars and faculty members.

### Entrepreneurship Development Cell (EDC)

EDC supports entrepreneurial aspirants by offering mentoring service and conducting workshops to develop their creative ideas. The College has signed a MoU with Atal Incubation Centre, RAISE for promoting EDC.

### Community Orientation

To develop social responsibility and to impart moral and ethical values among students for which society oriented awareness programmes and outreach activities are being conducted through NSS, NCC and YRC.

### Incubation Centers

The College has Incubation Centers Such as Beauty Care Centre, Home textiles, Photography Centre, Business Incubator, Herbal Garden, Green house Technology, Algal cultivation unit, vermicomposting, Spawn cultivation and Mushroom cultivation units etc..

### Scientific and Industrial Research Organization (SIRO)

The institution has been recognized as a SIRO by the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/hin-iic-2021">https://hicas.ac.in/hin-iic-2021</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

71

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

26

File Description	Documents
URL to the research page on HEI website	<a href="https://hicas.ac.in/scholar-2021">https://hicas.ac.in/scholar-2021</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

134

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

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

104

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C3/3.4/3.4.4/3.4.4-Addln-Doc.pdf">https://naac.hicas.ac.in/2020-2021/C3/3.4/3.4.4/3.4.4-Addln-Doc.pdf</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

488

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

12

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

4.26

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1.01

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Extension activity is an effective mode of teaching-learning method which promotes meaningful, continuous and strong connection between the college and the community that ensures a development in intellectual, mental, physical, social skill and emotional development among students and in the community. College constantly promotes participation of faculties and students in extension activities to inculcate social values to achieve holistic development of the students.

Hindusthan Village Adoption Programme (HVAP) is a noble initiative of the college, with a vision to serve the community. Chettipalayam, Arumugagoundanur and Pachapalayam in Perur Chettipalayam Panchayat. NSS conducts residential camps yearly and regularly serving the community. The programmes like Blood donation camp, Training Programs, Gender Equality, Tree Plantation, Veterinary Camps, Eye Camps, Awareness cum skill training programs on HIV/AIDS, Health etc., were conducted.

The Youth Red Cross Society conducted several programmes like Rally, Awareness program etc. In addition to NSS, NCC and YRC, various clubs like Eco club, health club etc. do involve in extension activities like Environment Rally, Vocational Training etc.

The NCC of 6 TN MED COY and 2TN AIR SQN NCC do well in the NCC

Campus and in undertaking extension activities such as Awareness on tree Plantation, banning plastics etc..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/extension-committe-2021">https://hicas.ac.in/extension-committe-2021</a>

**3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year**

25

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

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

198

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

5925

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

1277

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

35

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<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 equipments, etc.

#### Infrastructure and Physical Facilities

The college is situated at the heart of the city in a sprawling eco-friendly campus of 17.11 acres, with building area of 7,03,745 Sq.ft. Six academic blocks (Block A to F) which has elevators, 182 spacious well ventilated classrooms and 50

laboratories. The campus is also facilitated with well stocked library, administrative offices, Principal's office, guest room, 8 seminar halls, 1 indoor auditorium, 1 outdoor auditorium, 2 amphi theatres, staff rooms and hostels for boys and girls. The College has Sufficient transport facilities for the students.

### Library

The central library of the college functions in a networked environment managed by a Library Management System (LMS) to support its various operations and services. It has a collection of 50559 books and subscribes to 123 national and international journals and CD/DVD's. The College subscribes to online resources like Inflibnet, Delnet, National Digital Library and Swayam Prabha.

### Sports

Physical Education Department is equipped with a state of art gym, a basketball court with floodlights, tennis and shuttle court both indoors and outdoors, a large playground for Football, Cricket, Volleyball and Ball Badminton. A multi-purpose hall is available for conducting Yoga.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/facilities-2021">https://www.hicas.ac.in/facilities-2021</a>

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

The Institution has adequate facilities for the students to exhibit their inherent skills in the area of sports and games (indoor, outdoor) and to conduct national and international level tournaments and inter collegiate cultural events. The facilities in the institution are also utilized by sports bodies for conducting national and international level tournaments.

### Sports and Games Facilities

The college has 5.5 acres of playground with 200M track for



athletic events to house the sports and games like Cricket, Football, Volleyball, Basketball, Ball Badminton and Kabaddi. The indoor facilities accommodate games like Carrom, Table-Tennis, Chess and Shuttle.

#### Gymnasium

Gymnasium centre in 3000 sq.ft. is fitted with equipments like Adjustable bench, barbell stand, dumbbells, dumbbells stand, exercise ball, treadmill, gym like plates, 10 multi station.

#### Yoga

A multi-purpose hall of 2000 sq.ft. is available for Yoga. Both the staff and students are trained by certified yoga instructors.

#### Cultural Club

Cultural Club has an exclusive facility to train students for cultural activities.

#### Cultural Activities

The college mega cultural events are conducted in the open air auditorium which has a seating capacity of 10,000. An air-conditioned auditorium with seating capacity of 1500 is also available to conduct the cultural events.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/physical-edu-2021">https://www.hicas.ac.in/physical-edu-2021</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

192

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

1546.49

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The college has a well-developed and well stocked Library with an area of 11100 sq.ft. with a seating capacity of 300. Library plays an important role in promoting information and knowledge by providing access to a wide collection of books, periodicals and e-resources. An effective racking system has been implemented where the books are positioned for easy identification. A well equipped digital library is available for the benefit of students and faculty. The students, faculty members and research scholars have access to online e-resource like INFLIBNET- N-List, DELNET & NDL (National Digital Library of India).

##### Integrated Library Management System (ILMS)

The integrated library management system was installed in the year 2008 for simplification and effective use of library and other resources of the college. This system uses Lips iNet software. The software was updated in the year 2014 and 2020.

Name of the ILMS software : Lips iNet

Nature of automation (Fully/Partially) : Fully Automated

Version : 7.0

Year of automation : 2008

The Library Automation software contains the following modules:

1. E - Gate
2. OPAC
3. Circulation
4. Book acquisition & statistics
5. Members no due report
6. Transaction statistics
7. Book statistical report
8. Cataloguing
9. Reservation of books
10. Serial Control

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/hicas-library-new1">https://www.hicas.ac.in/hicas-library-new1</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

7.39

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<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 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

1152

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

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The College has clear IT Policy covering wi-fi, cyber security, etc., managed by CMD. Computer Management Department (CMD) does the process of planning, procurement, installation, configuration of IT equipments in the computer labs and the administrative sections. On the basis of authority entrusted, it administers and decide the type and version of OS, IP addresses allocation, proxies and e-Mail management.

##### Budget Allocation for IT Infrastructure

Year

Budgeted amount (in Lakhs)

2020-2021

104.00

Updation of IT facilities

During the year 2020-2021, IT Facilities are periodically updated by means of System updation, Firewall updation and Internet updation.

#### Network details

Entire Campus is connected using Fiber optic cables and all the systems are connected to the network.

#### Internet details

Leased Line Bandwidth of 500 Mbps is made available in the campus.

#### Wi-Fi details

All the staff rooms, classrooms and office are WIFI enabled

#### Software

The systems are installed with necessary software as per the curricular requirement. The Trust has software licensed by Microsoft Corporation. In addition to this, the systems are installed with the required open source software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-IT-Policy.pdf">https://hicas.ac.in/files/Hicas-IT-Policy.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
8218	1488

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

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

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

**4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

**A. All four of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hicas.ac.in/e-content-2021">https://www.hicas.ac.in/e-content-2021</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### **4.4 - Maintenance of Campus Infrastructure**

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

**1241.34**

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

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

#### **Systems and Procedures**

The College has well established policies, procedures with monitoring system for the maintenance of all physical, academic and support facilities approved by the Secretary and the Principal of the College. The College has technical and non

technical teams to look after the maintenance of the College campus. The Campus Manager takes care of the entire campus maintenance activities. Under him, there are supervisors for Civil, Electrical, Housekeeping, Transport, Security, Computers and general maintenance. Library Committee takes care of the requirements and maintenance of the library.

The Institution has 21 computer centres monitored by the Systems Administrator with a team of qualified lab technicians for maintenance and troubleshooting activities. They also take care of the LAN system, Wifi facilities in the campus. Apart from the Computer centres, the general maintenance supervisor supports the laboratories of all other departments such as Bio-Sciences, Catering Science, Costume design, Visual Communication, Physics and Electronics.

The Civil engineering maintenance team helps the physical education department for the maintenance of their facilities. The transport supervisor and the transport in charge take care of the transport vehicles, renewal of insurance, routine and scheduled maintenance of vehicles.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-Condensed-Organisational-Chart.pdf">https://hicas.ac.in/files/Hicas-Condensed-Organisational-Chart.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

132

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**

4622

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.hicas.ac.in/magazine-2021">https://www.hicas.ac.in/magazine-2021</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

8218

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>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines**

A. All of the above



**of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

2127

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

392

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

70

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

17

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution**

The college has students council which consists of representatives of each class of various programmes. The students council provides opportunities to the students for enhancing their knowledge and leadership skill. Also, the member of students council is inducted in various committees so that their feedback about the curriculum, syllabus, evaluation methods and teaching methodology is obtained. The Institution believes in the overall development of students by enriching their skills, personality, attitude etc., The above aim is achieved by involving student members in various academic bodies, sports, cultural committees etc..Further, the grievances and views of students regarding facilities, study issues, classroom issues, teacher-student issues etc., are revealed by students council.

**Representation of students on academic and administrative bodies**

The College provides opportunities for the students to play a role in academic and administrative bodies to excel their talents. Accordingly, the students have been nominated as members of various committees coming under statutory committees such as Anti Ragging Committee, Students Grievance Redressal Committee, Anti Caste Discrimination Committee, Internal Compliance Committee and Non Statutory Committees such as Anti - Drug Committee, Entrepreneurship Development Cell, Student Welfare Committee, Library Committee, Cultural Club, Sports Committee, Hostel Committee, Clubs and Departmental Associations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C5/5.3/5.3.2/5.3.2-Paste-Link.pdf">https://naac.hicas.ac.in/2020-2021/C5/5.3/5.3.2/5.3.2-Paste-Link.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

87

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

#### Alumni Association

The Alumni Association of college, has a robust base having a motto of active participation and playing a key role in the development of the college. The Alumni is consistently extending its support to the college both in monetary and non-monetary terms enabling the college to undertake various initiatives for the students benefit and for the growth of the college. The Alumni association has huge network and completely

governed by its own bylaw and it was registered under The Tamil Nadu Societies Registration Act, 1975.

The Alumni association supports the college in the following ways-

- It provides financial support for the infrastructure development of the college.
- It provides non-financial support by means of serving as resource persons in the conferences, seminars, training programmes organized by the college.
- It supports the students by granting permission to undertake training and to do project work in their own organizations.
- It provides opportunities to the students to utilize the professional knowledge and expertise of the alumni through interactive sessions.

Alumni Contribution Financial Contributions Alumni has contributed generously towards the Institution for the development of various academic resources. As on date the amount stood at Rs. 27,24,602/-.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.hicas.ac.in/Alumni-association">https://www.hicas.ac.in/Alumni-association</a>

**5.4.2 - Alumni's financial contribution during the year**

A. ? 15 Lakhs

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 an effective leadership in tune with the vision and mission of the Institution

**Governance through Effective Leadership**

The administration of our College follows a decentralized pattern through which delegation of authorities is exercised so that leadership skills at various levels of the hierarchy are promoted. Through planning and organizing all the academic and administrative activities of the Governing Body, Academic Council, Board of Studies and Finance Committee, collective decisions are taken, in tune with vision and mission of the College.

Internal Quality Assurance Cell (IQAC) channelizes all the academic and administrative activities for ensuring quality enhancement in the college. It also ensures the free flow of academic work through systematic planning and thorough monitoring of academic progress.

The Governance of the college is ensured by the Management and the Principal of the college and jointly promote a system which enables proper delegation, improving the quality and efficiency and providing accountability in the interest of the stakeholders. The Principal effectively administers the BOS, Academic Council and other committees constituted to plan and implement all academic, curricular, co-curricular and extra-curricular activities to match with the vision and mission of the institution. Participation of the students in various clubs, committees, associations, sports events provides opportunities to the students for developing the leadership qualities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.1/6.1.1-Teacher-Representative.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.1/6.1.1-Teacher-Representative.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

#### Principal

The Principal, being the academic and administrative head of the institution, delegates the authority to the Heads of the Departments to carry out academic and administrative tasks. With regard to administering the office, campus maintenance and hostels, the Principal delegates the authority to the

administrative officer and deputy warden in the case of the hostel. In the case of participative management, the Principal delegates authority to the Heads of the Department in conducting BOS meetings, Meetings of the standing committee on academic affairs and academic council.

#### Directors/Head of the Departments

The Directors/Head of the Departments assign workload and time table to the faculty member for day to day activities. They also supervise the class management of teachers and discipline part of the students.

#### Controller of Examinations

The Controller of Examinations is empowered to administer the examination section where in, hedelegates the authority to deputy controller of examination and Assistant controller of examinations for carrying out the examination work.

#### Administrative Officer

With regard to office administrations, the Principal delegates the authority to the administrative officer for day to day functioning of the Office and the management of non-teaching staff.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.2/6.1.2-Addln-Link.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.1/6.1.2/6.1.2-Addln-Link.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College adopts several strategic plans such as International Exposure - Global Immersion, Curriculum Enrichment, Industry Integration, OBE, LOCF, Career

Preparation, Increased Community Engagement, Research and Innovation, External Partnership etc.,

Among the several strategic plans, Global Immersion Programme (as a part of International exposure) is being given as an example.

The college has entered Memorandum of Understanding (MOUs) with AIMST University, Malaysia, Berjaya TVET College, Malaysia, Multimedia University, Malaysia, Asia Pacific University of Technology and Innovation, Malaysia, Sunway College Malaysia, AMITY Global Business School, Singapore, Giles Brooker Academy, New Zealand with the intention of Advancement of Research Culture, Joint Conferences, Seminars and Workshops, Faculty and Student Exchange, Resource Sharing under Global Immersion Programme.

#### Global Immersion Programme

In continuation of the Memorandum of Understanding, a Global Immersion Program was organized in association with AIMST University for our students, in which a 5 Day residential program was conducted in AIMST University Campus. Further, the Departments such as Department of Biotechnology, Department of Computer Streams (CS,BCA,CT,IT), Department of Business Administration (PG), Department of Commerce, Department of Computer Science with Cognitive Systems Conducted Global Immersion Programme.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://naac.hicas.ac.in/2020-2021/C6/6.2/6.2.1/6.2.1-GIP.pdf">https://naac.hicas.ac.in/2020-2021/C6/6.2/6.2.1/6.2.1-GIP.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Our College is a well reputed institution of higher education. Governing Body is the apex entity as depicted in the organogram of the college. The Governing Body is the Statutory Decision Making body of the Autonomous Institutions. Tasks relating to

governance and policy decisions are engaged by the Governing Body. Important decisions relating to courses offered, constitution of various bodies, appointments, approvals relating financial statements, research are bought under the purview of the Governing Body. The minutes of the Academic Council, budgets forwarded by the finance committee, perspective plans are presented for approval. Curriculum Development Cell of the institution plays a crucial role in the area of curricular planning and implementation.

#### Administrative Set Up

The Secretary and the Principal are the backbone of the administration. The Principal is entrusted with the day-to-day administration of the college. The Heads of the Departments, IQAC coordinator and Administrative Department assist the Principal in discharging of work smoothly and efficiently.

#### Administrative Setup, Appointment and Service Rules

The policies, administrative setup, appointment and service rules, procedures, etc are laid down in the Human Resource Policy of the Institution and are made available in the institution's website.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.hicas.ac.in/files/Organogram.pdf">https://www.hicas.ac.in/files/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/statutory-new-2021">https://hicas.ac.in/statutory-new-2021</a>

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

A. All of the above



File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<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 and avenues for their career development/ progression

The Institution is magnanimous in extending following welfare measures for the teaching and non-teaching staff.

#### 1. Relating to General aspects:

- Contributory Provident Fund .
- Providing financial aid for the education of the children of employees.
- Provision of Interest free Loan facilities.
- Grant of Maternity leave
- Group Insurance scheme

#### 2. Way to Career Progression:

- Orientation and Faculty Development Programmes
- Periodical Training Programmes
- Administrative Staff members are given training in the areas of office management, communicative skills, documentation, etc.,
- Faculty members are encouraged to apply to funding agencies .

#### 3. Health related measures:

- Concession in medical expenses.
- Regular Eye-check up camps, Blood Grouping Camps, general personal hygiene camps, cancer awareness programmes etc.,

#### 4. Relating to Finance

- Financial support for paper publications.
- Financial assistance to registration fees, travel etc.,
- Salary advance
- Festival advance
- Diwali Bonus
- Fee concessions to Children of employees.
- Refreshments are given during working hours for non-teaching staff

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-HR-Policy.pdf">https://hicas.ac.in/files/Hicas-HR-Policy.pdf</a>

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

108

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>

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

54

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

196

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

#### Internal Audit

The internal audit process starts once the accounts are prepared and verified by finance officer of our college. The internal auditor scrutinizes the accounts to ensure correctness in the accounting entries in journal and ledger by comparing the transactions shown in the voucher. The internal auditor also checks the stock physically and verifies the correctness with the books of accounts.

Accounting documents and evidences like vouchers and invoices are audited regularly. The accounts section frequently verifies the records which are statutory obligation such as Provident Fund, Tax Deducted at Source, Income Tax and Employee State Insurance Corporation, necessary deductions are carried out and all the accounts are compiled and submitted to the Internal auditor for verification.

#### External Audit

The purpose of external audit is a statutory audit that every organization has to fulfill including the college at the end of financial year. Accordingly, the external audit in our college is done by qualified chartered accountant who verify all the financial transactions appearing in the journal and ledger and compare with bills and vouchers from where the entries are made.

At the end, he also certify the financial statement and give his opinion whether the statements presented show true and fairvalue.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/files/Hicas-HR-Policy.pdf">https://hicas.ac.in/files/Hicas-HR-Policy.pdf</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

A very effective and efficient mechanism is exercised for monitoring the mobilization of funds and in proper, effective and optimum utilization of funds from various sources. As our institution is a self-financing institution, the main source of funds is the tuition fees which includes fees collected from enrolled students and hostel fees collected from hostel inmates. The funds received from funding agencies such as UGC, DBT, DST, Department of Social Defense etc. and a part of income from consultancy form part of the source of mobilizing funds.

To ensure proper and optimum utilization of the funds mobilized, the institution is keen in the spending funds on a need based strategy. Salaries and other benefits for teaching and non-teaching staff occupy a major part of the expenditure. The college also spends for purchase of laboratory equipments, chemicals, computers and other accessories, teaching learning aids, ICT upgradation and maintenance expenses, sports

equipment, books and journals, furniture, food and accommodation expenses, electricity, maintenance expenses of other equipment etc. The college also spends for advertising during the admissions and scholarships given to various categories of students. The funds are also utilized for conducting department activities like Seminars, Workshops, Conferences, Training for students etc.,

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://hicas.ac.in/files/Hicas-RM-Policy.pdf">https://hicas.ac.in/files/Hicas-RM-Policy.pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) of our College has been continually working in synchrony with different entities of our college with the motive of enhancing the quality of teaching and learning process and for enabling the effective functioning of the Quality Assurance System. It is also engaged with departments inside the college and in collaboration with the institutions outside the college for conducting FDP in the areas of research and using ICT tools in teaching & learning

Two practices institutionalized as a result of IQAC initiatives

### 1. Academic Audits

The IQAC and CDC plan and conduct internal as well as external academic audits regularly. An internal auditor is identified among the faculty members and a time schedule is prepared for conducting internal audits. For External audit, the external auditor is identified among the experts from other institutions and industries for conducting external audit.

ii) Training for enhancing Teaching Learning Process and Upgradation of skills

The IQAC and COExFD (Centre of Excellence for Faculty Development) plan and organize various programmes to enhance the efficacy of the teaching learning process and for the upgradation of skill.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

**IQAC of the college is considered as a coordinating and monitoring body for ensuring quality and excellence among various entities of the institution. IQAC constantly strives for the improvement, enhancement and further development of the teaching-learning process**

**Example 1: Technologically enabled teaching-learning process**

**ICT enabled teaching strategies:**

In order to emphasize the use of technology to the advantage of the teaching and learning process, the faculty members are given training in using a variety of ICT tools like Google Classroom, Google Meet, Kahoot, Quizlet, Edmodo, etc. The faculty members are also trained in the preparation of e-content materials.

**Example 2: Improving Industry Readiness**

The IQAC reviews periodically the industry readiness of the students and the necessary actions are carried out through curriculum updation, placement support, industry tie-ups, introduction of industry integrated programmes etc.

Towards Industry readiness, value added courses also play a significant role by improving the competency of the students through enriched curriculum, internship training and projects etc. The college has entered into MOUs with companies like IBM, Google, Microsoft, TCS, MAAC etc. for designing structure of the curriculum, implementation of methodologies in teaching

learning process and in providing training to our students for making them absolutely employable.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://hicas.ac.in/curriculum-development-2021">https://hicas.ac.in/curriculum-development-2021</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://hicas.ac.in/annual-report">https://hicas.ac.in/annual-report</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<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

#### **Safety and Security**

Our institution is a co-educational institution fully committed to provide a safe and protected environment to female students and faculty. The campus is secured with compound walls and our security personnel monitor the safety of the students and the faculty round the clock. 148 CCTV cameras have been installed

in the campus at all critical points.

Anti-Sexual Harassment Cell, and Students Grievance Redressal Cell, Discipline Committee, Anti-Ragging Cell are actively functioning to provide a perfect platform for the security of students. Women Welfare and Empowerment Cell works towards raising the status of women through education, awareness, literacy and training.

Students can contact the Principal, Head of the Departments, Anti Ragging Committee, and Disciplinary committee at any time over the phone to express their grievances. Female Students have been advised to download Kavalan App for their security and Self-defence programmes including Karate Classes are also conducted for them regularly.

Student support cell

A professionally qualified counsellor in the campus gives special counselling to students on personal issues, addictions and stress.

Other Measures

The College provides additional facilities such as Common Room, Day Care centre, Sick Room, Sanitary Napkin vending Machines, Incinerators etc..

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://naac.hicas.ac.in/2020-2021/C7/7.1/7.1.1/7.1.1.Geotagged.pdf">https://naac.hicas.ac.in/2020-2021/C7/7.1/7.1.1/7.1.1.Geotagged.pdf</a>

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

**A. Any 4 or All of the above**



File Description	Documents
Geotagged 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 a maximum of 200 words)

#### Solid Waste Management

The college has an effective system to handle the diverse nature of waste generated from the various buildings. Dustbins are provided in all the blocks to keep the campus and the surrounding environment clean and tidy. Biodegradable waste is dumped in compost and vermi compost pits for conversion into manure / fertilizer which is used in the gardens.

#### Liquid Waste Management

Biotechnology, Microbiology and Food Processing Technology and Management Departments use chemicals during their practical classes. Measures are taken to ensure that all chemicals are diluted before discarding them.

#### Biomedical Waste Management

The biowaste in terms of quantity is insignificant and however it is being disposed through incinerator. The liquid waste produced by the above departments including chemicals are disposed through waste water.

#### E-Waste Management

The college has signed a Memorandum of Understanding with TNPCB for disposal of unused computers, printers and other electronic equipment.

#### Waste Recycling System

Paper waste is recycled through an MOU with ND Logistics and ITC whereas, e-waste are recycled through MoUs signed with TNPCB. The Biogas Plant and Sewage Treatment Plant in the campus help in recycling solid and liquid waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<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**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged 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
Geotagged 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 undertaken by the institution**

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**

**A. Any 4 or all 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 a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

The campus provides an inclusive environment and shows tolerance and harmony in all aspects of the activities. This inclusiveness goes beyond caste, community, colour, language and religious boundaries. The students find the campus as a conducive atmosphere which makes them feel unified and equal as no partiality is shown towards any student. As our students hail from diverse cultures, much importance is given to accommodate the contribution of every student without any disparity.

There is an Induction programme every year for the first year students to acquaint them with the College, the Department and the Course. This helps the students to mingle, accept social and cultural differences that are created for campus culture. Communal harmony is promoted through various activities and celebrations such as Pongal, Onam, Dhoti Day, Handloom Day, Yoga day etc. In order to promote peace and brotherhood fraternity, religious functions like Christmas, Deepavali and Ramzan are organised for the students.

#### Linguistic Inclusiveness

Regarding the curriculum, the college offers a choice in the second language under the Part I category, Tamil, Hindi, French and Malayalam, to facilitate the students to opt for the second language of their choice.

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>
<p>7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:</p> <p>It is a firm belief of the management, the principal and the faculty to educate the students about rights, duties and responsibilities of citizens of India. Apart from the curriculum, the students have been taught about human values, constitutional rights and their duties to be performed as citizens.</p> <p>The Rights and duties of citizens of India like voting rights, Right to Information, Values of Justice, Liberty, and Equality are being taught to the students. In order to sensitize the students on the issues beyond the classroom and to create empathy for the less fortunate people, the Departments organize visits to the orphanages, old age homes, and shelters for destitute women that result in instilling values of compassion and empathy in the minds of students.</p> <p>The tutors and the faculty counsel students on social values to enable them to get rid of fear and feeling of insecurity in the society. Students are educated through Helmet awareness campaigns, Road safety campaigns etc..as a part of their social obligations. Regular events are conducted on the need to Vote, which helps to sensitize the students on youth power and how they have the ability to govern or change the present scenario.</p>	
File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization</b>	<b>A. All of the above</b>

**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 Annual awareness programmes on the Code of Conduct are organized**

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 programmes, 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 College has made it compulsory to celebrate National days, festivals and commemorative days as given below.

#### National Days

Every year, Republic Day and Independence Day is celebrated in the college where flag is hoisted by the Principal in the presence of students and N.C.C cadets. Faculty and students give speeches on National Integration and the importance of Republic Day. The N.C.C. cadets pay their tribute to the great souls who spent their lives for fighting for freedom of the country.

On Gandhi Jayanthi day, the N.S.S. unit of the College makes efforts to organize programmes relating to Swachh Bharat in the form of services to the public who are less fortunate.

#### Festivals

Pongal Agriculture is the main occupation of majority of the people in Tamil Nadu and hence importance is given to Pongal

festival.

Onam Students celebrate Onam festival by wearing the traditional kerala Dress.

Christmas This day is celebrated on 25th of December every year to signify the birth day of Jesus Christ.

#### Commemorative Days

In addition to the above, Teacher's Day , World Students Day, International Yoga Day , World Environment Day, World Wildlife Day, World Aids Day, Women's Day, Human Rights Day are also celebrated .

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged 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 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### Best Practice 1 : Holistic Development of the Students

The process of achieving holistic development is done through following:

#### i. Intellectual and Mental development

Conducting series of seminars, conferences, guest lectures, workshops, internship training, exhibitions, value added courses, online courses facilitate intellectual and mental development.

#### ii. Physical development

The physical activities such as playing Volley Ball, Basket Ball, Hand Ball, Badminton, Cricket, Foot Ball, Kho-Kho, Kabaddi, Gymnasium, Karate, Silambam, etc., are practiced.

iii. Emotional development

Counselling, yoga, soft skills training, leadership training, role play activities etc., are conducted

iv. Social development

The programs organised by NSS, YRC, Social work students, clubs and other students of various departments through extension activities form part of the social development.

Best Practice-II : Digital learning

Digital Learning is one of the best practices to facilitate our students to acquire knowledge through online courses as shown below:

Students have completed the online courses during 2020-2021

Online Platform

No. of Certificates earned

Coursera

20094

IIT Bombay

17208

edX

1641

NPTEL

09

NASSCOM

5066



ICT Academy (643 students each 7 certificates)

4501

Learnathon (435 students each 5 certificates)

2175

Oracle Academy

53

Others ( Udemy, Solo Learn, Open learning

University, IBM Cognitive, Simply Learn)

955

File Description	Documents
Best practices in the Institutional website	<a href="https://www.hicas.ac.in/best-practices-2021">https://www.hicas.ac.in/best-practices-2021</a>
Any other relevant information	<a href="https://naac.hicas.ac.in/2020-2021/C7/7.2/7.2-Add1-Infor.pdf">https://naac.hicas.ac.in/2020-2021/C7/7.2/7.2-Add1-Infor.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

**Scholarships for Empowerment: A distinctive area of the college**

The students of our college are extended with the financial support by our management and NGOs. It helps those who hail from economically poor backgrounds to become graduates and post graduates. To quote an example, the children from orphanages like AGARAM, YAVARUM KELEER, CORA, MATRAM are given 100% free education. The children from AGARAM Foundation and CORA Trust graduated here on management scholarship are currently well placed and they have become self-reliant citizens. The

management also make sure that financial assistance is offered to class toppers, alumni, to meritorious students and even provides free education to many students. Students who have secured prizes in Sports at the University, State-level and national level receive scholarships from the management.

In the year 2020-2021, the Management provided Scholarships under various headings like Merit Scholarships, Alumni Scholarships. The total number of beneficiaries were 4587 students and the total amount spent on them was Rs 3,50,15,370/-

In addition to providing above scholarships, the management also provides scholarship to hostel students. During 2020-2021, 11 students were benefited with scholarships amount of Rs 2,34,590.

File Description	Documents
Appropriate link in the institutional website	<a href="https://hicas.ac.in/distinctiveness">https://hicas.ac.in/distinctiveness</a>
Any other relevant information	<a href="#">View File</a>

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

- ISO Recertification
- NAAC Reaccreditation
- Starting Training Academies for training in Foreign Languages, Competitive Exams, etc.,
- Enhancing International Collaboration through conduct of activities relating to MoUs with Foreign Universities/ Institutions for promoting.
- Research and Development, Student Exchange Programmes, Faculty Exchange Programmes, sharing of resources, etc.,
- Collaborations with various reputed Industries and Professional bodies for Skill Development of the students for Certification
- Extend and Strengthen Consultancy and Industry Collaboration Application for Recognition under DSIR - SIRO Augmentation of E - Content in Teaching Learning Methods
- Encouraging Faculty Members to participate and present research papers in International Conferences/ Seminars/ Symposia and enhance the Quality of Publications by publishing in UGC Approved Journals/ SCOPUS/ Web of Science through providing incentives and motivate them to

increase the Citation Index

- Encourage the Faculty Members to apply for Grants/ Funds for Major/ Minor Research Projects and to organize Conference/ Seminars/ Workshop/ Symposia.
- Strengthening the existing Infrastructure for conservation of energy in the Campus
- Promoting Outreach activity to the Society, the Institution has a plan to Adopt a rural Village and organize Extension Activities
- To increase the number of awareness programmes organized on Women empowerment