Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	**ALPHA ARTS AND SCIENCE COLLEGE**
Name of the head of the Institution	**Dr.D.Ashalatha**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04424762368**
Mobile no.	**8428623817**
Registered Email	**artscollege@alphagroup.edu**
Alternate Email	**aascprincipal@alphagroup.edu**
Address	**Post Box.No.30.Tundalam Road Chettiyar Agaram Road, Behind Ramachandra Hospital, Porur**
City/Town	**Chennai**
State/UT	**Tamil Nadu**
Pincode	**600116**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Lt.Dr.B.Bhuvaneswari**
Phone no/Alternate Phone no.	**04424762368**
Mobile no.	**9841506716**
Registered Email	**artscollege@alphagroup.edu**
Alternate Email	**aascprincipal@alphagroup.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.alphagroup.edu/arts-science/campus.php#internal

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://alphagroup.edu/arts-science/admission.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**A**	**3.14**	**2012**	**21-Apr-2012**	**17-Apr-2017**
2	**B++**	**2.77**	**2017**	**12-Sep-2017**	**11-Sep-2022**

6. Date of Establishment of IQAC

07-Jun-2010

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!				
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

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

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	*View File*
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	*View File*
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Keeping the vision and mission of the college in focus, the Institution plans and organizes all events and programs of the College well in advance. The programs are conducted right from the beginning of the academic year. I. The Department of English in association with Cambridge Assessment English conducts training for all I year students in BEC/KET with the objective of preparing students for global careers. By the end of the Course students are found to be competent and able to converse fluently in business environments. The Department of English trains III year students in key interview skills annually the skill areas are Self Introduction, writing a letter of application and resume, Group Discussion, mock interviews and Body Language. II. The Department of Mathematics trains students on quantitative aptitude, by the end of the training students have their skills honed to ace interviews. They display confidence and competence to face interviews by MNCs and succeed with flying colours. III. Inhouse placement Training The Academic year 20192020 started with the Placement Training for the Departments of Computer Applications, Computer Science and Information Systems Management by a Training Organization named 361 Degree Minds in collaboration with I for Change. A week long session of Personality Development classes, Quantitative Aptitude and Verbal Ability classes were conducted by 5 professional trainers in 3 sessions from 9:00 am to 4:00 pm. In addition to this training, an inhouse training by the Department of Mathematics was conducted for Major

Departments and was successfully carried out as per schedule in addition to the Technical Training by the Major departments themselves. Once the training was completed, Placements began in earnest and the Students participated in all the Campus Placement activities with enthusiasm and zeal. Nearly 60 of students were able to get placed in both On Campus and Off Campus Activities. IV. The College is firmly committed to strengthening industryacademia ties in order to offer students the best of learning experiences. In collaboration with Industries, the College has signed MoU's. This has been initiated for providing unique opportunities to students for networking, mentoring and bonding over common interests. It provides support both within the student community and to local communities outside the institution by organizing conferences, Industrial interactions of prominent speakers, and visits to eminent industries, value added certificate courses and career workshops. V. The College has adopted Google classroom for effective online classes to streamline the classes during the pandemic, digitally organize, distribute and collect assignments, course materials, and student work. Google Classroom is also used to communicate with students about their class work and give students timely feedback on their assignments and assessments and intense focus for remedial.

[View File](#)

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Council.	05-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	11-Mar-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Yes. The institution has well-planned mechanisms in place for effective curriculum delivery and documentation. • Subjects are allotted to faculty based on their specialization as well as choice • The Time Table committee ensures all subjects are allotted hours as specified in the university curriculum. • A well-structured Lesson Plan that guides the teacher to plan for on Outcome Based Teaching and Learning is in practice • FDPs are conducted at the beginning of every semester to refresh faculty on lesson planning, delivery, goals, objectives and outcomes. • Lesson planning is initiated before the commencement of each semester. • The Academic Calendar is prepared in advance every year. It documents the plan of the institution and the individual Departments for the year. All academic activities, Bridge Course, Internal Assessments, Special Lectures, Seminars, Tech Talks, Training programs and all co-curricular activities are planned in advance and notified to all faculty and students through the Academic Calendar. • All activities related to curriculum delivery like work done, tests and assessments, marks, assignments and seminars are documented/ recorded in the Handbook designed exclusively for this purpose. Documents are prepared as per ISO 9000:2015. Regular internal audits are conducted to ensure the regular updates of documents. The institutional Academic Officer ensures the proper recording of academic details every semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NPTEL –Online The Joy of Computing (BCA)	Nil	08/07/2019	72	Yes	Yes
Entrepreneurship (MOOC) ISM-S2	Nil	15/07/2019	90	Entreprenuership	Yes
Photography B.Sc Visual Communication	Nil	15/07/2019	90	Yes	Yes Yes, Technical skills of Photography
NPTEL (ECS) (Internet Of Things	Nil	29/07/2019	72	Employability Skills	yes
BEC	Nil	05/08/2019	180	Yes	Communication (LSRW Skills)
KET	Nil	05/08/2019	180	Yes	Communication (LSRW Skills)

Share Trading (BBA Shift-I)	Nil	05/08/2019	18	Yes	Yes
Retail Management NPTEL(ISM – SHIFT 1)	Nil	07/08/2019	48	Retail Management	Yes
E-Commerce Technologies (Swayam CEC) (Commerce)	Nil	13/08/2019	72	Yes	Yes
Swayam Online Course 2019-2020 Odd- Basics of Digital Marketing (B.Com CS)	Nil	08/10/2019	48	Employabil ity	Yes
Advanced Training Program in Microsoft Excel (CS S1)	Nil	27/11/2019	2	Employabil ity	Yes
Foundation Tally (Commerce)	Nil	19/12/2019	60	Employabil ity	Yes
Brand Management BBA S2	Nil	19/12/2019	45	Yes	Yes
Swayam Online Course 2019-2020 Even – Goods Service Tax (B.Com CS)	Nil	01/01/2020	72	Employabil ity	Yes
Embedded system using Arduino (ECS)	Nil	03/01/2020	30	Yes	Yes
Printed circuit Board Design (ECS)	Nil	27/01/2020	30	Yes	Yes
Swayam Online Course 2019-2020 Even – Principles of Human	Nil	27/01/2020	48	Yes	Yes

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     Resources
     Management
     (B.Com CS)
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

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

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

	Certificate	Diploma Course
Number of Students	**1783**	**Nil**

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The institution obtains feedback on curriculum, student feedback on Teachers and feedback on-campus experience from students. It also obtains feedback from parents during PTA Meets. Alumni Feedback is obtained from passed out students as well. The feedback is obtained through manual or electronic means. Feedback obtained is analyzed and the data presented to the Head of the Institution and the Management for further action. Based on feedback results, the Management

takes necessary measures to implement systems/ mechanisms that would effectively address areas of concern. Suggestions are looked into and implemented wherever they are genuine. Curriculum enrichment programs, Faculty Development programs and Teacher Training and Mentoring are some of the outcomes of the feedback system in the college. The institution obtains feedback on curriculum, student feedback on Teachers and feedback on campus experience from students. It also obtains feedback from parents during PTA Meets. Alumni Feedback is obtained from passed out students as well. The feedback is obtained through manual or electronic means. Feedback obtained is analyzed and the data presented to the Head of the Institution and the Management for further action. Based on feedback results, the Management takes necessary measures to implement systems/ mechanisms that would effectively address areas of concern. Suggestions are looked into and implemented wherever they are genuine. Curriculum enrichment programs, Faculty Development programs and Teacher Training and Mentoring are some of the outcomes of the feedback system in the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	773	11	82	Nill	19

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
101	101	13	11	4	20
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes, the College has a mentoring system in place. • Each student [Ward] of the College is assigned a Mentor [faculty]. • A Mentor card is issued to every student in the first year of study. This contains all vital information related to the student – personal information, academic performance and progress, curricular, co-curricular and extra-curricular interests and achievements. • Mentors and wards meet from time to time to discuss important issues pertaining to ward's progress and well-being. • Every ward is made to feel that the Mentor is available for support whenever necessary. • The Head of each Department monitors, the conduct of the mentor-ward process

and steps in with required measures whenever/ wherever necessary. • The Head of the Institution monitors the overall mentoring process and mentors students with special needs. • In case of any special cases to be addressed to support the ward, mentors, with the help of the Head of the Department and after notifying the Head of the Institution would guide the ward to the college counsellor for further support/ assistance that would ensure the well–being of the ward. • The counselling details are entered in the mentor cards for further use. • The college thus ensures every student who enters the college is supported right from the first year up to the final year, including the placement support. • Students with low morale, introverts by nature are known to have blossomed under the guidance, supervision and care of the mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2167	101	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
101	101	Nill	11	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) The Institution has streamlined the continuous internal evaluation system [Continuous Internal Assessment] to ensure effective conduct of internal examinations. Two internal assessments and one model examination is conducted to assess students' performance and progress. The Examination Cell under the supervision of the Head of the Institution plans, conducts and supervises the conduct of internal and external examinations. Several reforms have been introduced to make the testing and evaluation meaningful and productive. The exam cell shares a circular listing the dates of all monthly assessments and model examinations, submission of question papers and submission of marks and result analysis at the beginning of every semester. Each Department [Shift I and II] submits a question paper for approval to the exam cell. The Head of the institution and a team from the exam cell scrutinize the question paper for adherence to quality standards. After review, the question paper that adheres to specifications is approved for examination

purpose. CIAs are conducted in 3 sessions to facilitate the smooth conduct of exams owing to increase in student strength. Students who write the monthly assessment are given the opportunity to have their answer scripts revalued through the exam redressal unit of the exam cell. Central valuation of papers is practiced.

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

The academic calendar is prepared annually by a committee comprising of Council Secretary and Staff Secretary and headed by the Principal and Vice Principal. The Academic Calendar specifies information and dates related to commencement of college, examination dates [internal, external, practical], day order, public holidays, national programs, orientation programs, co-curricular activities and extra-curricular activities and programs of all Departments, units and cells of the College. The Academic calendar also provides important rules, regulations and guidelines stipulated by the affiliating University as well as the Institution, namely programs, credits, college timings, dress code, rules and regulations. Importantly, the Academic Calendar shares the Vision, mission and Motto of the College. The softcopy of the calendar is uploaded in the college website and the hard copy circulated to faculty as well as students. Much care is taken to adhere to the dates mentioned in the Academic Calendar with respect to the conduct of exams, programs and all events, except in the case of unforeseen/ unavoidable circumstances.

2.6 – Student Performance and Learning Outcomes

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

https://www.alphagroup.edu/arts-science/index.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

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

Over all institution feedback is obtained from the students when they are leaving the college. ? Feedback on Curriculum for all students. ? Feedback on Campus for the outgoing students. From this academic year we are planning to implement Google forms online feedback generation which will help us to trace their progression too. (i.e., their higher education details and progression of the students can be received.)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor	180	IUCAE, Kerala	100000	100000

Projects				
Industry sponsored Projects	180	Pantech Pvt Limited	10000	10000

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
FDP on Customising remedial teachingM	Maths (shift II)	07/06/2019
Training on Latex (workshop)	Maths (shift II)	13/06/2019
Training on Latex (workshop)	Maths (shift II)	14/06/2019
Workshop on GST	B. Com (CS)	18/07/2019
Workshop on GST	B. Com (CS)	19/07/2019
English Language Learning in the Digital Era	English	02/08/2019
Workshop on Share Trading	BBA – Shift I	05/08/2019
Guest Lecture on Career opportunity in cost accounting	B Com(ISM)-shift 1	13/08/2019
Guest Lecture on Environmental Journalism	Viscom	30/08/2019
One day national workshop on Intellectual Property Rights	B.Com Shift 2	20/08/2019
Career Orientation on Cel Animation	Viscom	31/08/2019
Seminar on Computing Technologies	Computer Science	31/08/2019
Workshop on Contemporary Soft Block Relief Printing	Viscom	03/09/2019
Workshop on LVDT Sensor	ECS	20/09/2019
Guest Lecture on Image processing	B Com(ISM)-shift 1	25/09/2019
Workshop on Finance at LT Kancheepuram	B. Com (CS)	27/09/2019
Workshop on Web Application Development	ISM S2	28/09/2019
One Day National Workshop On Export Documentation and Procedure	B.Com Shift 1	30/09/2019
International Colloquium on Developing	B. Com (CS)	22/10/2019

Employability Skills using ICT Tools			
Advanced Training Program in Microsoft Excel	Computer Science	27/11/2019	
Advanced Training Program in Microsoft Excel	Computer Science	28/11/2019	
Foundation Tally	B.Com	19/12/2019	
Technical Workshop- R programming/ java programming	Computer Science shift II	19/12/2019	
Embedded system using Arduino	ECS	03/01/2020	
Workshop on Academic Writing	English	09/01/2020	
Printed circuit Board Design	ECS	27/01/2020	
Workshop on skills for work by Cambridge Assessment English	English	27/01/2020	
Challenges and opportunities for Computer Science Students in IT Sector	Computer Science	31/01/2020	
DNA Barcoding	Biotechnology	21/02/2020	
National Conference on Recent Technological Advances in Basic and Applied Sciences	ECS	25/02/2020	
National Conference on Financial Markets – Issues, Challenges and a Way Forward	B. Com	12/03/2020	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Scholar Award	Dr.D.ShanthiRevathi	NFED- National Foundation for Entrepreneurship Development	08/03/2020	Senior Women Educator and Scholar Award
Aarviu Chemmal Virudhu	Dr. Tamizharasi.K	International Institute of Tamil Studies Chennai	23/02/2020	AarviuChemmal Virudhu
Young Scientist	Dr. J. Vardhana	Marina Labs	24/11/2019	Dr. APJ Abdul kalam Award
[View File](#)				

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
Nil	Nil	Nil	Nil	Nil	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Nil	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	B.Sc.Biotechnology	1	7.52
International	Maths Shift II	1	0
International	B.Com CoroporateSecretaryship	2	6.3
International	BBA Shift I	3	6.3
International	B.Com ISM Shift II	1	0.41
International	B.Sc. Computer Science Shift II	2	4.50
International	BBA Shift II	2	0.41
International	B.Com Shift II	3	0.41

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in

					citation	the publication

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	**34**	**117**	**47**	**78**
Presented papers	**5**	**13**	**Nill**	**1**
Resource persons	**2**	**3**	**Nill**	**2**

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research (Economics Dept. Shift 2)	**Faculty**	**Kerala University**	**180**
Research (Bio Technology)	**Faculty and Students**	**Nil**	**90**
Research (ECS)	**Students**	**Nil**	**90**

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	MOU	The Institute of company secretaries of India	Nill	Nill	Nill

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1200000	1240417

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Easy software Library 5.0	Partially	5.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Digital Database	Nill	Nill	Nill	43070	Nill	43070
CD & Video	409	Nill	Nill	Nill	409	Nill
Library Automation	5	Nill	Nill	Nill	5	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	Nill	Nill	Nill	Nill	Nill	Nill
Text Books	14902	3882602	Nill	8877	14902	3891479
Reference Books	2070	180904	Nill	Nill	2070	180904
e-Books	150000	36720	Nill	Nill	150000	36720
Journals	34	82746	Nill	77546	34	160292
e-Journals	3000	17250	Nill	Nill	3000	17250

View File

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Ms,Sathya and Team BCA /Computer Science Shift II Lt.Dr.B. Bhuvaneswari Economics Shift I Ms.A.S.PurnaLakshmi Mathematics Shift II	E- LibraryGoogle Classroom YouTube	Visual Communication Recording Lab Computer Lab	01/06/2019
Ms.Sathya BCA / Mr.JohnPaulCS	E-Library Tech Master Club https://techmasterclube-library.000webhostapp	An e-library or Digital library is a physical site and/ or website	01/06/2019

Lt.Dr.B.Bhuvaneswari Economics Shift 1	Economics https://classroom.google.com/u/5/h	Google Classroom	01/06/2019
Ms.KavithaSathish Visual Communication Shift 1	Final years students - Short film, Documentary, Ad.Film and PSA be uploaded. https://www.youtube.com/channel/UC-xIpqq2i7Q0wwgLosDmBGw/featured	YouTube	01/06/2019
Lt.Dr.B.Bhuvaneswari Economics,Shift1	Economics https://youtube.com/channel/UCO1PgWIMmrzCG4PoA-mn4_A	YouTube	01/06/2019
Ms.A.S.Purnalakshimi Mathematics Shift II	RMT - https://youtu.be/oE34_UyJqgI	YouTube	01/06/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	213	4	1	5	5	4	21	200	0
Added	18	0	1	0	0	0	0	200	0
Total	231	4	2	5	5	4	21	400	0

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

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
1.An e-library or Digital library is a physical site and/ or website By Ms.Sathya BCA and Dr.SriPriyaArunachalamComputer Science Shift II	https://techmasterclube-library.000webhostapp.com/
2. Selected Lecture Videos in International Economics By.Lt.Dr.B.Bhuvaneswari	https://youtube.com/channel/UCO1PgWIMmrzCG4PoA-mn4_A
3. Mathematics Shift II Ms.A.S.Purnalakshmi	https://youtu.be/oE34_UyJqgI
4. Final years students - Short film, Documentary, Ad. Film and PSA uploaded	https://www.youtube.com/channel/UC-

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1500000	1477542	9000000	9230526

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

Maintenance of Institute Infrastructure involves monitoring, servicing and facilitating the up keep of the institute's infrastructure. The process we adopt on maintenance of infrastructure depends on the nature of product, type of infrastructure, utilization, functional life and price of the item. Classification of maintenance varies based on the value and utilization a) Nature of Maintenance is routine (Daily or Periodical) cleaning. b) Maintenance requiring external help for small repairs, dysfunction of infrastructure. c) Maintenance requires considerable manpower which requires outsourced maintenance. Some of the key processes which are followed for fixed assets Preventive Maintenance AMC (Annual Maintenance Contract) Breakdown Maintenance Infrastructure maintenance is one of the key focus areas to provide a well maintained and functional environment. Robust governance is in place for infrastructure maintenance such as buildings, classrooms, furniture and fixtures, electrical fittings and plumbing. Complaints with respect to the same and action taken are recorded in the Maintenance Complaint Register (MCR). MCR is monitored on regular basis by the Manager. All complaints received are validated and reviewed with the Principal of the College on a periodic basis. Electricity and Furniture Maintenance Periodic checks are conducted by the Electrician for all electrical items such as lights, fans, motors, switches, etc. Replacement is carried out whenever and wherever required, if defects are identified. Similar routine is carried out by the carpenter for maintenance of college furniture. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff completely monitored by the College Manager. Computer Labs Computer Labs are always provided with special care to ensure high on availability. Efficient processes are adhered to ensure proactive measures are stringently followed. Hence, there are no major breakdown issues during any lab sessions throughout the year. As part of proactive measure, the College adheres to preventive care, AMC, Break down Maintenance and efficient tracking system through the complaint register. All problems are identified and recorded, which are then brought to the notice of the HoD. On further assessment, required action is taken on respective complaints with due approval from the Principal. Science Lab Centralized collections of Equipment's, chemicals, glass wares are maintained in a lab register by the Lab Instructor. The maintenance log register outlines equipment identification and descriptions like equipment name, model number, manufacturer, purchase date, warranty, model. It also contains description of repair work, parts replacements, tests, measurements, adjustments, or deep cleaning done on the equipment. Issue Register is maintained by the lab instructor to record the issue of the chemicals, Glass wares for regular Practical. Preventive and maintenance file is maintained to ensure that the equipment is functioning with minimal interruptions and within the manufacturer's specifications. The maintenance and quality control are

performed under an outlined schedule and results are documented and the error alerts on the equipment and subsequent action to be taken and the servicing and calibration done on the equipment and the dates for subsequent calibrations. The equipment is labelled and contains a data sheet attached to them which summarize the preventive maintenance actions undertaken, the date, and the personnel involved. The following files are maintained in the laboratory 1)Preventive and Corrective measures file 2)Consumables files 3)Purchase order file 4)Chemicals/Glass wares registers which contains details of the Issue and purchase of the chemicals 5)Instrument service and Purchase file 6)SOP -Manual File 7)Calibration file. Fire Safety and Alarms Fire safety and alarms are periodically checked for its effectiveness via mock drill exercises. This is to ensure that in case of any eventuality, all equipments are protected from disaster. First Aid Kits are maintained periodically. Library Management Knowledge is wealth. As part of regular maintenance, extreme care is provided for maintenance of books and documents which need to treasured. As part of regular maintenance, various measures such as shelving and re-shelving, arranging books and materials in order, supervision of collection and conservation and preservation of materials including repairs and binding. Sports Facility Sound body is a Sound Mind. We have strengthened maintenance measures for the upkeep of Sports equipment. Any equipments to be refurbished or purchased new are given due importance. Also the playground is maintained by undergoing periodical maintenance of cleaning and maintenance activities. College Canteen The college canteen provides hygienically prepared food at subsidized rates. Conveniently located inside the college premises, caters to needs of students and staff. Hygiene and sanitation inside canteen is periodically monitored through audits Drinking Water Pure drinking facility is maintained using modern treatment technology such as filtration, Ion exchange and Reverse Osmosis. With adequate facility and capacity R.O. plants were operated to suffice the need of our students, staff members, supporting staff and the visitors. Also, to implement zero water wastage, recycled waste water is drained to plants and utilized for washing purpose. A clean environment always provides healthy life. Adequate housekeeping staff are deployed to ensure all class rooms, staff rooms, laboratories, library, administrative office, conference hall, seminar hall, common rooms are cleaned and sanitized at regular and timely intervals. This is monitored by the Supervisor of Housekeeping Staff who reports to the Manager who in turn reports to the Head of the Institution. A schedule of daily and weekly cleaning activities is drawn up and strictly adhered to by the Housekeeping Staff. Schedule is also in place and adhered to for deep cleaning of all areas and rooms in the campus at regular intervals. Any other cleaning requirement is requested to by the concerned faculty to the Manager and such cleaning activity is carried out.

https://www.alphagroup.edu/arts-science/index.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1.University Free Seats(4), 2.Support from Institution.VCP Fee Concession (10) 3. Agaram Foundation Scholarship(8)	22	839460
Financial Support from Other Sources			

| a) National | 1.RM Medical Trust (1) 2.Govt SC/ST Scholarship(229) | 230 | 784400 |
| b)International | Nil | Nill | 0 |

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	03/07/2019	747	Internal
Remedial	08/07/2019	582	Internal
Personal Counselling	08/07/2019	165	Internal
BEC	05/08/2019	109	In association with Cambridge Assessment English
KET	05/08/2019	582	In association with Cambridge Assessment English
Placement Training	03/09/2019	236	Internal
Soft Skill Development	03/09/2019	162	Internal
Soft Skill Development cum Placement Training	03/09/2019	86	361 Degree Minds

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling	Nill	742	Nill	316
2020	Career Counselling	Nill	742	Nill	316

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year					
On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Just Dial, Sutherland global Services, CSS Corps, Mr. Cooper, Health Watch, Teled iagnostics, Qspiders, Techno Soft Global Services, RMR Financial Services, ICICI, HDFC, KOTAK Mahindra Bank, Alcance Tech nologies, S- Amazon Pay, Hexaware Tec hnologies, M	500	289	Infosys, LT, TCS, Wipro – IT, Wipro-BPS	76	27
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
[View File](#)					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

The Student Council [Student Forum] of the College is a vibrant body that is involved in all the activities of the College. Alpha encourages and fosters leadership skills in all its students. The Student Forum members are at the forefront of every event involved in the planning and execution of all student oriented events. Alpha Fest – the college Cultural programme, Sports Day, Rural Sports Meet, College Day and all other extra-curricular activities as well as extension activities of the College are spearheaded by the Student Forum members. The Student Forum is the representative Body for all students in the College. Their presence and participation is found in the areas of academic and administrative committees of the institution. Student leaders of the various cells and extension services of the College like Women's Cell, Enactus, Rotaract, NCC, NSS are led by young students who plan and coordinate events, awareness programmes, rallies, marches, competitions and all other related programmes within the college and outside as well. They contribute to the welfare of the community, the country, the continent and the globe. The following are some of the roles in which young student leaders of Alpha have been engaged in during the academic year. • Manikandan. S of III B.Sc Sports Secretary for the academic year 2019-2020. • Lakshmi Priya. S of III B.Sc Cultural Secretary for the academic year 2019-2020. • S. Sai Krishna of III BCA President • Actively coordinated Alpha fest, Cultural Event and Republic Day Celebrations. • ROTARACT Club – Served as Secretary, Sargent-@-arms Treasurer. • Student team served as student editorial team for the "National Conference on Recent Technological Advances in Basic Applied Sciences" organized by the Dept of Electronics Communication Science Students team for the Dept. Journal "Quest" 2019-2020. • V. Bhargavi of III VISCOM shaw house captain • Heena Begum of III ISM House Captain • M.S. Yogesh and P. Jeeva served as house captains.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

658

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

? Department of Viscom Organized the Guest Lecture on Contemporary Fashion Photography on 04.09.2019 – Mr. Naresh Nil, Alumni of the Department, executive producer, Photographer Ad. Film maker, Slingshot creations. ? Department of ECS -Ms.Gayathiripriyanka , Customer service Agent, Air India. Guest lecture on "Airline control Airport" on 17.9.2019. ? Department of ECS - Mr. Jude Cyrus

Simon Anandaraj, Process Engineer, Shell Business Operation – Chennai .Guest lecture on "sensor ,its types ,principles and applications" with practical sessions on 20.09.2019 ? Department of ECS - Mr. Hareesh R, Senior officer, Standard Chartered Bank, Chennai "A Career guidance talk on 'Banking Sector' on 23.09.2019. ? Department of ECS - Mr. Alen Abraham Jacob, Cloud Delivery Owner – LATAM, Tata Consultancy Services Ltd, Queretaro, Mexico . A Technical talk on Artificial Intelligence on 24.09.2019. ? Department of BCA conducted Seminar on Selenium, resource person by Ms.R.Ramya, Senior IT Analyst, HCL Technology Limited, Chennai, on 16.8.2019 ? Department of BT conducted tech talk on "Biotechnology: Big Data and the Big Demand" resource persons Mr.Saurav Patra, Mr.Mac and Ms.Sarah. Mr.Saurav Patra spoke on the topic

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college council consisting of Heads of Departments with council secretary (Head of the Council) and staff secretary (staff representative) take active participation in decision making of all academic related activities. The Management comprises of Chairperson, Vice Chairperson, and Principal, Vice Principal and Shift II Coordinator. The Individual department heads are responsible for the functional activities of the individual disciplines. The Institute is adequately supported by non teaching staff. The individual faculty members contribute both at department level and institution level as members of various committees like placement, hospitality, admission, student counselling, discipline, entrepreneurial development, sports etc. The student forum comprises of students who are democratically elected members. They liaise with faculty and management in smooth functioning of all activities of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of Students Admission of Students as per the Government and University Norms. Registered UG students : 837 Registered PG Students : 09
Industry Interaction / Collaboration	Industry Interaction / Collaboration Industrial Trip III BCOM(ISM) students went for IV,LLM Appliances Private Limited (Butterfly),Chennai on 16.08.2019, B.Com (CS) students visited LT Kancheepuram as Industrial Visit to bridge the concepts learning and practices in the industry on 27/09/2019, BCA Students Visited Kanchi Agro farm-Vellore Dist on 26.02.2020, Biotech Students visited Eppendorf India Private Limited and Advanced Institute for Wildlife Conservation. BBA -shift I visited ARS Steels and alloys international pvt ltd , Steel

plant, Gummidipoondi on 24/07/2019,B.COM(ISM) shift 2 went for an industrial visit to M/s.Modern Bakers Pvt ltd on September 27th 2019. B.COM(GEN) shift 2 students went for an industrial visit to Hatsun Agro product Ltd on 6th February 2020 B.SC(CS) shift 2 went for an industrial visit to BSNL RTTC on Feb 15th 2020 Field Visit B.Sc (Visual Communication) Students made a field visit to Dr.Arun's Photography and Vintage Camera Museum, Kovalam , India Seashell Museum, Mahabalipuram and Creative Sculpture, Mahabalipuram on 20.7.19. B.Sc (Visual Communication) Students made a field visit toGovernment College of Fine Arts, Egmore on 21.1.2020. Visited six different departments in the College – Sculpture, Painting, Visual Communication, Textile, Print Making and Ceramic BBA shift 2 students made a field visit to Kanchi Organic farms on 7th February 2020 B.COM(ISM) shift 2 went for a field visit to India Seashell Museum on 31st January 2020 MoU Department of Bio tech entered an MoU with Bio Zone Research Technology and Path Gene Research Technology (2015-2020) Both PG UG Biotech Students are the beneficiaries. Alpha Arts and Science College has entered an MoU with ICSI to become ICSI Chennai-II Study hie, to start CS professional courses for our students and for students in and around our locality. Registration is valid for 2 Years. Department of Economics S-II entered a MoU with Inter university Centre for Alternative Economics, of Kerala on 17/09/2019. Department of B.Sc (ECS) entered a MOU with Pantech ProEd Pvt Ltd for availing project work through minor research project. Internships Department of Visual communication as a part of curriculum, 27 students undergone One-month Internship to Media Houses, Department of ISM-S1 S2,BBA –S1S2 students went for an internship training as a part of their curriculum. Students of Department of Corporate Secretaryship went for an institutional training to various sectors. Department of ECS, as a part of curriculum undergone 5 Days Internship to India Japan Lighting Private limited and final year students undergone 1 Week Internship to Floraix for their project

	work. PG Department of Biotechnology and PG Commerce students went for data collection for their final year project .
Human Resource Management	Human Resource Management Promotion and sustenance of quality initiatives with regard to Human Resource Management and according to the ISO 9001:2015. Delegations of responsibility – Some of the key responsibility areas are identified and delegated at different levels – Principal, Vice-Principal, Coordinator SII, HoD/Asst. Professor, Office function. Participatory Management – Subcommittee for different functional activities comprises representatives of teachers, non-teaching staff and students. It includes the involvement of the staffs for organizing different programmes of the college like Fresher's day, Investiture Ceremony, Annual day, Founder's day, Synergy(School children's meet), Sports day, Convocation etc . Faculty Development Programs are organized by the college on regular basis. Performance appraisal system is practiced. Policy for compensation – College extends the benefits of Provident fund to each member of the staff. They shall subscribe to duly constituted College Provident Fund in accordance with statutory rule to the staff members.
Library, ICT and Physical Infrastructure / Instrumentation	Library, ICT and Physical Infrastructure / Instrumentation The college library has excellent learning resources. We have Text books, Reference books, e books, Journals, e journals, CD Video. The Departments maintain a Reference Library for use by Faculty and Students. In addition a Book Bank, with Catalogue and Issue register, is maintained to support students in their learning. A Google class room ID is created for all subjects with all study related information and material posted from time to time for the benefit of students. and students are facilitated to browse their study material ,etc. Every department is equipped with LCD projector to facilitate ICT enabled class room. Our college also has Projectors to enable ICT learning to the students.
Research and Development	Research and Development No. of

	Faculty Attended Seminars/ Workshops ? International level :34 ? National Level :117 ? State level:47 ? Local level:78 No. of Faculty Presented papers ? International level:5 local: 1 ? National Level:13 state:0 No. of Faculty acted as resource person ? International level :02 ? State level:00 ? Local level:02 ? national level : 3 Book published: With ISBN No: 2 Chapters in Edited Books: 13 Peer review journal publication: International Level : 16 National Level : - 19 National Conference organized by the Institution 2 International Level, 2 National Level
Examination and Evaluation	The Internal Assessment carries 25 marks, out of which the internal average marks carries 10 marks, the Assignment carries 5 marks, seminar has 5 marks and attendance has 5 marks. The Internal Average marks have 2 components which is CIA and Model for 10 marks. A unique practice of our institution is that we have a centralized valuation system for CIA and Model examinations
Teaching and Learning	Teaching and Learning Teaching ? Google Classroom ? Students Book bank ? Workbooks for Mathematics papers. ? Audio visual presentation. ? Video lecturing by Subject experts. ? Mind mapping. ? Screening of movies to explain the technique ? Sharing video lectures ? Sharing website link for various subjects ? Study Material uploaded in Google class room ? Each department is well maintained with book bank as learning resources for the benefit of learners. ? Enhancement in Lesson Plan to cater to the teaching-learning process more effectively ? Bridge Course in English for I year students to facilitate transition from School to College level English ? Conduct of Diagnostic Test to assess English language proficiency of students of the I year ? Streaming of students based on outcome of Diagnostic Test in to Stream and B to provide differentiated instruction and application based teaching ? Integrated Teaching of English Curriculum with International Certification programs – KET BEC ? Intensified Remedial coaching for slow learners of English in the I II year Tutorial sessions for advanced

	learners to achieve merit scores and ranks implementation of Peer Group learning to augment the remediation process ? Provision of Learning Resources to students to enhance academic performance [Learning Material, Workbook] ? Conduct of Workshops on Reading Efficiently Training in The Sub-Skills of Reading [19.09.2019], and Workshop on Academic Writing for Print Advertisements [9.01.2020] for PG and UG students respectively. ? Orientation Programme, FDP, Material revision programmes for faculty on Teaching of BEC and Integration with the Curriculum ? Reviews with Principal and Management on Results and discussions on strategies for improvement of the same. Learning ? Discussion on recent scientific journals. ? Live Projects. ? Case Study Oriented Research projects. ? Base paper discussion on the papers published by the students. ? Reviewing of the screened movies ? Peer group learning. ? NOWTHIS - Relating current affairs with subject by students. ? Articles contributions by the students in the departmental journal ? Encourage students to present papers in National conference ? Encourage the students to attend seminars and Webinars ? Encourage the students to participate in E- quiz on various subjects.
Curriculum Development	? Affiliated to University of Madras ? Recommendations were sought from the stakeholders ? In addition to the conferences, certificate courses were offered by few departments ? As a part of MOU with ICSI , the college is a ICSI Chennai – II study center for Company Secretaryship. Students from various departments are benefitted through the programme ? .Department of Bio tech entered an MoU with Bio Zone Research Technology and Path Gene Research Technology (2015-2020) Both PG UG Biotech Students are the beneficiaries. ? Department of Economics S-II entered a MoU with Inter University Centre for Alternative Economics, of Kerala on 1709/2019. ? Department of B.Sc (ECS) entered a MOU with Pantech ProEd Pvt Ltd for availing project work through minor research project

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

E-governace area	Details
Planning and Development	Planning and Development Each department is facilitated with a projector for their classrooms Each department is provided with computers having internet facility. The institution's Library has adequate number of books, journals Computer with internet facility and with Google Classroom.
Administration	Administration Internet access to all machines WiFi facility throughout the institution Leave and Attendance of Faculties can be tracked through Greythr software All the departments of the institute are provided with computer Data cable network facility. CCTV surveillance system is available in the campus. ERP Module for Fee Collection.
Finance and Accounts	Finance and Accounts ERP and Tally System for maintaining the accounts in the accounts department. Tally system is used for tax calculation
Student Admission and Support	Student Admission and Support Admission and examination procedure are computerized • E-Learning resources were created using E-Journals and E-books. • The library provides E-Journal facilities.
Examination	Examination - We follow the University of Madras online process for examination.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2019	Customization of Remedial Teaching	NIL	07/06/2019	07/06/2019	37	Nill
2019	Beyond Teaching- Role Of Facilitator Dr.Sultan Ahmed Ismail (Certificate not given)	NIL	12/06/2019	12/06/2019	16	Nill
2019	Google Docs Latex	NIL	13/06/2019	14/06/2019	37	Nill
2019	Teachers Dimension- Intellectual Excitement Interpersonal Rapport Dr.JayaprakashNarayan	NIL	22/06/2019	22/06/2019	18	Nill
2019	Introduction to Python programming	NIL	26/07/2019	27/07/2019	2	Nill
2019	Training Programme in Microsoft Excel	NIL	26/11/2019	26/11/2019	31	2

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
127	127	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

? Concession in fees for their wards. ? Maternity Leave ? Financing interest free loan ? Provident Fund and Gratuity ? On duty for attending professional programme and Ph.D work	? Interest free Financial Loan ? ESI Concession, Provident Fund , Gratuity ? Joy of Sharing-Sharing provisions to our house keeping staff during Christmas Eve.	? Government scholarships for SC / ST Students. ? Fee waiver for 10 under privileged Students ? Student's Insurance ? Free Medical check-up and consultation at a very nominal cost at SRMC ? Citation Awards – Kannama Jayaraman Award ? Admission to Agaram students ? Alumni students getting concession for PG courses. ? Cash Prize by Sultan Chand publisher. ? Full fee waiver for under-privileged – 8 students in Agaram Foundation.

6.4 – Financial Management and Resource Mobilization

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

College Management Committee, College Council, ISO qualified Internal Auditing Team conducts internal audit regularly once in a semester. Suggestions are given for the updation of quality records. Financial audit is done in the admin office, CIT Nagar, Saidapet,Chennai 600015

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
1.Chennai Literary Association.2.NSS Day 3.Hindi Diwas in Association with NYK Chennai Division.	9000	1.To conduct inter-collegiate Workshop for students. 2.NSS Day. 3.Hindi Diwas in Association with NYK Chennai Division
[View File](#)		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV SORD	Yes	Academic Officer (Alpha Group of Institution
Administrative	Yes	TUV SORD	Yes	Academic Officer(Alpha Group of Institution

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)
Parent-Teacher meeting is conducted at mid of every semester. Academic performance, Attendance, and Discipline of the wards will be communicated to the parents. The progress of their wards is discussed with the parents and received feedback from them.

6.5.3 – Development programmes for support staff (at least three)
Counseling Session - "Work-Life Balance"

6.5.4 – Post Accreditation initiative(s) (mention at least three)
? MoUs were initiated ? Steps taken to increase the students' admission. ? Industry institutional interaction through Industrial visits and field trips has been increased. ? Experts were invited to give career guidance and counselling for both Higher education and placements. ? International ,National and State Level seminars ,Conferences, Symposium was initiated by the departments through IQAC. ? FDPs were organised to empower the faculty on teaching and research. ? Research and Development was strengthened by encouraging the faculty to publish in International and National Journals. ? Faculty are encouraged to register for PhD and the number has increased. • Faculty cleared NET/ SET with the continuous encouragement of the management. ? Integrated Teaching of English Curriculum with International Certification programs – KET BEC ? Creation of Workbook for English Language practice for I and II year students ? Brainstorming with faculty of the Department at regular intervals to identify problem areas in teaching and learning and suggest solutions to address issues ? Regular training opportunities for faculty by external experts especially from Cambridge Assessment English ? Students' Workshop by Cambridge Assessment English to improve students' employability skills. ? Students' enrolment to professional courses was encouraged and cleared CA, CS.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Theme Based Awareness & Education	13/08/2019	13/08/2019	40	60

Program on Self-confidence, Motivation, Gender Equality and Swachhtha Phakwara				
Employability skill for the future	31/08/2019	31/08/2019	32	32
Career Orientation on Cel Animation	31/08/2019	31/08/2019	39	8
Contemporary Fashion Photography	04/09/2019	04/09/2019	39	8
A Day with An Auditor And For The Career Growth	09/09/2019	09/09/2019	100	40
Airline Control Systems	17/09/2019	17/09/2019	42	15
POSHAN awareness programme -causes and remedy of the Malnutrition	21/09/2019	21/09/2019	51	43
Artificial Intelligence	24/09/2019	24/09/2019	20	50
Entrepreneurship & Neuro Linguistic Programming	25/09/2019	25/09/2019	110	30
Awareness Programme-Elimination of Violence Against Women	28/11/2019	28/11/2019	100	50
Army Attachment Camp	04/01/2020	18/01/2020	237	85
Challenges and opportunities for Computer Science Students in IT Sector	31/01/2020	31/01/2020	68	32
Seminar on Problems of Youth - How to overcome Challenges	16/07/2019	16/07/2019	30	20

Indian ability Drama (The world Of Neeraja)	30/07/2019	30/07/2019	40	60
English Language Learning in the Digital Era	02/08/2019	02/08/2019	245	80
Oratorical Competition (Women's Laws in India- "More said than Done")	03/02/2020	03/02/2020	100	75
Identifying your strengths & crack better opportunities	04/02/2020	04/02/2020	100	40
Awareness Program on personal hygiene and general interview tips for women	26/02/2020	26/02/2020	Nill	100

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

Percentage of power requirement of the University met by the renewable energy sources
1. Cycle Rally against Pollution 28th Aug 2019 by NCC. 2. Seminar on Plastic waste Management 13th December 2019 by Bio Tech. 3. Ezhilan Farms Kilambi Village, Kanchipuram on15th Feb 2020. Farming Guidance provided by: 1.Mr.Ezhilan, President TN Farmers Association. 2.Mr.Baskaran Krishnamoorthy, Former Commissioner, IT Dept. 3.Dr.P.T.Saravanan, President, TN Association of ORTHO surgeons. 4. Kanchi Organic Farms visit on 7.2.2020 by BBA /BCA/BCOM G 5. Advanced Institute of Wildlife Conservation (AIWC)visit Date: 24.1.2020 Chief Guest: Dr. Shekar Kumar Niraj, Director and Additional Principal Chief Conservator of Forests, Advanced Institute of Wildlife Conservation by Bio tech. 6. The Department of Biotechnology, Alpha Arts and Science College, organized the National Conference on Biodiversity and Sustainable Management on September 28. Inauguration Chief Guest: Dr. Sultan Ahmed Ismail Director, Ecoscience Research Foundation Plenary Guest: Dr. Nanditha Krishna Director and Professor CPR Institute of Indological Research. 7. Guest Lecture on Environmental Journalism, resource person by Mr. Nithyanand Jayaraman, Activist Environmentalist on 30.8.19 at TVP studio at 9.30am. 8. The Department of Visual Communication organized an educational visit to Government College of Fine Arts, Egmore on 21.1.2020 for first, second- and third-year students. We have visited six different departments in the College – Sculpture, Painting, Visual Communication, Textile, Printmaking and Ceramic. 9. SwachtaShapath – Pledge for Cleanliness on 13.8.2019 by NSS.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1
Special skill	Yes	1

| | development for differently abled students | | | | | | |

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	20	1	22/08/2 019	1	Training Program for suppo rting staff.	Hospita lity Etiq uettes	1
2019	95	1	07/12/2 019	1	English reading and skill developme nt	Skill s timulatio n activit ies were conducted to exhibit Student's creativit y through their use of the English Language.	11
2019	25	1	07/12/2 020	1	Libretto (Sing-you r-Lyric)	Conduct ion of co mpetition amongst the students to explore the power of imagin ation and their hidden talents.	11
2019	2167	1	13/12/2 020	1	Alpha Bazaar	Motivated the students to move forward as an ent repreneur .	20

2019	100	1	17/12/2019	1	Free medical health checkup Camp	Free checkup-blood sugar and blood pressure. General Consultation.	13
2020	125	1	26/02/2020	1	Developing Corporate Communication Skills	Students witnessed the varied technologies and to learn effective corporate communication.	13

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
College Calendar 2019-2020	17/06/2019	RULES AND REGULATIONS GENERAL DISCIPLINE • All students should be present on the reopening and last working day of each semester. • Students should confine themselves to the classroom during class hours. They can visit the library only during the allotted hours and can go to the canteen only during the breaks. • Students should maintain decorum and discipline inside the classrooms. • Students indulging in Ragging will be issued TC immediately. Students indulging in: • Malpractices/misconduct • Usage of mobile phones and camera / Misuse and damage to college property • Organizing participating in unions/ association any undesirable activities within the campus • Smoking consumption of alcohol/drugs or any

intoxicant • Violation of the dress code • Late coming Unauthorized Leave • Absenteeism during CIA/MODEL will be severely dealt with in accordance with rules of Government / University College. DRESS CODE • The dress code for girls in Salwar Kameez Churidar Kurta with dupatta neatly pinned (Short Churidar and Tights to be avoided). • Formal Trousers / Jeans with Formal Shirt / Collared Plain TShirts and shoes for the boys. They are expected to present a formal neat appearance (clean -shaven well trimmed hair). • All the students must wear the College Identity Card inside the campus at all times. LEAVE RULES • Students should not take leave without prior permission from the Class Incharge. • Leave of more than three days must be reported with a valid medical certificate. • Absence for a single period will entail absence for half a day LABORATORY RULES • Students should carry the observations notebook without fail. • Footwear should be left outside the computer lab. The students should handle sy stems/chemicals/glassware / instruments with care. • The students should enter the lab on time and maintain the decorum of the lab. • The students should obey the rules and regulations of their respective lab. LIBRARY RULES • Strict silence must be maintained in the Library. • Each student will be provided with two borrowers tickets, upon

which he/she can borrow the library books. • Students are allowed to keep the borrowed books for a period of 15 days. ATTENDANCE PROVISION S.No Attendance Percentage Provisions 1 75 and above Eligible to appear for University examination 2 65 to 74 Pay Condonation fee to appear for examination 3 64 to 50 Not permitted for regular examination but allowed to permit for next semester and pay condonation for theory and practical papers as arrear. 4 Less than 50 Repeat the course with University prior permission to rejoin. 5 55 instead of 65 for married women Married women – If conceive during academic year can appear for examination by producing MC with condonation.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Day of Drug Abuse Drug Trafficking	16/07/2019	16/07/2019	50
Need of Yoga for Better Health - International Yoga Day	21/07/2019	21/07/2019	50
Good India Movement	30/11/2019	30/11/2019	45
Three Day Workshop on Constitution Rights in association with YUVA Foundation	16/12/2019	18/12/2019	50
Visit To Little Sister's Of The Poor	18/12/2019	18/12/2019	58
Rehoboth Little Drops	19/12/2019	19/12/2019	36
[View File](#)			

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

? PLASTIC WASTE MANAGEMENT TECH TALK Date: 13.12.2019 Guest Of Honour: Dr.Sultan Ahmed Ismail, Director, Ecoscience Research Foundation Chief Guest:Dr. Sunder Balakrishnan, Ph.D, General Manager, NaturTec India Private Limited by Biotech. ? Cycle Rally against Pollution 28th Aug 2019 by NCC. ? SwachtaShapath – Pledge for Cleanliness on 13.8.2019 by NSS. ? The National Conference on Biodiversity and Sustainable Management on 28th September 2019. ?Farming Guidance was provided by Ezhilan Farms Kilambi Kanchipuram on 15th Feb.2020.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I . Industry Academia Enrichment programs and Value - Added Courses The College is firmly committed to strengthening industry-academia ties in order to offer students the best of learning experiences. In collaboration with Industries, the College has signed MoU's with various organizations like Pantech Proed Pvt. Ltd, Biozone Research Technologies Private Limited, Pathgene Healthcare Private Limited, The Institute of Company Secretaries of India and ACM. This has been initiated for providing unique opportunities to students for networking, mentoring and bonding over common interests. It provides support both within the student community and to local communities outside the institution by organizing conferences, Industrial interactions of prominent speakers, and visits to eminent industries, value added certificate courses and career workshops. To strengthen students' employability, technical and practical skills the College conducts certificates courses, workshops, conferences on topics like National Conference on Financial Markets-Issues, Challenges and a Way Forward, One Day National Workshop on export documentation and procedure, the National Conference on Biodiversity and Sustainable Management, state level hands on workshop on DNA barcoding, Industry collaborative workshop on "Career Building in Finance", national conference on recent technological advances in basic and applied sciences, Workshop on Contemporary Soft Block Relief Printing, workshop on academic writing, Workshop on skills for work by Cambridge Assessment English, Workshop on GST @ National Academy of Customs, Indirect Taxes Narcotics, One day national workshop on Intellectual Property Rights. II. Google Classroom, Remedial Measures Students utilize the General library as well as the department book banks to enrich their subject knowledge and explore their ideas/ concepts in both theory and practical. In addition, the College has adopted Google classroom for effective online classes to streamline the classes during the pandemic, digitally organize, distribute and collect assignments, course materials, and student work. Google Classroom is also used to communicate with students about their classwork and give students timely feedback on their assignments and assessments and intense focus for remedial.

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

https://youtu.be/7vJzQUqk-5U

7.3 – Institutional Distinctiveness

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

Alpha Arts and Science College is committed to offering a wide range of academic programs relevant to the regional and national needs in line with the emerging trends. It is also keen on training students through innovative instructional techniques and steer them towards higher thinking. Keeping this vision and mission of the college in focus, the Institution plans and organizes all events and programs of the College well in advance. The programs are

conducted right from the beginning of the academic year. The Department of English in association with Cambridge Assessment English conducts training for all I year students in BEC/KET with the objective of preparing students for global careers. By the end of the Course students are found to be competent and able to converse fluently in business environments. The Department of English trains III year students in key interview skills annually - the skill areas are Self Introduction, writing a letter of application and resume, Group Discussion, mock interviews and Body Language. The Department of Mathematics trains students on quantitative aptitude, by the end of the training students have their skills honed to ace interviews. They display confidence and competence to face interviews by MNCs and succeed with flying colours. In-house placement Training - The Academic year 2019-2020 started with the Placement Training for the Departments of Computer Applications, Computer Science and Information Systems Management by a Training Organization named 361 Degree Minds in collaboration with I for Change. A week long session of Personality Development classes, Quantitative Aptitude and Verbal Ability classes were conducted by 5 professional trainers in 3 sessions from 9:00 am to 4:00 pm. In addition to this training, an in-house training by the Department of Mathematics was conducted for Major Departments and was successfully carried out as per schedule in addition to the Technical Training by the Major departments themselves. Once the training was completed, Placements began in earnest and the Students participated in all the Campus Placement activities with enthusiasm and zeal. Nearly 60 of students were able to get placed in both On Campus and Off Campus Activities.

Provide the weblink of the institution
https://www.alphagroup.edu/arts-science/index.php

8.Future Plans of Actions for Next Academic Year

The following plan of action will be implemented in the academic year 2020-2021. Bringing in the Academic flexibility for Non-Major Electives. To increase the university ranks. Swayam NPTEL certificate courses are encouraged. Motivation to improve publications by the faculty. Emphasing the departments to conduct workshops /Symposium either in collaboration with industry academia or related to IPR only.PAL {Professor Assisted Learning} for MOOC Course content development, will be implemented in the near future. Enrichment of Library resources. Eco Club initiative for Green Campus . Extending community services in and around of our college for general health programs/Awareness programs /and EDC training for women.