

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

# (WITH ATR)

2023 - 24



(A Unit of Sri. S. S. Jain Educational Society) Affiliated to the University of Madras | A Jain Minority Institution Re-Accredited by NAAC

Meenambakkam, Chennai - 600061

### INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

### MINUTES OF MEETING

Date	19th June 2023
Time	11 A.M. to 12 Noon
Venue	IQAC Office - F21, Main Block
Convenor	Dr. V. S. Murali, IQAC Co-ordinator

### Agenda:

- 1. AQAR Report Submission
- 2. Any other matter with the permission of Chair

#### Deliberations:

SI. No.	Deliberations	ATR
1	The meeting commenced with a discussion on the submission of the AQAR Report. Coordinators were asked to provide detailed updates on the ongoing work related to AQAR	HRAR data collection process was initiated
2	The members gave their valuable suggestions to ease the process of collecting the details with regard to AQAR	

End of the Minutes

**IQAC Co-ordinator** 

Dr. V.S. MURALI IQAC - COORDINATOR AGURCHAND MANMULL JAIN COLLEGE MEENAMBAKKAM, CHENNAI-600 061. Principal

PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.



AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)

Affiliated to the University of Madras | A Jain Minority Institution

Re-Accredited by NAAC Meenambakkam, Chennai - 600061

Date of Meeting :19.06.2023

### **IQAC - COMPOSITION MEMBER - 2023-24** ATTENDANCE SHEET

S. No	Name	Designation	Signature
Chair	person of the Head of the Institution:		may !
1	Dr. N. Venkataramanan	Chairperson & Principal	M. Jankata and Market
Teach	ners:		
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	Madain
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Brankall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	D/2/C
5	Dr. V. Nalina	Assistant Professor, Mathematics	V. room
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Dann
7	Dr. P. Rajendra Prasad	Asserమడ్ Professor, Accounting and Finance	8. Ropert
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	1. Parlini Glast
Manag	gement Representatives:		
9	Shri. Udhan Kumar Chordia	Secretary	Monday
10	Shri, Hemant Chordia	Associate Secretary	Hemant Chardia
11	Shri. Sanjay Bhandari	Management Committee Member	mmu
12	Shri. Pannalal Chordia	Management Committee Member	4=
Admin	istrative and Technical Staff:		
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	John John
14	Dr. M. M. Ramya	Dean	de 4.72
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	htopar
lomin	ee from Local Society		<b>X</b>
16	Shri. Abishek	Nominee from Local Society	Marie
tuden	nt Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	G. Andrs
lumni	Representative:		1
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Colema Janas
epres	entative from Industrialist		1 11 1
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Jambhi Charde
AC -	Coordinator:		V-0
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Meny.

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### INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24 II.

### MINUTES OF MEETING

Date	17 <sup>th</sup> July 2023
Time	10 A.M. to 11 A.M.
Venue	1QAC Office - F21, Main Block
Convenor. Dr. V. S. Murali, IQAC Co-ordinator	

#### Agenda:

- 1. Meeting with New Members to IQAC office
- 2. Any other matter with the permission of Chair

#### Deliberations:

SI. No.	<b>Deliberations</b>	ATR
1	New members were invited to introduce themselves and share their views.	_
2	The Specific roles and responsibilities of new members within IQAC were discussed, highlighting their contributions to the team.	Ms. Jayarhue M Criterion & Ms. Jayarhue M Criterion Ms. Asmarki Murali. Crit
3	A discussion ensued regarding the expectations and responsibilities of all members, emphasizing collaboration and teamwork.	

End of the Minutes

IQAC Co-ordinator

Dr. V.S. MURALI
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

Principal
PRINCIPAL
A.M. JAIN COLLEGE
CHENNAI-600 061.



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Date of Meeting: 17.07.2023

### **IQAC - COMPOSITION MEMBER - 2023-24**

S. No	. Name	Designation	Signature
Chair	person of the Head of the Institution:		2 244
1	Dr. N. Venkataramanan	Chairperson & Principal	a. Julataremanie
Teach	ners:		1
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	Mary
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Shartfall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	· 70/5/
5	Dr. V. Nalina	Assistant Professor, Mathematics	V. Nosh
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Dianu
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	P. Kozen
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	V. Below & Lastin
Manag	gement Representatives:		
9	Shri. Udhan Kumar Chordla	Secretary	Monday
10	Shri. Hemant Chordia	Associate Secretary	Hemant Charde
11	Shri, Sanjay Bhandari	Management Committee Member	dinama
12	Shri. Pannalal Chordia	Management Committee Member	7
Admin	istrative and Technical Staff:	18.	
13	Mr. J. Ravichandran	Superintendent - Selection Grade - Shift - I Office	Tall
14	Dr. M. M. Ramya	Dean	day M
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	dettern
Nomin	ee from Local Society	- As	
16	Shri. Abishek	Nominee from Local Society	Maria
Studen	nt Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	R. Al
Mumni	Representative:		1100
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	College Haman
Repres	entative from Industrialist	***	
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Samblin Chardie
QAC -	Coordinator:		/
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Mary.



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### INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24 (

### MINUTES OF MEETING

Date	10th August 2023	
Time	9 A.M. to 10.30 A.M	
Venue	IQAC Office - F21, Main Block	
Convenor Dr. V. S. Murali, IQAC Co-ordinator		

#### Agenda:

- 1. NAAC Peer team Visit First meeting
- 2. Any other matter with the permission of Chair

#### **Deliberations:**

SI. No.	Deliberations	ATR	
1.	The meeting commenced with an introduction to the purpose and objectives of the upcoming NAAC visit. Emphasis was placed on the significance of preparation and coordination for a successful assessment	for each airenin	
2.	Discussions were held regarding the documentation and evidence required for each criterion.	to be 107 enabled was	
3.	Each IQAC committee member was assigned specific responsibilities. Responsibilities encompassed documentation preparation, data compilation, infrastructure readiness, student and faculty interactions, etc.	fredback was started.	
4.	Clear timelines and deadlines were set for each task and responsible party.	dendline for each miterion wife class wester should with the Departments.	

End of the Minutes

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**IQAC** Co-ordinator

Dr. V.S. MURALI
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

Principal
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A.M. JAIN COLLEGE
CHENNAI-600 661.



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Meenambakkam, Chennai 600061

Date of Meeting :10.08.2023

### IQAC - COMPOSITION MEMBER - 2023-24

#### ATTENDANCE SHEET Signature Designation S. No. Name Chairperson of the Head of the Institution: Chairperson & Principal Dr. N. Venkataramanan Teachers: Associate Professor & Head, Dr. B. Mahavir Mathematics Associate Professor & Head, Dr. S. Ananthakrishnan History 3 Associate Professor, Physics, & Dr. R. Surekha Deputy Dean 4 Assistant Professor, Mathematics Dr. V. Nalina 5 Assistant Professor, Criminology and Police Administration Ms. S. Bhavani 6 Associate Professor, Accounting Dr. P. Rajendra Prasad 7 and Finance Assistant Professor, Dr. V. Belsini Gladshiya 8 Computer Science Management Representatives: Secretary Shri, Udhan Kumar Chordia Associate Secretary Shri. Hemant Chordia 10 Management Committee Member Shri Sanjay Bhandari 11 Management Committee Member Shri, Pannalal Chordia 12 Administrative and Technical Staff: Superintendent -Selection Grade Mr. J. Ravichandran Shift -I Office Dean 14 Dr. M. M. Ramya Chief Manager 15 Ms. Sangeetha Rajappa Management Office Nominee from Local Society Nominee from Local Society Shri. Abishek Student Representative : Student, II M.Sc. Mathematics Mr. G. Arun Kumar (612200610) Alumni Representative: Alumnus Mr. V. Kesavaraman (2020-2022 Batch) Representative from Industrialist Industrialist, Medopharm Pvt. Shri. Gambhir Chordia Limited IQAC - Coordinator: Associate Professor and Head. 20 Dr. V.S. Murali Department of Economics



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### INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

### MINUTES OF MEETING

Date	11th September 2023
Time	10 A.M. to 11.30 A.M
Venue	IQAC Office - F21, Main Block
Convenor	Dr. V. S. Murali, IQAC Co-ordinator

#### Agenda:

SSR Preparation work

Any other matter with the permission of Chair

#### Deliberations:

SI. No.	Deliberations	ATR
1	The Meeting commenced with a thorough discussion regarding the current SSR preparation strategy.	32
2	SSR strategy review, the allocation of specific tasks and responsibilities to Criterion Champions was deliberated upon. [Detail the tasks assigned to each Champion and their responsibilities.	Samples of templates for Critaria 1 should with 8000 for data collection. Deportments adhered to the deadling and submitted required data
3	A comprehensive timeline was given to ensure the completion of SSR tasks within the set deadlines.	Me departments began unording of Be practices

End of the Minutes

IQAC Co-ordinator

Dr. V.S. MURALI
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

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Date of Meeting:11.09.2023

### **IQAC - COMPOSITION MEMBER - 2023-24**

S. No.	Name	Designation	Signature
Chairp	person of the Head of the Institution:		مسطسط
1	Dr. N. Venkataramanan	Chairperson & Principal	and wheat and and
Teach	ers:		1
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	&molons_
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Sparfall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	
5	Dr. V. Nalina	Assistant Professor, Mathematics	V. rode
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	@iamt
7	Dr. P. Rajendra Prasad	Assistic Professor, Accounting and Finance	J. Rayer
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	V. Bolini Glast
Manag	gement Representatives:		
9	Shri, Udhan Kumar Chordia	Secretary	Merca
10	Shri. Hemant Chordia	Associate Secretary	Hemant Clordes
11	Shri. Sanjay Bhandari	Management Committee Member	Murin
12	Shri. Pannalal Chordia	Management Committee Member	
Admin	nistrative and Technical Staff:		
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	J. K.
14	Dr. M. M. Ramya	Dean	dem.M.
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	March
Nomin	nee from Local Society		
16	Shri. Abishek	Nominee from Local Society	Julia
Studer	nt Representative :		An and the second
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	G. Ales
Alumn	Representative:		1, 6
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Viglener hans
Repres	sentative from Industrialist		
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	
QAC -	Coordinator:	I Company	
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Xam.

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### INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

### MINUTES OF MEETING

Date	30th October 2023
Time	10 A.M. to 11.30 A.M.
Venue	IQAC Office - F21, Main Block
Convenor	Dr. V. S. Murali, IQAC Co-ordinator

#### Agenda: .

- 1. Status of work Club Activities
- 2. Status of work of all Criterion champion
- 3. Data Status

### Deliberations:

Sl. No.	· Deliberations	ATR
1	Coordinators discussed common challenges faced and strategies to overcome them.	
2	Each Criterion Champion provided a summary of their current tasks, including milestones achieved, challenges faced, and any support required.	the older for the events conducted
3	Discussed the Data Status from each department and to fix time line for getting the Data.	Data Dertaining to the years were in the lemplates solomitted by their were discussed.

End of the Minutes

Jake co-ordinator

Dr. V.S. MURALI
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

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PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.



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Meenambakkam, Chennai - 600061

Date of Meeting: 30.10.2023

### IQAC - COMPOSITION MEMBER - 2023-24

S. No	. Name	Designation	Signature
1234 1366	person of the Head of the Institution:		المعاديم
1	Dr. N. Venkataramanan	Chairperson & Principal	Ca. Balant James James
Teach	ners:		
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	Modern
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Sportfall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	· NEX
5	Dr. V. Nalina	Assistant Professor, Mathematics	V.10 200
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Brant
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	PRayun
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	V. Bahning Last +
Manag	gement Representatives:		1,00
9	Shri. Udhan Kumar Chordia	Secretary	Men an
10	Shri. Hemant Chordia	Associate Secretary	Hemant Chardia
11	Shri, Sanjay Bhandari	Management Committee Member	Millian
12	Shri. Pannalal Chordia	Management Committee Member	qui.
Admin	istrative and Technical Staff:	30-	
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	Top
14	Dr. M. M. Ramya	Dean	dy"
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	gr the boly
lomin	se from Local Society		
16	Shri. Abishek	Nominee from Local Society	Madage
tuden	t Representative :		7
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	C. And
lumni	Representative:		Va f
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	dens lange
epres	entative from Industrialist	Via	1
	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	gambli Cardie
DAC -	Coordinator:		
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Vallen -



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Magnaphysikum, Channai - 600061

Meenambakkam, Chennai – 600061
INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

### MINUTES OF MEETING

Date	01st November 2023
Time	12.40 P.M. to 01.15 P.M.
Venue	IQAC Office - F21, Main Block
Convenor	Dr. V. S. Murali, IQAC Co-ordinator

#### Agenda:

- 1. Criteria 3 & Criteria 7 Data status
- 2. Any other matter with the permission of chair

### Deliberations:

Sl. No.	Deliberations	ATR
1	Discussed about the Current Data Status of Criteria 3 and Criteria - 7 Champions.	Doubts signaling data sollection B contention & 7 who during and submission process began.
2	Meeting with Spoc Members about the status of the work.	Sport members of the respective separation of challeng and Committee explained the status of their work.

End of the Minutes

**IQAC** Co-ordinator

Dr. V.S. MURALI
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

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PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.



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Meenambakkam, Chennai - 600061

Date of Meeting .01.11.2023

### IQAC - COMPOSITION MEMBER - 2023-24 ATTENDANCE SHEET

		ATTENDANCE SHEET	Signature
S. No	Trains.	Designation	- 16
Chair	person of the Head of the Institution:		or mentalistic areas
1	Dr. N. Venkataramanan	Chairperson & Principal	el. program
Teach	ners:	La Superior 9 Hood	1 1
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	milen
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Startall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	Mc
5	Dr. V. Nalina	Assistant Professor, Mathematics	V.N.
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Diamit
7	Dr. P. Rajendra Prasad	Asseciate Professor, Accounting and Finance	P-Rayul
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	S. Belini Aldolf
Manag	gement Representatives:		
9	Shri, Udhan Kumar Chordia	Secretary	Mmm
10	Shri. Hemant Chordia	Associate Secretary	Hemant Chardia
11	Shri. Sanjay Bhandari	Management Committee Member	Jumes
12	Shri. Pannalal Chordia	Management Committee Member	Je
Admin	istrative and Technical Staff:		
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	Fare
14	Dr. M. M. Ramya	Dean	de 1.10
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	Pathon,
Nomin	ee from Local Society		2
16	Shri. Abishek	Nominee from Local Society	Maria
Studer	nt Representative :	11	
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	C. Dolo
Alumn	Representative:		11 0 9
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Videur famos
Repres	sentative from Industrialist		
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Gambhi Cheshi
QAC -	Coordinator:		0
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	XIMM -



(A Unit of Sri. S.S. Jain Educational Society)
Government Aided / Co-Educational / Re-Accredited by NAAC
Meenambakkam, Chennai 600 061
Email: iqac@amjaincollege.edu.in

### INTERNAL QUALITY ASSURANCE CELL

### IQAC/MOM/23-24/

Date 20th December 2023		
Time 10.30 A.M 11.30 A.M.		
Venue Conference Hall		
Convenor Dr. V. S. Murali, IQAC Co-ordinator		

### Agenda:

1. Rephrasing the Vision and Mission

### **Deliberations:**

Sl. No.	Deliberations	ATR
1	Presented the existing vision and mission statements of the college. Highlighted key elements and objectives outlined in the current statements.	
2	The members of the Management Committee IQAC Core Committee, IQAC team members deliberated on framing the Vision and Mission of the College.	
3	Open discussions were made to generate ideas for rephrasing the Vision and Mission.	
4	Furtherance to the discussion on drafting of Vision & Mission it was decided to proceed for preparing Quality Policy in line with the Vision and Mission. The Meeting ended with a proposal of formal Vote of Thanks.	The first death of the viction and anisher of the college was fromed and supplied for single was for single wind

End of the Minutes

Dr. V.S. MURALI

IQAC - COORDINATOR

AGURCHAND MANMULL JAIN COLLEGE

MEENAMBAKKAM, CHENNAI-500 061.

PRINCIPAL
A.M. JAIN COLLEGE
CHENNAI-600 061.



### AGURCHAND MANMULL JAIN COLLEGE MEENAMBAKKAM-600061

#### VISION

To emerge as the leading Institution in the country that provides holistic, inclusive, and alfordable education to all learners in general and Jain students in particular and create responsible education with values, knowledge and skills in research and innovation for society and industry.

#### MISSION

To combine innovation in teaching and zest for learning and usher in academic excellence in every student

 To create and sustain an inclusive and conducive teaching and learning ambience for realization of full potential in the teacher and the taught.

 To ignite and endow young minds with a deep sense of justice, gender equity and fair play, truth, peace and non-violence, patriotism, selflessness, and service.

 To collaborate with industry and other research institutes to augment learner skill sets and enhance employability opportunities.

### Quality Policy:

Agurehand Manmull Jain College aims to foster and enhance the talents and skills of our students through quality education in a safe environment. We instill values and self-discipline in them that enable them to evolve as responsible citizens of this country. We also aim to equip our students with the twenty first century skill sets to compete in the globalised world.

To achieve these objectives, we have devised the following strategies:

- Implementing innovative teaching approaches to ensure an engaging learning experience.
- Encouraging continuous learning and development among our dedicated staff members, thereby enabling them to contribute to our students' growth.
- Retaining exceptional and committed faculty members by supporting them to update themselves in their domain of expertise.
- Providing top-notch infrastructure with latest technology and a conducive learning environment in the institution to facilitate holistic education.
- Enabling the teachers and the students to adapt to technological advancements and their applications to stay abreast of changes.
- Complying with all legal and safety requirements to guarantee the safety and well-being of our students.
- Collaborating with leading industries and research Institutions to offer valuable opportunities and real-world exposure.
- Continuously improving our processes and systems to enhance their effectiveness.

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### SA VIDHYA YA VIMUKTHYE

### KNOWLEDGE LEADS TO LIBERATION

### VISION OF THE INSTITUTION

★ To Ensure and disseminate quality Higher Education that is affordable among all learners in general and among Jain students in particular

### MISSION OF THE INSTITUTION

- ★ To Combine innovation in teaching and zest for learning and usher in academic excellence in every student
- \* To Create and sustain conducive teaching and learning ambience for realisation of full potential in the teacher and the taught
- ★ To Ignite and endow young minds with a deep sense of justice and fairplay, truth and non-violence, patriotism and service

S. (Ex. Officio)

cio)



AGURCHAND MANMULL JAIN COLLEGE Affiliated to the University of Madras | A Jain Minority Institution Re Accredited by NAA! Meenumbakkam, Chenna 600061

Date of Meeting, 20 12 2023

### IQAC - COMPOSITION MEMBER - 2023-24

		ATTENDANCE SHEET	Signature
S. No	. Namo	Designation	The state of the s
Chair	person of the Head of the Institution		T. Buth
1	Dr. N. Venkataramanan	Chairperson & Principal	produced the same and the same
Teach	ners;		A. J.
2	Dr. B. Mahavii	Associate Professor & Head, Mathematics	on was
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Autoli
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	MIV
5	Dr. V. Nalina	Assistant Professor, Mathematics	V-10-
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Blannt
7	Dr. P. Rajendra Prasad	Associati Professor, Accounting and Finance	JoRayer
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	V. Polovi Glos
Mana	gement Representatives:		
9	Shri. Udhan Kumar Chordia	Secretary	Mahr an
10	Shri. Hemant Chordia	Associate Secretary	Hernant Chardes
11	Shri. Sanjay Bhandari	Management Committee Member	No. of the state o
12	Shri, Pannalal Chordia	Management Committee Member	que,
Admin	istrative and Technical Staff:		<u> </u>
13	Mr. J. Ravichandran	Superintendent Selection Grade Shift -I Office	Jake
14	Dr. M. M. Ramya	Dean	day"
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	gatelogy
Nomin	ee from Local Society		
16	Shri Abishek	Nominee from Local Society	A rain
2070	nt Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	a. Arts
	Representative:		10 1
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Lebara Janour
100	entative from Industrialist		V
repres	Shri, Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Joubhi Chadia
QAC -	Coordinator:		/
	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Aghal.



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Meenambakkam, Chennai — 600 061
Email: iqac@amjaincollege.edu.in

### INTERNAL QUALITY ASSURANCE CELL

#### MINUTES OF MEETING

#### IQAC/MOM/23-24

Minutes of the meeting on NAAC Preparedness and Criterion wise status update with Shri. Sanjay Bhandari, Management Committee Member on 21-12-2023, Thursday at 10.30 A.M in the Conference Hall.

Date 21 <sup>st</sup> December 2023	
Time 10.30 A.M. to 1.30 P.M.	
Venue Conference Hall	
Conven	Dr. V. S. Murali, IQAC Co-ordinator

### Agenda:

1. NAAC Preparedness and Criterion wise status

#### **Deliberations:**

SI. No.	Deliberations	ATR
1	The Criterion champions separately explained the status of data collection, compilation and writing of descriptive answers for Qualitative metrices and the attainment of benchmarks for Quantitative metrices to the management committee member Shri. Sanjay Bandari Sir. The below members were present during the meeting.	pending data were set.  Bismusion regarding dates for conducting valued Added / Lod or conducting valued Added / Lod or conducting was only the for parties and the formation of a
	End of the Minutes	Committee the UAR we achedrale

Dr. V.S. MURALI
IQAC - COORDINATOR
IQAC - COORDINATOR
AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600 061.

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PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.



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### INTERNAL QUALITY ASSURANCE CELL

### CRITERIONWISE - COMMENTS & SUGGESTIONS

<u>S.N</u> <u>O</u>	DESCRIPTION	TO DO LIST FOR THE MANAGEMENT	TO DO LIST FOR THE TEAM
1	CRITERION 1 - CURRICULAR ASPECTS	*	To conduct VAC/Add-on programmes Need to collect all documents relating to academic year 2023-24 Supporting documents to be printed, signed by Principal, scanned and filed.
2	CRITERION 2 - TEACHING - LEARNING AND EVALUATION		To initiate data collection drives among Teachers for each of the following:  2.3.1 To document Student Centric Teaching Methods  2.6.1 OBE practice course file  2.6.2 Implementation of OBE attainment file. Supporting documents to be printed, signed by Principal, scanned and filed.
3	CRITERION 3 - RESEARCH, INNOVATIONS AND EXTENSION	For 3.1.1, it is required to raise ₹10 lakhs or more in funding from outside sources and ₹5 lakhs from management as seed capital for research purposes in order to achieve a full score of 4. For 3.2.1 concern it is qualitative metric, suggested to create incubation center and knowledge center(IKS-Indian Knowledge System) to factilitate transfer of knowledge.  For metric 3.5.1 number of MOUs and Collaboration with other institutions - at present we have 15 MOUs and it is required to have 10 more functional MOUs, to achieve a full score of 4.	Supporting documents to be printed, signed by Principal, scanned and filed.
4	CRITERION 4 - INFRASTRUCTUR E AND LEARNING RESOURCES	To create library hour in regular TimeTable, Give awareness program to use Open Educational Resources (OER) and MOOC. To implement Spacious Library, Mobile Library and RFID Technology, To increase internet Bandwidth.	Supporting documents to be printed, signed by Principal, scanned and filed.



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5	CRITERION 5 - STUDENT SUPPORT AND PROGRESSION	Metric 5.1.1 - Scholarships. Minimum 40% of students to be benifitted by scholarships in the last five years, on an average to achieve 1 point. As on 21/12/2023, we have achieved 21.9% under this metric. If 8,500 students are given scholarships/freeships, we will achieve a minimum of 40% which will help us gain a minimum 1 score here. Need to have a discussion to decide the method in which we can get this done despite the short time we are left with.	Work with the Alumni Meet registration team to collect relevant data from alumni in an effective manner, Collect and compile previous years data for Sports and Cultural activities (5.3 series), Collect government and other private scholarship details for 2023-2024.  Supporting documents to be printed, signed by Principal, scanned and filed.
6	CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.3.2 Financial support for staff attending conference and workshop can be increased provided the staff who already attended are identified and given above 5000/- each. As described in the manual, the amount given to the staff should be pertaining to attending conference and workshop. Members towards professional bodies can be identified and membership fee can be given. The percentage should be above 5% to get 1mark.	Supporting documents to be printed, signed by the Principal, scanned and filed
7	CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES	1. Energy Audit Report 2. Green Audit/ Environment Audit 3. The proposals already submitted for the following: (i)Rainwater Harvesting facility in New Block (ii)Incinerators in Rest Rooms (iii)Water Sensors in all the water tanks. (iv)Sensor Lights (v)RO waste water recycle/reuse. (vi)Vermicompost (vii)Garden Waste Pit (viii)Water Audit (ix)Gender Audit (Scheduled for the 2nd week of January) (x)Electricity saving lights and fans. 4. Differently Able Friendliness (i)Screen Reader Software (ii)Screen Reader Software (ii)Screen Reader Software (iii)Differently abled friendly sign boards, Display boards (iv)Tactile path 5. Mechanized equipment	Supporting documents to be printed and filed.

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Date of Meeting 21 12 2023

### **IQAC - COMPOSITION MEMBER - 2023-24**

S. No	Name	Designation	Signature
Chair	person of the Head of the Institution:		Part Contract
1	Dr. N. Venkataramanan	Chairperson & Principal	ed margalite
			A
Teach	ners:	Associate Professor & Head.	Malus
2	Dr. B. Mahavir	Mathematics	1 10 11
3	Dr. S. Ananthakrishnan		Autol-
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	1121
5	Dr. V. Nalina	Assistant Professor, Mathematics	Vroce
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Blanens
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	J. Sayur
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	Main Glass
Mana	gement Representatives:		1111
9	Shri. Udhan Kumar Chordia	Secretary	Man
10	Shri. Hemant Chordia	Associate Secretary	Hemant abrdis
11	Shri. Sanjay Bhandari	Management Committee Member	) JANUAR
12	Shri. Pannalal Chordia	Management Committee Member	yes.
Admin	istrative and Technical Staff:		70
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	Fall
14	Dr. M. M. Ramya	Dean	down 1
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	graphy.
11-	ee from Local Society		V
16	Shri. Abishek	Nominee from Local Society	The same of the sa
Studen	t Representative :	, , , , , , , , , , , , , , , , , , , ,	010
-	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	C. Art
10000	Representative:		V v O
The second second	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	1. Janes Hamas
	entative from Industrialist		1
-	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt Limited	Jambhi budi
AC -	Coordinator:		1
	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	XIV.



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### INTERNAL QUALITY ASSURANCE CELL

### IQAC/MOM/23-24

Date	27th December 2023	
Time	10.30 A.M 11.30 A.M.	
Venue	IQAC Office - F21, Main Block	
Convenor	Dr. V. S. Murali, IQAC Co-ordinator	

#### Agenda:

1. Value added & Add on Courses

#### **Deliberations:**

SI. No.	Deliberations	ATR
	<ul> <li>Implementation of Add on course</li> <li>One full cycle I to VI orders -5 Hours x 6 Days = 30 Hours. 30 Hours accepted by NAAC</li> <li>One or two professors to conduct the course</li> <li>Department to offer Add-on courses</li> <li>Implementation - By Circular</li> <li>Each class 50 students Maximum to attended - Both Shift I &amp; II students</li> <li>Add-on Course from 18.01.2024 &amp; 24.01.2024</li> <li>Taking into account the Add-on from the Departments</li> <li>After Completion of course - Submission of Reports</li> </ul>	The enter and regulations governing the conduct of vac and ADL were observed and framed rentaline dates for organising them was surgested

Tage - co-ordinator

End of the Minutes

Dr. V.S. MURALI AGURCHAND MANMULL JAIN COLLEGE MEENAMBAKKAM, CHENNAI-600 061. (TRINCIPAL)

PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.

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Date of Meeting :27.12.2023

#### **IQAC - COMPOSITION MEMBER - 2023-24**

S. No	Name	Designation	Signature			
Chair	Chairperson of the Head of the Institution:					
1	Dr. N. Venkataramanan	Chairperson & Principal	es chester and			
Teach	Teachers:					
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	malens			
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Sparthall			
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	1 1			
5	Dr. V. Nalina	Assistant Professor, Mathematics	V-ro-			
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	@www.t			
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	of Rayunt			
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	J. Blain glast +			
Manag	gement Representatives:	- W				
9	Shri. Udhan Kumar Chordia	Secretary	When land			
10	Shri. Hemant Chordia	Associate Secretary	Hemant Chardia			
11	Shri. Sanjay Bhandari	Management Committee Member	( June			
12	Shri. Pannalal Chordia	Management Committee Member	ac-			
Admin	istrative and Technical Staff:		3			
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	FdI			
14	Dr. M. M. Ramya	Dean	d. Tim			
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	Marken			
Nomin	ee from Local Society	W =				
16	Shri. Abishek	Nominee from Local Society	Madre			
Studen	t Representative :	1	4			
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	G. Dol			
Mumni	Representative:					
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Videema lamae			
Repres	entative from Industrialist		1			
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Gambhin Ondi			
QAC -	QAC - Coordinator:					
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Johns.			



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### INTERNAL QUALITY ASSURANCE CELL

### IQAC/MOM/23-24

Minutes of the Online meeting on NAAC Preparedness and Criterion wise status update with Dr.Jayakumar's Sir on 02.01.2024, Tuesday at 19.30 a.m. in the IQAC, F 21

Date	2nd January 2024
Time 9.30 A.M. to 12.30 P.M.	
Venue	IQAC - F21
Convenor	Dr. V. S. Murali, IQAC Co-ordinator

### Agenda:

1. NAAC Preparedness and Criterion wise status

### Deliberations:

<u>S.N</u> <u>O</u>	DESCRIPTION	MEETING DISCUSSIONS (Provide the minutes as bullet points)	Recommendations
<u>I</u>	CRITERION I - CURRICULAR ASPECTS	<ul> <li>Regarding 1.1.1 metric shown the supporting documents.</li> <li>For 1.2.1 &amp; 1.2.2 metric updated that all the UG &amp; PG students will undergo</li> <li>VAC/Certificate courses.         For 1.3.2 metric clarified whether we can add EVS project.     </li> </ul>	<ul> <li>It was recommended to encourage students to enrol in NPTEL for this session by giving partial fee waiver by the Management.</li> </ul>



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2	CRITERION 2 - TEACHING - LEARNING AND EVALUATION	<ul> <li>All qualitative metrics were already finalised</li> <li>Discussed the internal audit details conducted for Course Files reviewing the Student Centric methods, PO-COs and PO-CO attainments.</li> </ul>	<ul> <li>It was suggested to start the write up for 2.3.1 to begin with "Our institution adopted a policy to use Student Centric Methods in all classes.</li> <li>PO-CO attainments need to be calculated for aided programmes as well.</li> </ul>
3	CRITERION 3 - RESEARCH, INNOVATIONS AND EXTENSION	<ul> <li>Metric 3.1.1 Grants received for research</li> <li>Metric 3.2.1 Innovation and ECO system</li> <li>Metric 3.2.2 No. of workshop/seminar/conferences on Research Methodology/IPR/Entrepreneurship</li> <li>Metric 3.5.1 Collaboration and MOUs</li> </ul>	<ul> <li>Suggested to arrange by the Management 10 lakhs from out sources and alumni and 5 lakhs from Management as Seed Money.</li> <li>Suggested to create Incubation centre.</li> <li>Suggested to conduct 40 more workshop/seminar/conferences in specific topic on Research Methodology/IPR/Entrepreneurship</li> <li>Suggested to create 10 or more functional MOUs and minimum two activities per MOU.</li> </ul>
4	CRITERION 4 - INFRASTRUCTU RE AND LEARNING RESOURCES  Key Metrics:  4.1 Discussed the installation and working condition of new Smart Classrooms.  4.3.1- It was asked to increase the bandwidth of Internet Connection and enquired about the status of proposal previously given.  4.4.1 The Committee enquired about Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years.  *The Champions presented the		It was recommended to implement the Digital Signature Method



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		data with relevant links and explained the current status of all
		<ul> <li>Metric 5.1.1 (Students benefitted by scholarships and freeships): It was recommended by the Dean, Dr.M.M.Ramya, that the number of students could be increased for the year 2023-2024 by providing fee waivers for students through Value-added and NPTEL courses, thereby increasing the percentage of students benefitted</li> <li>Metric 5.1.3: Suggestions were given to increase the benchmark for this metric since it is currently at 1.</li> <li>Metric 5.3.2:It was further suggested that the Criterion members</li> </ul>
5	CRITERION 5 - STUDENT	<ul> <li>Metric 5.1.3 (Students benefitted by guidance for competitive examinations and career counselling).</li> <li>Metric 5.2.1 (Placement of outgoing students and students progressing to higher education), Metric 5.2.2 (Students</li> </ul>
	SUPPORT AND PROGRESSION	Metric 5.2.2 (Students qualifying in state/national/international level examinations & Metric 5.4.1 (Alumni Association): The Criterion champions explained that a benchmark of 3, 2 and 4 respectively would be achieved for these metrics only after compiling the data to be collected during the Alumni Meet of the institution on January 26, 2024.
		Metric 5.3.2 (Student Participation in Sports/Cultural activities): The Criterion members resolved a query regarding the supporting documents to be shown, since the participation certificates are



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		usually given only to the first 4 runner ups and the rest are only given an official order by the University of Madras.	
6	CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT	<ul> <li>6.1.1-Vision and Mission,         Quality policy are good, to be         approved by the Management</li> <li>6.2.1- Perspective plan to be         finalised with the Management</li> <li>6.4.1-Amount reflected in         audited details for grants/funds         etc should be highlighted.</li> </ul>	<ul> <li>6.3.1- A report on Performance Appraisal system should be provided</li> <li>6.3.3- It was suggested to include more Fdps attended in the past five years.</li> <li>6.5.2- Administrative audit should be conducted at the earliest and the report should be documented</li> </ul>
7	CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES	7.2 Best Practices - Suggestions were given to identify the Best Practices     7.2 Two suggestions were given:     1. Learning - outside of Curriculum as an Umbrella Concept     2. Project Day	<ul> <li>7.2 The criterion champions were asked to write the content on best practices.</li> </ul>

End of the Minutes

Dr. V.S. MURALI
Dr. V.S. MURALI
10AC - COORDINATOR

PRINCIPAL

PRINCIPAL

A.M. JAIN COLLEGE

CHENNAI-600 061.



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Meenambakkam, Chennai – 600061

Date of Meeting :02.01.2024

### **IQAC - COMPOSITION MEMBER - 2023-24** ATTENDANCE SHEET

S. No.	Name	Designation	Signature
hairp	erson of the Head of the Institution:		مستقسم
1	Dr. N. Venkataramanan	Chairperson & Principal	an Jenhale Le
Teach	ers:		1
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	milan
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Safall
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	
5	Dr. V. Nalina	Assistant Professor, Mathematics	V.Na
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Drammit
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	& Rayent
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	J. Palsin Glaset
Manag	gement Representatives:		N. V. Viane
9	Shri, Udhan Kumar Chordia	Secretary	When an
10	Shri. Hemant Chordia	Associate Secretary	Hemant Chardes
11	Shri. Sanjay Bhandari	Management Committee Member	mount
12	Shri. Pannalal Chordia	Management Committee Member	ge-
Admin	istrative and Technical Staff:		1 -2 A 1
13	Mr. J. Ravichandran	Superintendent –Selection Grade - Shift -I Office	J. O.
14	Dr. M. M. Ramya	Dean	dent 100
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	plan
Nomin	nee from Local Society		
16	Shri. Abishek	Nominee from Local Society	Margasi
1515/1	nt Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	R. Auto
Alumn	i Representative:		VI at D
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Cleans forman
	sentative from Industrialist		0 10 00 1
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Gamblin Gord
IQAC -	- Coordinator;	Associate Desference and Userd	\ (a)
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	John.



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### INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

### 1QAC/MOM/23-24

Minutes of the meeting on NAAC Preparedness and Criterion wise status update with Shri. Sanjay Bhandari, Management Committee Member on 21-12-2023, Thursday at 10.30 A.M. in the Conference Hall.

Date	10th January 2024
Time	10.30 A.M. to 12.30 P.M.
Venue	Conference Hall
Convenor	Dr. V. S. Murali, IQAC Co-Ordinator

Agenda:

1. NAAC Preparedness and Criterion wise status

#### **Deliberations:**

Sl. No.	Deliberations	ATR
1	The Criterion champions separately explain the list of actionable items by the Management to the management and by the IQAC Team Shri. Sanjay Bhandari and Shri Panna Chordia - Management Committee Member The below members were present during to meeting.	to dal ers.
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Dr. V.S. MURALI AGURCHAND MANMULL JAIN COLLEGE MEENAMBAKKAM, CHENNAI-600 061.

PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.



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Re-Accredited by NAAC Meenambakkam, Chennai - 600061

Date of Meeting :10.01.2024

#### **IQAC - COMPOSITION MEMBER - 2023-24**

S. No.	Name	Designation	Signature
Chair	person of the Head of the Institution:		"Superior
1	Dr. N. Venkataramanan	Chairperson & Principal	er lande le remande
Teach	ers:		
2	Dr. B. Mahavir	Associate Professor & Head, Mathematics	moderne
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Jorhan
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	) \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
5	Dr. V. Nalina	Assistant Professor, Mathematics	V. no off
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	@ and
7	Dr. P. Rajendra Prasad	Associate Professor, Accounting and Finance	P. Payed
8	Dr. V. Belsini Gladshiya	Assistant Professor, Computer Science	S Balon Glast
Manag	gement Representatives:		
9	Shri. Udhan Kumar Chordia	Secretary	Man and
10	Shri. Hemant Chordia	Associate Secretary	Hemant Chardis
11	Shri. Sanjay Bhandari	Management Committee Member	Junum_
12	Shri. Pannalal Chordia	Management Committee Member	ac.
Admir	istrative and Technical Staff:	V	
13	Mr. J. Ravichandran	Superintendent -Selection Grade - Shift -I Office	Jak
14	Dr. M. M. Ramya	Dean	ding. 10
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	Mark
Nomin	nee from Local Society		(S)
16	Shri. Abishek	Nominee from Local Society	Marjan
Stude	nt Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	R. Ash
Alumn	i Representative:		
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	V. Lews Jaman
Repre	sentative from Industrialist	11	0 11 0 1
19	Shri. Gambhir Chordia	Industrialist, Medopharm Pvt. Limited	Surthin Chardie
IQAC -	Coordinator:	T Assets But	
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Mond.



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Meenambakkam, Chenna 600061

#### MINUTES OF MEETING

#### IQAC/MOM/23-24

Minutes of the meeting on NAAC Preparedness and Criterion wise status update with Shri Sanjay Bhandari and Shri. Pannalal Chordia, Management Committee Member on 03-02-2024, Saturday at 9.30 A.M in the Conference Hall.

Date	03rd February 2024
Time	9.00 A.M. to 11.00 P.M.
Venue	Conference Hall
Convenor	Dr. V. S. Murali, IQAC Co-Ordinator

### Agenda:

- 1. Date Finalisation for IIQA Filing
- Review of Progress of work after the NAAC Preparedness meeting and Criterion wise status held on 10.01.2024.

#### Deliberations:

Sl. No.	Deliberations	ATR
1	Content of Press Release was discussed with regard to Application for NAAC Accreditation.	Reniew of progress
	The Probable date of submission was decided on or before 15th May 2024. As the time period of 4 months has been given by NAAC for applying NAAC Accreditation from 27th January 2024.	Review of progress of work

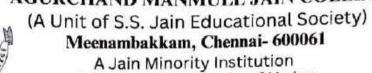
Review of Progress of work after the Meeting held on 10.01.2024

## (A Unit of S.S. Jain Educational Society) Meenambakkam, Chennai- 600061

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### 2. Review of Progress of work after the Meeting held on 10.01.2024

Criterio n No.	Action Item	Action Taken	Follow up - Owner	To be followed with
1	Value Added Course Week	Scheduled VAC for 100% of the students from 19th to 24th Feb 2024	Selvakumar/M urugan	Principal/Dean
1	Project/Internship/Field work for all departments to be completed before End of March 24	Informed to Vice- Principal/Dy Dean during the meeting with the management on 03-2-24	Selvakumar/M urugan	Principal/Dean
2	Formation of OBE Implementation committee, 100°s implementation of OBE, Documenting Student Centric Methods, course file and PO CO attainment	Shift I and II have been driven by Principal and Dean respectively for the same. Course file audit for shift I to be scheduled	Mr. Thyagarajan/ Dr. Alladi Sriram	Principal/Dean
2	Results April 2024		Mr. Thyagarajan/ Dr. Alladi Sriram	University
3	MOUs to be increased to a min_count of 50 by March 24	Shri. Sanjay Bhandari had suggested few collaborations with regard to skill development course.	Dr. Lakshmi Chandru/ Dr. C. Babu	Dean
3	Incubation Cell	space allocated at L3 - it has to be cleared and the place to get ready by 3rd week of Feb 24.	Dr. Lakshmi Chandru/ Dr. C. Babu	Shri. Pannalal Chordia
4	Audit report for college to be completed by April 2024	Informed to Shri. Sanjay Bhandari during meeting on 03- 2-24. It was assured to be completed.	Ms.V. Rekha/ Dr. Porchelvi	Chief Manager
4	Bills for purchase of Computers	To be collected from Management Office	Ms.V. Rekha/ Dr. Porchelvi	Shri, Pannalal Chordia
4	Library Policy	It is being prepared by Librarian	Ms.V. Rekha/ Dr. Porchelvi	Librarian
4	MAC IDs list	II is available with IT admin - Mr. Merbin	Ms.V. Rekha/ Dr. Porchelyi	Mr.Merbin



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4	Usage radar - Wi-fi	will be provided asap	Ms.V. Rekha/ Dr. Porchelvi	Vice-Principal
5	Collaboration of our Alumni association with Hyderabad based tree plantation outsourcing agency as suggested by Shri Sanjay Bhandari	To speak to Shri Narendra Nahar for taking up this initiative.	Dr. Aashish Nahar	Shri.Narendra Nahar and Alumni Association
5	Scholarships/Freeships/Fee waivers	To be consolidated for Covid period and final list of students with amount to be prepared and documented	Dr. Aashish Nahar/ Ms. Vatchala	Shri. Sanjay Bhandari
5	Setting up a temporary call center with 10 students to follow up on the student progression of last 5 years	Suggested by Shri.Sanjay Bhandari - to coordinate with Shri.Pannalal and Shri. Narendra Nahar for setting up. To identify student interns for this purpose	Dr. Aashish Nahar/ Ms. Vatchala	Shri. Pannalal Chordia / Principal / Dear
5	Total Alumni Contribution received	Documents as proof to be collected	Dr. Aashish Nahar/ Ms. Vatchala	Shri.Pannalal Chordia
6	Review of Quality policy and perspective plan of the institution,	The prepared document to be shared with Shri.Sanjay Bhandari and to be finalised within a week.	Dr. Rajani Priya/ Mr. Narasimhan	Shri. Sanjay Bhandari
6	ERP bills to be collected	Documents as proof to be collected	Dr. Rajani Priya/ Mr. Narasimhan	Chief Manager
6	a report on the PBI to be obtained from Mr. Nayagam	Documents as proof to be collected	Dr. Rajani Priya/ Mr. Narasimhan	HR Head - Mr Nayagam
6	Financial support policy is ready	Documents as proof to be collected	Dr. Rajani Priya/ Mr. Narasimhan	Dean
7	Energy Audit planned and Green Audit	Scheduled to be conducted on 8th Feb 24	Dr. Prasanna / Ms. Aswathy Murali	Management office
7	Increase capacity of Solar panels – Energy saving policy – Sustainability Policy	to be given to Shri. Pannalal on Monday and it must be finalised by Wednesday - 7-2- 24	Dr. Prasanna / Ms. Aswathy Murali	Shri.Pannalal Chordia

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### Meenambakkam, Chennai- 600061

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7	Institutional Distinctiveness and Best Practices to be finalised	to be presented along with sustainability policy on Wednesday 7.2-24	Dr. Prasanna / Ms. Aswathy Murali	Managemen
7	LED bulb bills	Sample bills to be collected from Ms Jayasree of Management office	Dr. Prasanna / Ms. Aswathy Murali	Shri, Pannalal Chordia

The Meeting came to an end by fixing the date for next review meeting on 26.02.2024

JOH La-ordinator Dr. V.S. MURALI IOAC - COORDINATOR AGURCHAND MANMULL JATN COLLEGE

MEENAMBAKKAM, CHENNAI-600 061.

M. Jeulata amanan (PRINCIPAL)

PRINCIPAL A.M. JAIN COLLEGE CHENNAI-600 061.

End of the Minutes

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## AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sn. S. Jam Educational Society)
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| Re-Accredited by NAAC |
| Meenambakkam, Chennai | 600061

Date of Meeting 03 02 2024

### IQAC - COMPOSITION MEMBER - 2023-24

No.	Name	Designation	Signature
airpe	erson of the Head of the Institution:		and the same
1	Dr. N. Venkataramanan	Chairperson & Principal	on market to wind the same
ache	ers:	4	
2	Dr. B. Mahavır	Associate Professor & Head, Mathematics	Inter
3	Dr. S. Ananthakrishnan	Associate Professor & Head, History	Author.
4	Dr. R. Surekha	Associate Professor, Physics, & Deputy Dean	NAC
5	Dr. V. Nalina	Assistant Professor, Mathematics	N rost
6	Ms. S. Bhavani	Assistant Professor, Criminology and Police Administration	Band
7	Dr. P. Rajendra Prasad	Assac المحتمد Professor, Accounting and Finance	Sand
8	Dr V Belsini Gladshiya	Assistant Professor, Computer Science	V. Bolom Glass
Man	agement Representatives:		
9	Shri. Udhan Kumar Chordia	Secretary	When her
10	Shri Hemant Chordia	Associate Secretary	Homant Chardes
11	Shri. Sanjay Bhandari	Management Committee Member	minical
12	Shri, Pannalal Chordia	Management Committee Member	ac.
Adm	ninistrative and Technical Staff:	The state of the s	
13	Mr. J. Ravichandran	Superintendent Selection Grade Shift -I Office	Jal
14	Dr. M. M. Ramya	Dean	Long m
15	Ms. Sangeetha Rajappa	Chief Manager  – Management Office	1 port
Ноп	ninee from Local Society	- V	
16	Shri. Abishek	Nominee from Local Society	Milian
Stud	dent Representative :		
17	Mr. G. Arun Kumar (612200610)	Student, II M.Sc. Mathematics	C.A.P
Alur	nni Representative:		
18	Mr. V. Kesavaraman (2020-2022 Batch)	Alumnus	Videws haman
Rep	resentative from Industrialist	**************************************	
15	200 Can 45 Can 4	Industrialist, Medopharm Pvt. Limited	gamblin Chardie
IQA	C - Coordinator:	Assessed Dark	/ R
20	Dr. V.S. Murali	Associate Professor and Head, Department of Economics	Agond.

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## AGURCHAND MANMULL JAIN COLLEGE

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### INTERNAL QUALITY ASSURANCE CELL.

### MINUTES OF MEETING

### TQAC \MONE/23-24

Minutes of the SSR Preparedness review and Internal Audit Entry meeting with the Management Committee Member - Shri Sanjay Bhandari and IQAC Team on 29-02-2024

Date	29th February 2024
Time	9.30 A.M. to 12.30 P.M.
Venue	Conference Hall
Convenor	Dr. V. S. Murali, IQAC Co-Ordinator

### Agenda:

1. Status of Completion and Assessment

2. Any other matter with the permission of the Chair.

### Deliberations:

	Deliberations	ATR
1.	All hard copies of the files for submitting as supporting documents for SSR were kept ready criterion wise in display for the purpose of Management and Core Committee Audit in the IQAC Office on 29-2-24.	All the Cuterion Champion submitte
2.	The Core committee along with Management Committee Member Shri. Sanjay Bhandari visited the IQAC for the Entry Meeting and oversaw the presentation	All the auterior Champion submitte the status of Data proceeding to the management
3.	The Management Committee Member designated a committee headed by the Vice-Principal to scrupulously audit each criteria metric wise from 1-3-2024 to 7-3-2024 and submit the factual and final internal audit report to the management on 8-3-2024.	



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- 4. The IQAC Coordinator informed that 85% of work were completed.
- 5. As it was decided to furnish data for the last five years from the current year for NAAC Assessment. data from 19-20 to 23-24 were presented. However, the committee confirmed that we may go ahead to submit SSR without the results of 23-24 Even Semester, if it was not declared by the University at the time of submission. It was advised that until the even semester results are declared, the result of the odd semester may be utilized for calculation for the consolidated 5 years.
- 6. The members of the meeting reviewed the quality policy and institutional goals alignment with vision and mission as revised and presented by the IQAC team.
- 7. Criteria wise comparative score with the accomplishments of previous cycle and current data compilation status were presented to the management committee member which was found to be a satisfactory progress. However, the criterion champions put forth certain requirements which could provide substantive support in an assured score in certain metrics. The same were listed and submitted to the committee for further advice and action.

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End of the Minutes

IQAC Co-ordinator

Dr. V.S. MURALI IQAC - COORDINATOR AGURCHAND MANMULL JAIN COLLEGE MEENAMBAKKAM, CHENNAI-600 061. M. Wentestalus M. W.

Principal

PRINCIPAL A.M. JAIN COLLEGE CHENNAL-600 961.



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Date of Meeting 29 02 2024

### IQAC - COMPOSITION MEMBER - 2023-24

#### ATTENDANCE SHEET S. No. Signature Designation Chairperson of the Head of the Institution: Dr. N. Venkataramanan Chairperson & Principal Teachers: Associate Professor & Head, 2 Dr. B. Mahavir Mathematics Associate Professor & Head, Dr. S. Ananthakrishnan 3 History Associate Professor, Physics, & 4 Dr. R. Surekha Deputy Dean Assistant Professor, Mathematics Dr. V. Nalina 5 Assistant Professor, Criminology Ms. S. Bhavani and Police Administration Assiciate Professor, Accounting Dr. P. Rajendra Prasad 7 and Finance Assistant Professor, Dr. V. Belsini Gladshiya Computer Science Management Representatives: Secretary Shri. Udhan Kumar Chordia Associate Secretary Shri. Hemant Chordia 10 Management Committee Member Shri, Sanjay Bhandari 11 Management Committee Member Shri. Pannalal Chordia Administrative and Technical Staff: Superintendent -Selection Grade Mr. J. Ravichandran Shift -I Office Dean Dr. M. M. Ramya 14 Chief Manager Ms. Sangeetha Rajappa - Management Office Nominee from Local Society Nominee from Local Society Shri. Abishek Student Representative: Mr. G. Arun Kumar (612200610) Student, II M.Sc. Mathematics Alumni Representative: Mr. V. Kesavaraman (2020-2022 Batch) Alumnus Representative from Industrialist Industrialist, Medopharm Pvt. Shri. Gambhir Chordia 19 Limited IQAC - Coordinator: Associate Professor and Head, Dr. V.S. Murali Department of Economics