



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

MINUTES OF MEETING (WITH ATR)

2023 - 24



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

INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

MINUTES OF MEETING

Date	19 th 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:

Sl. No.	Deliberations	ATR
1	The meeting commenced with a discussion on the submission of the AQAR Report. Co-ordinators were asked to provide detailed updates on the ongoing work related to AQAR	AQAR 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 : 18.06.2023

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

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



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

INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

MINUTES OF MEETING

Date	17 th July 2023
Time	10 A.M. to 11 A.M.
Venue	IQAC 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:

Sl. No.	Deliberations	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.	Mr. Mithalala - Chairperson Ms. Jayashree M. - Chairperson Ms. Anwarshi Murali - Chairperson
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.



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 : 17.07.2023

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



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

INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24 (I)

MINUTES OF MEETING

Date	10 th 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:

Sl. 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	Template for collecting data was to be framed for each criterion
2.	Discussions were held regarding the documentation and evidence required for each criterion.	the recommendation for more number of classrooms to be ICT enabled was initiated
3.	Each IQAC committee member was assigned specific responsibilities. Responsibilities encompassed documentation preparation, data compilation, infrastructure readiness, student and faculty interactions, etc.	Class Committee meeting (CCM) to get instant student feedback was started.
4.	Clear timelines and deadlines were set for each task and responsible party.	Deadline for each criterion wise data was shared with the departments

5.

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 :10.08.2023

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

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



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

INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

MINUTES OF MEETING

Date	11 th 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:

Sl. No.	Deliberations	ATR
1	The Meeting commenced with a thorough discussion regarding the current SSR preparation strategy.	
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.	Sample of templates for criteria, shared with SPOC for data collection. Departments adhere to the deadline and submitted required data.
3	A comprehensive timeline was given to ensure the completion of SSR tasks within the set deadlines.	The departments began sending OBE practices

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 :11.09.2023

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

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



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

Agenda:

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

Deliberations:

End of the Minutes

~~Form~~
Ions co-ordination

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

Principle

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 : 30.10.2023

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



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

INTERNAL QUALITY ASSURANCE CELL

IQAC/MOM/23-24

MINUTES OF MEETING

Date	01 st 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 regarding data collection of criterion 3 & 7 was clarified and submission process began.
2	Meeting with Spoc Members about the status of the work.	Spoc members of the respective departments / clubs and committees 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.


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 .01.11.2023

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURCHAND MANMULL JAIN COLLEGE

(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 draft of the Vision and Mission of the College was formed and submitted to the Management for suggestions and approval.

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

End of the Minutes

W. V. Subashini
(Principal)
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 affordable education to all learners in general and Jain students in particular and create responsible citizens 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:

Agurchand 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:

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



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*



AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Jain Education Society)
 Affiliated to the University of Madras (A Jain Minority Institution)
 Re-Accredited by NAAC
 Meenambakkam, Chennai - 600061

Date of Meeting: 20.12.2023

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURCHAND MANMULL JAIN COLLEGE

(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

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 st December 2023
Time	10.30 A.M. to 1.30 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 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.	Fresh deadlines for pending data were set. Discussions regarding dates for conducting Value Added / Add on courses was held. A proposal was submitted to the management regarding the formation of a committee for VAC for scheduling the programmes by calling for the courses from the faculty members of A.M. Jain College.

End of the Minutes

[Signature]
IQAC Co-ordinator

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

[Signature]
PRINCIPAL

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



AGURCHAND MANMULL JAIN COLLEGE

Unit of Sri. N. N. Jain Educational Society
Government Aided Co-Educational (Re-Accredited by NAAC)
Meeambakkam, Chennai - 600 061
Email: aspc@agurchandcollege.edu.in

INTERNAL QUALITY ASSURANCE CELL

CRITERIONWISE – COMMENTS & SUGGESTIONS

S.N O	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 facilitate 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.



AGURCHAND MANMULL JAIN COLLEGE

CA Unit of Sri S.N. Jain Educational Society
Government Aided / Co-Educational / Re-Accredited by NCA
Meenambakkam, Chennai - 600 061
Email: ipac@amjaincollege.edu.in

INTERNAL QUALITY ASSURANCE CELL

5	CRITERION 5 - STUDENT SUPPORT AND PROGRESSION	Metric 5.1.1 - Scholarships: Minimum 40% of students to be benefitted 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 in the website (iii) Differently abled friendly sign boards, Display boards (iv) Tactile path 5. Mechanized equipment	Supporting documents to be printed and filed.



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: 21.12.2023

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURCHAND MANMULL JAIN COLLEGE

(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	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:

Sl. No.	Deliberations	ATR
	<ul style="list-style-type: none">• Implementation of Add on course• One full cycle I to VI orders -5 Hours x 6 Days = 30 Hours. 30 Hours accepted by NAAC• One or two professors to conduct the course• Department to offer Add-on courses• Implementation - By Circular• Each class 50 students Maximum to attended - Both Shift I & II students• Add-on Course from 18.01.2024 & 24.01.2024• Taking into account the Add-on from the Departments• After Completion of course - Submission of Reports	<p>The rules and regulations governing the conduct of VAC and AOC were discussed and framed tentative dates for organising them were suggested</p>

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

End of the Minutes

A. Venkatesan
(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 :27.12.2023

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

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



AGURCHAND MANMULL JAIN COLLEGE

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

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>Q</u>	DESCRIPTION	MEETING DISCUSSIONS (Provide the minutes as bullet points)	Recommendations
1	CRITERION 1 - CURRICULAR ASPECTS	<ul style="list-style-type: none">• Regarding 1.1.1 metric shown the supporting documents.• For 1.2.1 & 1.2.2 metric updated that all the UG & PG students will undergo• VAC/Certificate courses.• For 1.3.2 metric clarified whether we can add EVS project.	<ul style="list-style-type: none">• It was recommended to encourage students to enrol in NPTEL for this session by giving partial fee waiver by the Management.• Suggestions were given to maintain three levels of curriculum planning: College level, Department level and Staff level.• It was also pointed out to get feedback from Students, Staff, Parents etc. through ERP to Dean.



AGURCHAND MANMULL JAIN COLLEGE

(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

2	CRITERION 2 - TEACHING - LEARNING AND EVALUATION	<ul style="list-style-type: none"> All qualitative metrics were already finalised Discussed the internal audit details conducted for Course Files reviewing the Student Centric methods, PO-COs and PO-CO attainments. 	<ul style="list-style-type: none"> 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. PO-CO attainments need to be calculated for aided programmes as well.
3	CRITERION 3 - RESEARCH, INNOVATIONS AND EXTENSION	<ul style="list-style-type: none"> Metric 3.1.1 Grants received for research Metric 3.2.1 Innovation and ECO system Metric 3.2.2 No. of workshop/seminar/conferences on Research Methodology/IPR/ Entrepreneurship Metric 3.5.1 Collaboration and MOUs 	<ul style="list-style-type: none"> Suggested to arrange by the Management 10 lakhs from out sources and alumni and 5 lakhs from Management as Seed Money. Suggested to create Incubation centre. Suggested to conduct 40 more workshop/seminar/conferences in specific topic on Research Methodology/IPR/ Entrepreneurship Suggested to create 10 or more functional MOUs and minimum two activities per MOU.
4	CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES	<p>Key Metrics:</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> It was suggested to increase number of library books It was recommended to implement the Digital Signature Method..



AGURCHAND MANMULL JAIN COLLEGE

(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

		data with relevant links and explained the current status of all the Key Metrics.	
5	CRITERION 5 - STUDENT SUPPORT AND PROGRESSION	<ul style="list-style-type: none"> • 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 by scholarships. • Metric 5.1.3 (Students benefitted by guidance for competitive examinations and career counselling). • Metric 5.2.1 (Placement of outgoing students and students progressing to higher education), 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 	<ul style="list-style-type: none"> • Metric 5.1.3: Suggestions were given to increase the benchmark for this metric since it is currently at 1. • Metric 5.3.2: It was further suggested that the Criterion members continue to collect whatever supporting documents are available for this metric.



AGURCHAND MANMULL JAIN COLLEGE

(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

		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 style="list-style-type: none"> 6.1.1-Vision and Mission, Quality policy are good, to be approved by the Management 6.2.1- Perspective plan to be finalised with the Management 6.4.1-Amount reflected in audited details for grants/funds etc should be highlighted. 	<ul style="list-style-type: none"> 6.3.1- A report on Performance Appraisal system should be provided 6.3.3- It was suggested to include more Fdps attended in the past five years. 6.5.2- Administrative audit should be conducted at the earliest and the report should be documented
7	CRITERION 7- INSTITUTIONAL VALUES AND BEST PRACTICES	<ul style="list-style-type: none"> 7.2 Best Practices - Suggestions were given to identify the Best Practices 7.2 Two suggestions were given: <ol style="list-style-type: none"> 1. Learning - outside of Curriculum as an Umbrella Concept 2. Project Day 	<ul style="list-style-type: none"> 7.2 The criterion champions were asked to write the content on best practices.

End of the Minutes

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

N. Venkatesh Kumar
(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 :02.01.2024

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURCHAND MANMULL JAINCOLLEGE

(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

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	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 explained the list of actionable items by the Management to the management and by the IQAC Team to Shri. Sanjay Bhandari and Shri Pannalal Chordia - Management Committee Members. The below members were present during the meeting.	

End of the Minutes

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

A. M. Jain
(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 : 10.01.2024

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURCHAND MANMULL JAIN COLLEGE

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

Affiliated to the University of Madras - A Jain Minority Institution

Re-Accredited by NAAC

Meenambakkam, Chennai - 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	03 rd 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 IQAC Filing
2. 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	<p>Content of Press Release was discussed with regard to Application for NAAC Accreditation.</p> <p>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.</p>	<p>Review of Progress of work attached</p>

Review of Progress of work after the Meeting held on 10.01.2024



AGURCHAND MANMULL JAIN COLLEGE

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

Meenambakkam, Chennai- 600061

A Jain Minority Institution
Affiliated to the University of Madras
NAAC Re-Accredited

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

Criterion 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/Murugan	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/Murugan	Principal/Dean
2	Formation of OBE Implementation committee, 100% 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	It is available with IT admin - Mr.Merbin	Ms.V. Rekha/ Dr. Porchelvi	Mr.Merbin



AGURCHAND MANMULL JAIN COLLEGE
(A Unit of S.S. Jain Educational Society)
Meenambakkam, Chennai- 600061
A Jain Minority Institution
Affiliated to the University of Madras
NAAC Re-Accredited

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 / Dean
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



AGURCHAND MANMULL JAIN COLLEGE

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

Meenambakkam, Chennai- 600061

A Jain Minority Institution

Affiliated to the University of Madras

NAAC Re-Accredited

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	Management
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

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

A. Venkatesan
(PRINCIPAL)
PRINCIPAL
A.M. JAIN COLLEGE
CHENNAI-600 061.

End of the Minutes



AGURCHAND MANMULL JAIN COLLEGE

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

Date of Meeting: 03.02.2024

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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



AGURTHAND 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

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

IQAC/MOM/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
<ol style="list-style-type: none">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 29-2-24.2. The Core committee along with Management Committee Member Shri. Sanjay Bhandari visited the IQAC for the Entry Meeting and oversaw the presentation.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.	<p>All the Criterion Champions submitted the status of data processing to the management</p>



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

INTERNAL QUALITY ASSURANCE CELL

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.

All the criterion
champions
submitted the
status of Data
processing to
the Management

End of the Minutes

[Signature]

IQAC Co-ordinator

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

[Signature]

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 29.02.2024

IQAC - COMPOSITION MEMBER - 2023-24

ATTENDANCE SHEET

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