YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	AGURCHAND MANMULL JAIN COLLEGE
• Name of the Head of the institution	Dr. N. VENKATARAMANAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	4422246705
• Mobile no	+919840040922
• Registered e-mail	info@amjaincollege.edu.in
• Alternate e-mail	management@amjaincollege.edu.in
• Address	MEENAMBAKKAM
• City/Town	CHENNAI
• State/UT	TAMIL NADU
• Pin Code	600 061
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**UNIVERSITY OF MADRAS**
• Name of the IQAC Coordinator	**Dr.V.S. MURALI**
• Phone No.	**+919444062359**
• Alternate phone No.	
• Mobile	
• IQAC e-mail address	**iqac@amjaincollege.edu.in**
• Alternate Email address	**management@amjaincollege.edu.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.amjaincollege.edu.in/_files/ugd/196e1d_1836c95abe7e4933a5574673e283fc08.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.amjaincollege.edu.in/_files/ugd/196e1d_eb46d0fa69664c02b924656bf6da750b.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.73**	**2006**	**17/10/2006**	**16/10/2011**
Cycle 2	**B**	**2.54**	**2014**	**21/02/2014**	**20/02/2019**
Cycle 3	**B**	**2.31**	**2019**	**09/08/2019**	**08/08/2024**

6.Date of Establishment of IQAC	**08/10/2006**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	**nil**	**nil**	**nil**	**nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Organised an awareness programme on Intellectual Property Rights in association with Intellectual Property Office on 11th May 2022. 2. Organised awareness programme on POSH Act for the students and the staff gender-wise on separate dates 3. To sensitize the students on augmentation of Solar Energy - Dr. Chetan Singh Solanki - Solar Man of India was invited on 22nd April 2022 to give a talk on "Energy Swaraj". 4. Programmes in association with Department of French on Palliative Care for severely ill Patients and "The world needs you - reaching out the visually impaired" were held on 30th March 2022 and 12th April 2022 respectively 5. Meetings with Management were held on improving the quality aspects of Teaching and Learning Process.

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

Plan of Action	Achievements/Outcomes
1.To encourage faculty members to involve themselves in Research Work-publication of articles, attending seminars etc	There has been an increase in the number of articles published by the faculty members and also the participation in seminars for paper presentation has also increased
2. To take steps for upgrading the PG departments as Research Departments.	The Management gave permission for upgrading Mathematics Department into a research department by obtaining recognition to conduct Ph.D. Programme for both full-time and part-time research scholars
3. To take necessary steps to upgrade UG departments to PG departments	The management has taken initiatives to upgrade Couple of U.G. departments in Shift II
4. To encourage departments to hold seminars and conferences.	A number of departments have organised seminars and conferences in the Institution.
5. To introduce ERP for better planning and documentation	The Management has initiated steps to introduce ERP for both administration and academics.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	10/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
YES	18/01/2023

15.Multidisciplinary / interdisciplinary

1. The University curriculum is based on including other core

subjects as elective subjects in main course of study.

2. This being the pattern followed by University syllabi in all the courses, the approach in all the years of study is interdisciplinary

To give few examples.

Mathematics students study Physics, Chemistry, and Computer Science

Philosophy students study History and Psychology

Psychology students study Human Relations, Philosophy and Ethics

Commerce students study Economics

Corporate Secretaryship students study Statistics

English Literature students likewise study Entrepreneurship.

16.Academic bank of credits (ABC):

This institution has been following semester pattern - Choice Based Credit System (CBCS) - of the University of Madras, ABC is not followed.

Despite this if a student wishes to study in our college for the II and III years, they can transfer the I year credits obtained in previously studied Institution and continue studies in II or III year, as the case may be, after procuring the necessary approval from the University of Madras

We regularly admit students from other Institutions in the II and III year, in our college.

17.Skill development:

1. Tally course as skill development Programme was organised in the college.

2. Various extra-curricular organisations (such as NSS, NCC, and Rotaract club) organised programmes for motivation and other soft skill programmes to develop students' skills and overall development.

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

1. Teaching through multi-lingual mode is already done based on the curriculum and requirement. Added to this, students who have not studied Tamil are taught fundamentals of Tamil language at two levels, based on their level of knowledge in the language, as "Basic Tamil" and "Advanced Tamil".

2. At present, courses are offered as per the University of Madras curriculum.

3. In certain courses Yoga is taught as a major core paper.

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

The Institution being a Non-Autonomous Institution, follows the curriculum prescribed by the University, which is framed with a focus on OBE. Towards enriching the knowledge of the faculty members a recommendation has been given for organising workshop on Outcome Based Education.

20.Distance education/online education:

The college offers regular courses through offline mode. However, during the lockdown period (Till December 2021) the faculty members handled the courses in online mode through various platforms to teach the students. During the Post-Pandemic period various faculty members resort to online teaching methodology for special classes, tutorials, assessments etc. Webinars were conducted both in online as well as offline mode based on the situations demand.

Some of the Research Candidates received Ph.D Degree after facing Public Viva-Voce Examination through Online mode. In the Even Semester when colleges were re-opened, to students/ research scholars the blended mode of both offline and online were used by the faculty members.

Staff members attended the Refresher and other courses conducted by various Human Resources Development Cell (under the Ministry of Human Resources and Development) through online mode as well as through offline mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	872

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	8795

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1107

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	3032

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	326

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	40

File Description	Documents
Data Template	View File

4.Institution	

4.1 Total number of Classrooms and Seminar halls	**155**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs. 62632819.03**
4.3 Total number of computers on campus for academic purposes	**419**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Agurchand Manmull Jain College adheres to the rules and the curriculum designed by the University of Madras. The key stakeholders are the Principal, faculty and students. The college has a clear system of functioning for curriculum delivery which ensures consistent teaching, learning and assessment processes.

The college ensures that the planning, implementation and effective curriculum delivery are carried out with the help of the following measures:

(The details have been provided as additional information)

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

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

Continuous Internal Evaluations is included in the college academic calendar which in turn is prepared based on thecalendar received from the University of Madras.

- The departments strictly adhere to the schedule. The regular CIE as per the University guidelines such as the submission of assignments and conducting of unit tests.

- Periodical tests are conducted to evaluate the understanding of the students.

- The strategy of giving the students the previous question papers enables them to learn the university question papers and prepare for the end semester examination.

- Marks were awarded for attendance as per the guidelines of the affiliating university

- Continuous Assessment in practical subjects: The performance of the students are evaluated for every parameter which includes regularity, procedure, results, viva and prompt submission of records. The internal marks for the practicals are for 25 marks and the marks awarded for the students are recorded in their record work.

- As part of the University of Madras curriculum, the students submit project work in the final semester.

- The students undergo Internship programmes under the guidelines of the University of Madras and submit their certificates.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.	A. All of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

40

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

13

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The students of the under graduate programmes have acourse work on environmental studies which enlightens the students on various aspects related to the environment and learn about the protection and conservation of our environment, about climate change, natural resources, energy, pollution and environmental issues.

The value education as one of theethical skill development in their curriculum, is provided to third year students, motivating the students to help others and inculcates in them essential values such as ethical living, honesty, against corruption, taking care of elders, people in society and the nation thereby building strong youth for the nation.

To sensitize students on various issues and bring an active involvement .... (detailed description has been uploaded as additional information)

File Description	Documents
Any additional information	[View File]()
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

52

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

2848

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.amjaincollege.edu.in/_files/ugd/196e1d_2847eb64e68448e29bbfd18924312313.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.amjaincollege.edu.in/_files/ugd/196e1d_6529c90a1c744b8cb4d59cc79f176445.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2996

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1096

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of learning levels of students are made by the HODs, and co-ordinators in consultation with respective class-in-charges(faculties) who assess the students in the classes. The class-in-charges take up follow up action through observation of performance of their students.

The bridge classes are conducted during the first 10 classes (introductory classes) for all the science students - non-arts and non-commerce- students who take admissions in B.A and B.Com courses by chance and not by choice. The introductory classes given to them improves their knowledge on the subject.

The slow learners are identified by the respective class-in-charges and special attention is paid to them. The slow learners who are not able to manage with the teaching in regular classes, are assisted through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning. Peer group learning is also encouraged by identifying bright students to share the knowledge to slow learners in their classes.

Advanced learners are encouraged to present seminars, take part in competitions and also motivated to participate in co-curricular and extra-curricular activities. Additional reference materials are also provided to them to prepare on the subjects.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
8795	**326**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student centric methods such as bilingual teaching, explaining with examples are adopted to enhance student involvement as a part of participative learning and problem solving methodology.

- **Participative methods: ICT aided seminar presentation and assignments, Case study analysis, Group discussions, Peer group learning, Debate and quiz are organized regularly.**

- **Student Projects: Students do projects and seminars which provide a meaningful research and learning experience for new skills, gain confidence, become more ambitious, and prepare for future careers.**

- **Discussions: The students themselves discuss subjects as it makes them think widely and participate in class discussions, inter-collegiate competitions and come up with opinions & suggestions to improve their knowledge.**

- **Debates are followed in many of the subjects. The students come with different opinions and express their ideas thus the learning process gets justified in an argumental way of learning.**

- **Role play helps our students to learn and try out the 'experience in a play style' which is practiced.**

- **Internships help getting in-house experience of work during study.**

- **The field trips help students to grasp on the field knowledge and experience.**

Research papers/seminar presentations are compulsory for the students of PG and for UG students to enhance learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The faculties in the college follow ICT enabled teaching in addition to the traditional classroom teaching. In addition to the chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as MS office, Jam Board, and White Board and other online sources to expose the students for advanced knowledge and participative learning.

The online learning environments are designed to train students in an open problem-solving activity.

Google classroom is used for posting course related information- learning material, quizzes , lab submissions and evaluations, assignments and tests.

PowerPoint Presentations: The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

Faculty made Powerpoint presentations and notes including the videos of the lectures on technical topics as per the syllabus are made available. This helps the slow learners for a better revision and gives scope for better understanding.

Classrooms are designed with LCD Projectors enabling them to conduct seminars.

Online google forms are used to record the feedback of the students as and when it is required.

Due to the pandemic all the above methods were followed as the teaching was online and offline thus blended learning using ICT.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

168

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

326

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

138

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

2489

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The continuous internal evaluation (CIE) system is an assessment framework designed to monitor the gradual progression of the students in terms of educational standards. Internal assessment in the college is transparent , that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The college follows the regulations of Madras University.

From the academic year 2008-09 the University of Madras implemented the semester system under CBCS (choice based credit system) pattern. The affiliating university will design the framework not only for the CIE(continuous Internal Evaluation) but also the end semester examinations. The university conducts external examinations for 75 marks in the end-semester exams and the college conducts internal examinations for 25 marks. The time-schedule and question paper pattern of semester exams are decided by the University and internal assessments are decided by the college council based on the academic calendar issued by the University. Two best performances out of three internal assessments are taken as internal assessment marks.

The break-up of internal assessment

Criteria

Marks

1.Internal Test

10

2.Seminar

5

3. Attendance

5

4.Assignment

5

Total

25

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The college has evolved a mechanism for redressal of grievances related to internal evaluation is as follows:

* The assessed Assignments and Test papers are shown to the students for improvement.

* In case of any grievances regarding internal assessment, the student is free to interact with the teacher/HODS/ Co-ordinators and get it resolved.

- Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, questions answered, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances if any.

- To prevent malpractices during examinations, the invigilator (teaching faculty) are exclusively in charge for the invigilation of students during internal periodic as well as university semester exams. The examination committee is responsible for conducting and monitoring the students during the examination. Invigilator checks the students before entering the exam hall so as to avoid any malpractices and insist not to use any unfair means during the examination.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The teaching learning process effectiveness can be measured through learning outcomes and in turn it can be achieved by comparing the Course Outcomes (CO). The course outcomes are communicated by individual faculty to the students in classrooms, displayed in lesson plan, course file and displayed in the departmental web page of the institutional website.

(Detailed information is uploaded as additional information)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Method of assessment of POs/PSOs: The POs/PSO are assessed with the help of Cos of the relevant courses through direct/indirect methods. Direct methods such as examining the student knowledge or skills against measurable COs. The knowledge and skills described by the COs are mapped through University Examination, CIA and assignments.

(Detailed information is uploaded as additional information)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

2565

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.amjaincollege.edu.in/_files/ugd/196e1d_6529c90a1c744b8cb4d59cc79f176445.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

AMJC is keen on encouraging innovation and entrepreneurship. It has been constantly creating awareness among students through the Entrepreneurial Development (ED) cell. This cell was established to provide support to the students to enrich their knowledge, creativity and innovative ideas. This cell has been motivating the students by the way of conducting webinars, expos and workshops. The students have opened soup corners and stationary shops in the college campus. This initiative will help to create interest among the students to become entrepreneurs in future. The college has theaim of promotingthe academic and industrial collaborations for the benefit of the students. This will not only give them practical exposure but also help them to know the career opportunities. The study/industrial visits have been carried outin various departments. The college has focused on encouraging the faculty and students to conduct and participate in various events especially, quizzes, seminars and conferences in/out of campus for knowledge transfer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

26

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

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

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

38

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

123

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The AMJC has always been keen on encouraging and sensitizing the students to social issues. This has been continuously accomplished by conducting awareness programmes among students and organizing various extension, outreach activities in/around and out of AMJC campus to create, enrich the social/community responsibilities in young student minds. These extension/outreach programs has been initiated through numerous departments and student clubs including NSS, NCC, YRC, RRC, Rotaract, Consumer Club, Karuna Club, etc.

(The detailed information on the extension activities have been provided as additional information)

File Description	Documents
Paste link for additional information	https://www.amjaincollege.edu.in/_files/ugd/0e874c_bbe1b71aac5843e8ba8b2598b90416b5.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

94

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

15367

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Eco-Friendly vast campus extends a space of 1, 60, 579, 263 square meters. It is located in the heart of Chennai city. It offers 28 Under Graduate courses and 9 Post Graduate courses to the Students community.

(The details of infrastructure and physical facilities for teaching-

learning....... has been provided as additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.amjaincollege.edu.in/_files/ugd/ cdf9f6_d0c6a814fe8d42e9be62cccb0d29e3a1.pdf

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

Shri. Mohanmull Chordia Indoor stadium in the campus encourages student participation more in all the sports activities. It has been exclusively designed for the volleyball, Football and Table - Tennis games.

T20 Cricket inter-collegiate competition makes the students strongly motivated and highly focused in their ambitions. The overall area of the stadium is 11,250 sq.ft. and the play area is 18m x 35m, with a student capacity of 300. It houses multi-court facilities such as Basketball Court, Two Badminton Courts and Volleyball Court.

This Indoor Stadium is utilized for conducting various events with the ICT enabled facilities for live telecast in social media.

(The details of the facilities for cultural activities, sports, games (indoor and outdoor) .... has been provided as additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.amjaincollege.edu.in/_files/ugd/ cdf9f6_f21771c0dd0f48e9a9d04bb94d44f595.pdf

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

27

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs.10,120,038.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Libraries (Shift I and Shift II) , which have a selection of books, journals, periodicals, magazines, newsletters, and e-resources, strengthen effective curricula. The Libraries have subscriptions to numerous national, international journals and electronic resources from SAGE & NLIST.

The Library is a corporate member of the Information Library Network (INFLIBNET).

Needy students are given access to the text books listed in the college's curricula under the auspices of the Padma Shri. Mohanmull Chordia Book Bank Scheme, a flagship initiative managed by the college administration since 2012-13. The students may utilise the books provided under the programme and then return them at the

conclusion of each semester.

In the instance of the college libraries' Easy Lib 3.0 software, the college utilises the AMC feature.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs.5,61,891

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

A total number of 420 computers are available in the computer labs. A bandwidth of 150 (MBPS/ GBPS) Capacity utilised. College WIFI is present within the offices, library and computer labs. 6 computer labs each with the capacity of 60 computers and 1 lab with 52 computers in it. 5 LCD Projectors are available in total, of which one is fixed in lab 1. The update and maintenance of the labs are carried out on a regular basis by the lab in-charges and by the computer professional companies. Contract agreements are entered into for the hardware maintenance of the computers during the academic years to ensure an uninterrupted learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

419

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

Rs.62,632,819

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The college has created and utilizes its infrastructure to the fullest extent for the academic and various related activities. The courses are conducted in two shifts-Shift 1 and Shift 2.

The maintenance of facilities in college is taken care of by the Maintenance staff specially employed for the purpose. There is a clear reporting and rectification system in place for all the facilities maintained by the various maintenance departments......(Detailed information has beenprovided as additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

759

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

307

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

`00`

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

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

387

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	<u>View File</u>

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

78

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

To ace in a highly competitive world, the institution realized that it was imperative that they make their students as able, responsible, innovative and dynamic individuals and also opined that

constituting an elected student body would pave way for two-way benefits –

1. To create highly organized and strategic students who can firmly lead the student community and innovatively implement welfare mechanisms for them.

2. A larger student community who would become capable of choosing their appropriate leader and cohesively participate in the development process.

(Detailed information has been provided as additional information)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

00

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni of the institution have been informally operational. However, the as the association is not legally registered

The google forms were sent for the passed-out students of April 2022 for collecting their feedback.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION: To ensure and disseminate quality higher education that is affordable to all learners in general and among Jain students.

MISSION: 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 realization of full potential in the teacher and taught.

To ignite and endow young minds with a deep sense of justice and fairplay, truth and non-violence, patriotism and service.

(The process of realizing the vision and mission is given as additional information)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

participative management.

1.Decentralization practices:

· The decentralised process includes constituting and delegating responsibilities to the teaching and non-teaching staff in order to ensure a smooth functioning of the various processes pertaining to the institution

· There are various committees formed like Admission committee, Time-table committee, Discipline committee, Examination committee, Students Development cell, Sports committee, Staff and Students Redressal Committee, Placement cell, Book Bank scheme at the core of which is the statutory college council.

· These committees help in carrying out the various curricular, extra-curricular and extension activities.

· The institution involves the students and staff participation in conducting several programmes, wherein the students are given opportunities to hone their leadership and team playing skills.

(The details of institutional practices on Administration, departments, teaching faculty, non-teaching faculty and institutional practices have been given as additional information)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **To organise, Seminars, Conferences and workshops**

- **To increase the quality of education through enhanced teaching methodologies**

In order to meet the challenges while imparting quality education to the students blended teaching methodologies are adopted.

- The use of ICT tools , introduction of software such as G Suite Education and Google Classroom.

- Teachers are provided training to handle Google platform and its apps.

- Students are also introduced and taught to use apps like Puzzle maker, Enguru, Wigflip, Canva, gifmaker, Renderforest, Diigo etc.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The functioning of the institutional bodies explained through its organisational struction (ORGANOGRAM) has been provided in additional information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.amjaincollege.edu.in/_files/ugd/196e1d_a5ff8bd43fb54ab3973c025a34377d1b.pdf
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The detailed information on welfare measures for Teaching and Non-teaching staff members of the college includes leave salary, maternity leave, thrift society, management salary till such time the faculty gets government approved salary for aided staff etc for teaching and free education scheme, concessions on food and hostel facilities, festival advance, bonuses and incentives etc for non-teaching staff members has been uploaded as additional information

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

55

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As per the guidelines of UGC as and when the Career Advancement Scheme is due for a faculty he/she is asked to submit his/her self appraisal form in the prescribed format duly scrutinised by the committee consisting of External subject expert, the Head of the Department and The Principal, the same will be forwarded for processing to Regional Joint Director of Collegiate Education for approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The institution has an effective internal and external audit mechanism for auditing the books of accounts and reporting the outcome for managerial decision making.

- The college has its own internal audit mechanism where the internal audit is an ongoing continuous process.

- The Internal Auditor prepares Audit Note Book and Query notes for effective verification of records.

- To strengthen this process, purchase invoice bills, Annual maintenance bills, verification of quotations and proposals are done and submitted to the Management for the approval of payment.

- After verifying stock entries by the Internal Auditor and after the approval by the authority, the accounts of the respective vendors are settled.

- In respect of shift I the Government carries out a general audit on an annual basis. This is carried out based on the scheduling made by the Regional Joint Directorate of

Collegiate Education and follow up action is taken.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

The basic structure for the smooth operation of an institution relies solely on the funds received. Funds are required for procuring the basic facilities, equipment, electronic and technological gadgets for the effective performance of the institution. A clear fund mobilization policy of an institution would further enhance its development and sustainability. Agurchand Manmull. Jain College has set its goals and made choices through strategic planning and budgeting for mobilization of funds, within the stipulated limits set by the higher education. The following are the ways in which mobilization of funds have been implemented in the institution:

(The detailed information has been provided as additional information)

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words

1.In order to sensitise the students about the use of solar energy a programme " Energy Swaraj " was organised by the IQAC in which the solar man Dr.Chetan Singh Solanki delivered a powerful speech insisting the need of the hour to switch over to solar power to safeguard the planet from climate change.

2.IQAC in association with the Intellectual Property Office of Chennai organised a programme on "Intellectual Property Rights".

3. The IQAC along with the department of French organised two programmes on "Palliative Care" and "Lit the Light". These two programmes were to motivate students to become a part of a great service oriented society which helps the ailing and the needy.

4. A workshop was conducted for men and women staff separately by Psychologist Mrs.Mahalakshmi on Scope and Reach of POSH Act.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The feedback received from stakeholders are analyzed and suggestions received from them are used to improve the quality aspects in the curriculum delivery, teaching methodology and evaluation procedures.

- To provide uninterrupted flow of knowledge to the students, faculty members are encouraged to enrich their knowledge in handling online classes through workshops organized by various institutions.

- The IQAC of the college performs the role of a significant administrative body in enhancing the quality of teaching learning outcomes. Some of the quality initiatives of the IQAC are listed below:

Feedback from the stakeholders

Internal Administrative audits

Conduct of Conferences and webinars

Post accreditation initiatives/ Incremental improvements

Digitisation of records and documents pertaining to admissions.

Online library material accessible to staff and research scholars(N-List)

Making use of laptops, tablets, microphones and audio players in classrooms

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | C. Any 2 of the above |

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **The College follows Jain tradition and treats every individual in the campus with samabhavana.**

- **The College has established the following committees to cater to gender equity:**

  - **Women Development Council**

  - **Women Students' Welfare Committee**

  - **Women's Grievance Redressal Cell**

  - **Counselling and Guidance- Students (Girls)**

  - **Grievance Redressal Cell - Staff**

- **Every academic year, the Women Development Council conducts workshops to equip the girl student community with the understanding and exploration of gender equity and women empowerment.**

- **College has an Anti-Sexual Harassment Policy and it is displayed in the entrance of the Main Block.**

- **Grievance Redressal Cells focus on complaints from the female community of the college.**

- **The safety and security of the female community is ensured by the College through:**

    - **Security Staff**

    - **CCTV Monitoring**

    - **Disciplinary Committee and Anti Ragging Committee**

- **A Common Room facility is available for the female community of the College.**

- **Sanitary napkin dispensers are present in the female toilets of the College.**

- **Apart from the departmental counselling options, a psychologist is available to cater the counselling needs of the students.**

- **The Clubs and departments in the College have organised many awareness programmes, like POSH ACT Awareness and POCSO Awareness to ensure gender equity in the College.**

File Description	Documents
Annual gender sensitization action plan	https://www.amjaincollege.edu.in/_files/ugd/196e1d_a637679f9ecd4f8bb81c16fc0a88a9ec.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.amjaincollege.edu.in/_files/ugd/196e1d_e6fc600c04334700a88bb3221bfe02bb.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

- **The College is committed to maintaining an eco-friendly environment within the Campus.**

- **A sufficient mechanism is in place to manage the waste generated within the campus.**

- **Solid Waste Management:**

  - **Solid waste generated in the campus is disposed of with the assistance of a private agency and the Corporation of Chennai.**

  - **Waste is segregated as biodegradable and non-biodegradable.**

  - **25% of biodegradable waste is treated within the campus, while the rest of the biodegradable waste and non-biodegradable waste are handed over to the Corporation's trash management system.**

  - **Human solid waste is treated using septic tanks and the Corporation's drainage system.**

  - **The College has a plastic-free campus.**

- **Liquid Waste Management:**

  - **The College has adopted recycling techniques to partially manage liquid waste.**

  - **Six RO water treatment plants are used for drinking purposes.**

  - **Waste water from the RO plants is recycled and used in**

> **toilets and gardens.**
>
> ○ **Liquid waste from other sources is properly diverted into the Corporation's drainage system.**
>
> • **E-Waste Management:**
>
> ○ **E-waste such as keyboards, monitors, hard drives, cables, printers IC'S, PCB, etc., are managed using carefully planned methods.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	_View File_

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	_View File_
Any other relevant information	_View File_

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College strongly upholds the Jain Philosophy of anekandavada, and it promotes the values of tolerance and harmony among diverse individuals.

- The College strives to view diversities within society with samabhavana.

- The College conducts various programmes aimed at instilling the concept of equanimity among different communities within the College.

- Clubs within the College organize orientation programmes that are designed to bring harmony among students from various socio-economic backgrounds.

- The College clubs arrange programmes to help students improve stress management and personality development.

- These clubs also conduct programmes that promote and celebrate cultural exchange, regional cultural celebrations, and overcoming linguistic and socio-economic differences.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College is dedicated to fulfilling its constitutional obligations and responsibilities. It teaches its students and employees about constitutional values, rights, duties, and responsibilities through various programs. The College's clubs organize Orientation programs and Validatory functions that teach students how to be responsible citizens. The students also learn about the values of a democratic society through election processes in both the Student Development Council (SDC-Shift I) and Students Welfare Council (SWC-Shift II). To raise awareness, the College conducts programs on different topics such as values, personal and societal issues, Human Rights, Gender Equity, De addiction, Crime and Police, Taxes, Financial Literacy, Food Adulteration, and Non-Communicable Diseases.

Following are the themes on which the College has organised Programmes related to the Constitutional Obligations:

- Orientation Programmes

- Validatory Programmes

- Literacy Program for The Housekeeping Staff

- Awareness Program on De-Addiction

- Election Awareness

- Walkathon - Fit India freedom run

- Non-Communicable Diseases (NCD) Awareness

- Food Adulteration Awareness

- Siddha Medical Camp

- **Blindness awareness**

- **Personal Relations with fellow human beings**

- **Health Vs Fitness**

- **Hygiene**

- **Puneet Sagar Abhiyan**

- **Consumer Protection**

- **Bank Fraud Awareness**

- **Crime and Police**

- **Importance of Leadership**

- **Human Rights**

- **Financial Literacy**

- **Tax**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.amjaincollege.edu.in/_files/ugd/196e1d_e9cc8b33040c49a4b08081751c1c0cba.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The College celebrates national and international commemorative days, events and festivals. National commemorative days like Independence Day and Republic Day are celebrated with great spirit. Indian Philosopher's Day - Birth Anniversary of Sri Adi Shankara was sponsored by the Indian Council of Philosophical Research (ICPR), New Delhi - a body under the Ministry of Education. The day was celebrated as a webinar series, consisting of 12 lectures on Indian Philosophy.

The College has celebrated the following Commemorative Days in the academic year 2021-22. A total of 30 programmes have been conducted.

- **World Rotaract Week**

- **World Environment Day**

- **International Yoga Day**

- **Indian Philosopher's day**

- **Independence Day**

- **Madras Day**

- **Teachers' Day**

- **NSS Day Celebration**

- **World Teachers Day**

- International Day for Girl Child

- International Day for Disaster Reduction

- Birth Anniversary of Dr. A.P.J Abdual Kalam

- International Day for Poverty Reduction

- United Nations Day

- Constitution Day

- World Aids Day

- Birth Anniversary of Srinivasa Ramanujan

- National Youth Day

- National Voters Day

- Republic Day

- Martyrs Day

- Bonded Labour Abolition Day

- World Language Day

- National Science Day

- International Women's Day

- Bhagwan Mahaveer Jayanthi

- Mother's Day

- World Tourism Day

- Har Ghar Trianga 75 Flag Relay Run

23-08-2023 12:18:01

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

The College during the period 2021-2022 has implemented the following best practices.

1. SEED CELL (Students Empowerment and Entrepreneurship Development cell)

2.Outreach Initiative - AMJ's SUD

The details of the above practices have been provided as link from institutional website

File Description	Documents
Best practices in the Institutional website	<u>https://www.amjaincollege.edu.in/_files/ugd/196e1d_201a07c42a374d68b76d1376e49b3077.pdf</u>
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is driven by its core value and vision, catering to socially and economically underprivileged individuals, and is characterized by the following:

- **As a Jain minority college, it is guided by the Jain philosophy of "Parasparopagraho Jivanam" - "The function of the soul is to help one another"**

- **The college's motto, "Sa Vidhya Ya Vimuktaya" - "Knowledge**

leads to Liberation" reflects an optimal blend of spirituality and education

- Established in 1952, the college's objective was to provide exclusive higher education to the underprivileged, at a time when it was not accessible to them

- The vision of the college is "To be a disseminator of quality multi-disciplinary higher education that is affordable among all learners in general and among Jain students in particular"

- The college is institutionally distinctive by propagating education irrespective of caste, creed or social standing.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for the year 2022-2023

1. To organise academic and administrative audit to ensure quality sustenance

2. To take steps for CAS (as per government norms) for the faculty members in shift I and to frame policy for productivity linked salary fixation/ increments for faculty member in Shift II

3. To organise workshop on Outcome Based Education for faculty members

4. To introduce ERP in administration and academics to improve the documentation process.

5. To encourage faculty members to actively involve in research work and bring out publication of articles and participate and organise seminars and conferences.