Yearly Status Report - 2018-2019

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 own campus	**Yes**
Phone no/Alternate Phone no.	**044-22246705**
Mobile no.	**9841156574**
Registered Email	**info@amjaincollege.edu.in**
Alternate Email	**management@amjaincollege.edu.in**
Address	**Meenambakkam, Chennai**
City/Town	**Chennai**
State/UT	**Tamil Nadu**
Pincode	**600061**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. V. Eswaran**
Phone no/Alternate Phone no.	**04422248603**
Mobile no.	**9840040922**
Registered Email	**info@amjaincollege.edu.in**
Alternate Email	**management@amjaincollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.amjaincollege.edu.in/images/iqac/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.amjaincollege.edu.in/images/file/S1CALENDAR-2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.73**	**2006**	**17-Oct-2006**	**16-Oct-2011**
2	**B**	**2.54**	**2014**	**21-Feb-2014**	**20-Feb-2019**
3	**B**	**2.31**	**2019**	**09-Aug-2019**	**08-Aug-2024**

6. Date of Establishment of IQAC	**08-Oct-2006**

7. Internal Quality Assurance System

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

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No Data Entered/Not Applicable!!!

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

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

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

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

Conduct of National Seminar on Recent trends in Quality Education and Management on 28/9/2018

Submission of IIQA and Self Study Report for the third Cycle of Accreditation

Submitted AQAR, AISHE and participated in NIRF

Regular Conduct of IQAC Meeting to ensure effective implementation of Vision and Mission, Periodical collection and analysis of Feedback from all stakeholders and documentation for all the above

To ensure continuous learning and enhancing skills set following events are conducted throughout the year. • Conduct of Special lectures by all departments and Faculty development Program • Encouraging students by organizing entrepreneurial activities and conduct of AMJCIAN Bazaar • Conduct of inter department competitions and association meetings to inculcate team spirit and to provide students an opportunity to exhibit their talents • Encouraging Staff to attend National, Inter National Conferences and for publication. • Organizing Joy

of Giving week, Ayudha Pooja and Pongal Festival to nurture culture and moral values amongst students

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

Plan of Action	Achivements/Outcomes
Submission of Self Study Report to NAAC for the third cycle	Submitted on 17/03/2019
Planned to conduct a National Seminar	Conducted Seminar on Recent Trends in Quality Education and Management on 28/09/2018
Conduct of Alumni meet was planned Ahead	Alumni meet organized on 06/01/2019
Faculty Development Program was planned	FDP on GST was oraganised on 15/12/2019
Proposed to conduct Special Lectures by Various Departments	1. Department of English of Shift I conducted special lecture on Australian Literature and Post Colonial theory on 24.10.2018. while English Department of Shift 2 organized a Guest lecture on Literary theory, Feminism and Women's Writing on 6th October 2018 2. French Department conducted a special lecture on Role of the subtitles in the comprehension of French language and culture'. 3. Department of Commerce of Shift 1 conducted a Special Lecture On Financial Markets 8th October 2018 and Special Lecture On Entrepreneurial development on 06.03.2019
Observance of Important days	International Yoga day 23 NCC Cadets and 01 Associate NCC Officer of A.M.Jain College of 1 TN Signal Company NCC Unit performed 24 Yoga Asanas commencing with Prayer and concluding with Pranayams, Meditation and Sankalp (Pledge) on INTERNATIONAL DAY OF YOGA on 21st June 2018. 2.World Tourism Day on September 27th 2018. The Chief Guest of the day was Thiru. Mohammed Halith Y, Senior Manager, SOTC Travel Ltd, Chennai. 3.International Womens Day 2019 was celebrated in all its gaiety and splendour by the women students n staff on Saturday 2/3/19
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Council	21-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	11-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Yes, the ERP system at Agurchand Manmull Jain College takes care of the various needs of the Management Information System (MIS). Through ERP the various academic and administrative works were taken care of, the various activities are Students Attendance, Staff Student Database, Hall Bookings for various programs conducted, Purchase of academic and nonacademic requirements for departments which is managed through ERP system. Our ERP system enables for effective control of documentation, financial transactions for both academic administrative purposes. ERP also provides the option of Online payment of fees for the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Agurchand Manmull Jain College is one of the oldest leading colleges under Sri.S.S.Jain Educational Society. It is a Co-Educational institution offering wide varieties of Under Graduate, Post Graduate and Research degrees to students located in and around Meenambakkam. The college is an Aided institution for Shift I, Self Financing for Shift 2 and is Affiliated to University of Madras. The college is submitting itself to the third cycle of Reaccreditation with NAAC. The process of undergoing the accreditation has given the college a wide experience to streamline the process of Curriculum delivery and documentation. The Academic year 2018-19 had 8 UG and 5 PG degree programs in the Shift I and 21 UG programs and 3 PG programs in the Shift II.

Research Programmes leading to 4 M.Phil and 3 Ph.D degrees are also offered to students. All the programmes are based on Choice Based Credit System and students are given wide variety of Programmes to choose .A well designed calendar is prepared at the beginning of the Academic Year to plan for both Curricular and Co-Curricular Activities. Faculty Development Programmes were conducted to help faculty to keep themselves abreast. Lesson plan, timetable and Subject Allotment Matrix help the faculty to plan and deliver the classes smoothly. Attendance cum Assessment Record serves as a valuable tool to measure student involvement and Understanding. Orientation Programmes, Bridge courses, Certificate courses and Remedial teaching has become an integral and routine part of curriculum delivery. Student Mentoring system, Parent teacher Meetings and Counseling have given positive outcomes. Special Lectures conducted by various departments by eminent speakers from diverse disciplines add value to student's knowledge. Departmental events and Various Associations activities give students an opportunity to sharpen and update with latest developments. Internship & Projects are undertaken by all the students of Post Graduation and a few students of Under Graduation which gives them a real time experience. Environmental Education, Value Education, Computing Skills, Soft skills and Personality Development are offered to all the students. Classrooms are provided with Projectors to facilitate technology- based teaching which makes learning interesting and enhances student's experiences in classroom. Well ventilated classrooms and Gallery classrooms provide the right ambience for learning. Laboratories are fully equipped with required facilities so that students have a real time experience in learning. WiFi facility in campus makes usage of internet and technology based learning hassle free. The college has Seminar Hall, Conference hall and Indoor Stadium with State of Art facility which enable organizing meeting and conferences to enhance student knowledge and experience. Effective Curriculum is fortified with the Library which has a wide variety of books, Journals, Periodicals, Magazines, Newsletters and e resources. The Library also subscribed to many National, International Journals and E-resources from NLIST & SAGE. The Library has its institutional membership with INFLIBNET (Information Library Network). Under Padma Shri Mohanmullji Chordia Book Bank Project, needy students avail free text books all through their academic years. These facilities and well defined planning enables effective curriculum implementation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	PUBLIC ADMINISTRATION	01/06/2018
BA	CRIMINOLOGY AND POLICE ADMINISTRATION	01/06/2018
BSc	PSYCHOLOGY	01/06/2018
[View File](#)		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BSc	PSYCHOLOGY	01/06/2018
BA	CRIMINOLOGY AND POLICE ADMINISTRATION	01/06/2018
BA	PUBLIC ADMINISTRATION	01/06/2018

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Corporate Secretaryship Shift I and II	234
BSc	Visual Communication	66
BSc	Electronic Media	7
MSc	Physics	9
MCom	Commerce	46
MA	Economics	7
MSc	Chemistry	9
MSc	Visual Communication	4
BA	Tourism & Travel Management	6
MA	Tourism & Travel Management	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The college has well established procedure to obtain online feedback from Students, Parents and Alumni. Regular formal feedback mechanism is in place

which helps to understand, evaluate and improve the areas for pedagogy and administration. The feedback form covers wide aspects to cover on curricular, co curricular aspects and also ensures to obtain students response towards teaching learning process. The feedback form is prepared as per the requirements of NAAC and is constantly reviewed and updated based on suggestions. The IQAC team collects students' feedback at the end of the each semester regarding the course and the teaching faculty. The college follows a proper procedure for obtaining students feedback. • A separate link is created and is being updated with the details of courses and teachers handling those courses. • A proper Schedule is prepared at the end of each semester and shared with all students to enable the students to submit feedback. • Computer Laboratory is made available for students based on allotted time to complete the process of feedback. • In case students are not available during the allotted time, the link is also shared with the students so that they can do it at their convenience. • This feedback is systematically analyzed immediately and the report is submitted to the College Management. • Periodical analysis and updates are the further follow-up measures. • Faculty is graded subject wise based on the student feedback and wherever necessary corrective steps are being taken. • Student's feedback plays a vital role in analyzing the teaching outcome of the staff members, curriculum delivery and other facilities offered. Online feedback is obtained from Alumni throughout the year as the link is available in website and also it is obtained during Association meetings. Their feedback offer invaluable suggestions to the institution for further development. For the sake of convenience of parents, the link for Parents feedback is available in the college website. Feedback is collected from parents during Parent Teacher Association meetings also. IQAC conducts Frequent meetings with Principal and respective in charges to analyze the feedback and take necessary steps for improvement.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	8062	235	255	Nill	48

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

| 303 | 53 | 4 | 11 | Nill | 3 |

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

The college carefully monitors the progress of the students of all the departments. Regular Parents Meets are organized wherein the parents are periodically kept informed about their ward. Corrective measures, if any are discussed and implemented. The Student mentoring system is in place effectively. The staff member in-charge closely monitors each student's progress and takes necessary measures as and when necessary. The continuous record of the students is well maintained and is a powerful tool in the student monitoring system. Student monitoring system and the Parents Meet are two of the best practices in the College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
8311	303	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
319	303	16	14	97

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. J. MUTHUSELVAN	Assistant Professor	AKATHIYAR VIRUTHU from INTERNATIONAL CONFERENCE AND TAMILAIVU SANGAM
2018	Dr. J. MUTHUSELVAN	Assistant Professor	KAVIYARASAR VAZHITH THONRAL VIRUTHU from ALL INDIA TAMIL WRITERS ASSOCIATION
2018	Dr. R RAJMOHAN	Assistant Professor	DR RADHAKRISHNAN TEACHING EXCELLENCE AWARD from THE INTERNATIONAL ASSOCIATION OF LIONS CLUB
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

All the Departments strictly follow the norms prescribed by the University of Madras with regard to the Continuous Internal Evaluation. They are – Seminars, Assignments, Students Attendance and three internal evaluation (two monthly tests and the model examination that follows the question paper pattern of the ensuing University examinations). In order to raise the bar of the academic standards and to instill a renewed interest in the subject, several additional evaluation techniques are undertaken. All the end of the completion of each unit, different methodologies of evaluation are followed by individual faculty members: 1.The students are engaged in group discussions, with the teaching faculty member initiating various topics that lead to the participation of the students with different points of view 2.Debates are encouraged wherein the inputs from the students could reflect the level of their comprehension of the completed unit. Alongside the evaluation, this facilitates an indirect experience to the needy students. 3.Some departments assign simple projects to students individually or in groups to make a PowerPoint presentation or a video presentation with facts and additional information as a supplement or to validate the points covered in the completed unit. 4.The understanding capacity of the students in assessed and they are given assignments accordingly to apply the concept in solving the problems of the real time scenario. 5.While the students make a presentation, various factors are considered to evaluate based on the following factors : 1.Topic introduction and subject introduction 2.Communication skills (audibility and clarity) 3.Presentation skills (body language and floor management) 4.Illustration in real time 5.Conclusion and interaction(the students are required to answer questions of the entire class is sought) 6.In case the presenter deserves full marks, the unanimous opinion and decision of the entire class is sought. 7.Wherever necessary, the students are permitted to put forth their answers bilingually which clarifies their level of understanding of the Unit.

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

The members of the Calendar Committee prepare the ensuing academic year's calendar taking all relevant parameters into consideration. Care is taken to consider the length of the prescribed Units and hence suggestions of the Heads of the Departments and Coordinators are considered so that the members of the respective departments may be instructed to frame their lesson plans accordingly. With this initiative as the cornerstone, the dates for the continuous internal evaluation are decided and earmarked in the academic calendar. The other crucial parameters such as national and regional holidays, religious festivals and community events (the college being a Jain minority institution) are also duly taken into close consideration.

2.6 – Student Performance and Learning Outcomes

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

http://www.amjaincollege.edu.in/images/iqac/PROGRAMME-OUTCOME.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

No Data Entered/Not Applicable !!!
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2.7 – Student Satisfaction Survey

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

 http://www.amjaincollege.edu.in/images/iqac/Students-Feedback-Analysis-201819.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
RECENT TRENDS IN QUALITY EDUCATION MANAGEMENT	IQAC	28/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
PHYSICS	2
ECONOMICS	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)

National	TOURISM TRAVEL MANAGEMENT	1	Nill
National	ELECTRONICS COMMUNICATION SCIENCE	1	Nill
National	ECONOMICS (AIDED)	3	3.39
National	ENGLISH (AIDED)	2	Nill
International	TAMIL (SF)	4	Nill
International	BCA	4	5.45
International	CORPORATE SECRETARYSHIP (SF))	2	5.93
International	COMMERCE (SF)	2	5.75
International	COMMERCE (ISM)	1	5.8
International	COMMERCE (MM)	1	5.75
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ENGLISH (SF)	6
CORPORATE SECRETARYSHIP (SF)	2
COMPUTER SCIENCE	8
ELECTRONICS COMMUNICATION SCIENCE	2
TOURISM TRAVEL MANAGEMENT	1
TAMIL (SF)	28
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Analysis of K-Means Algorithm for Big Data Analytics Using R Language	Josephine Isabella. S,	International Journal Of Advanced Studies Of Scientific Research (IJASSR), Abstracted amp Indexed In Elsevier- SSRN library.	2019	Nill	AGURCHAND MANMULL JAIN COLLEGE	Nill
An Under standing	Josephine	International	2018	Nill	AGURCHAND	Nill

of Machine Learning Techniques in Big Data Analytics: A Survey	Isabella S	Journal of Engineering amp Technology, 7(2.33)(2018), 666-669			MANMULL JAIN COLLEGE	
DETECTING VULNERABLE USER USING TWEET DESCRIPTION LOGIC RULE GENERATION	REVATHI.S	IOSR-JCE, E-ISSN 2278-0661P-ISSN-2278-8727	2018	76.5	AGURCHAND MANMULL JAIN COLLEGE	Nill
ANALYSIS ON DIFFERENT SECURITY ISSUES AND CHALLENGES IN SOCIAL NETWORKS	REVATHI.S	IJRAR, E-ISSN-2348-1269, P-ISSN-2349-5138	2018	Nill	AGURCHAND MANMULL JAIN COLLEGE	Nill
ROBUST EVALUATION OF ONLINE PRODUCT REVIEWS USING GRADIENT TREE BOOSTING CLASSIFICATIONS MODEL	R.SHANTHI	MITTEILUNGEN KLOSTERNRUBURG	2019	19.8	AGURCHAND MANMULL JAIN COLLEGE	Nill
A PERSONALIZED HYBRID RECOMMENDATION PROCEDURE FOR INTERNET SHOPPING SUPPORT	R.SHANTHI	INTERNATIONAL JOURNAL OF ADVANCED COMPUTER SCIENCE AND APPLICATIONS	2018	Nill	AGURCHAND MANMULL JAIN COLLEGE	Nill
A Novel Hill Cipher (NHC) based on Galois Field	Hema. V	International journal of Pure and Applied Mathematics, (Journal no. 13226), Vol.118 No.7 2018, 641-645,	2018	20	AGURCHAND MANMULL JAIN COLLEGE	Nill

Title of the Paper	Name of Author	Title of journal	Year of publication		Institutional affiliation as mentioned in the publication
An improved Novel Hill Cipher using RCLT	Hema. V	International journal of Engineering and Technology, Scopus Indexed journal	2018	20	AGURCHAND MANMULL JAIN COLLEGE	Nill
Interbit Exchange and Merge (IBEM) Pattern of Blowfish Algorithm	S.Sweetl inSusilaba i,	International Journal of Recent Technology and Engineering (IJR TE),Blue Eyes Intel ligence En gineering amp sciences p ublication .	2019	Nill	AGURCHAND MANMULL JAIN COLLEGE	Nill

(Note: ISSN : 1311-8080, 1314-3395, Special Issue. Scopus Indexed Journal appears above the first row.)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
WEB MINING BASED CLOUD SERVICE RANKING AND RECOMM ENDATION MECHANISM FOR PERSON ALIZED USER IN CLOUD COMPUTING	R.SHANTHI	JOURNAL OF THEORET ICAL AND APPLIED IN FORMAITON TECHNOLOGY	2019	Nill	23	AGURCHAND MANMULL JAIN COLLEGE

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

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	30	42	14	28
Presented papers	29	11	4	3
Resource persons	1	1	3	3
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
PAGIRNTHU UNN	ROTARACT CLUB	Nill	13
SHRUTHI	ROTARACT CLUB	3	10
MISSION HEALTH	ROTARACT CLUB	Nill	18
SEVA	ROTARACT CLUB	Nill	30
WINGS	ROTARACT CLUB	Nill	20
ETHIRKAALA INDIA	ROTARACT CLUB	Nill	11
COMMUNITIVE SERVICE-FEED THE PETS	ROTARACT CLUB	Nill	10
BLOOD DONATION CAMP	NSS	4	24
NSS SPECIAL CAMP	NSS	4	88
BLOOD DONATION CAMP	NCC	2	52
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWACHH BHARAT	NSS	STREET CLEANING PROGRAMME	4	200
SWACHH BHARAT	NSS	SWACHH BHARAT RALLY	4	150

AWARENESS RALLY	NSS	VOTERS AWARENESS RALLY	4	300
AWARENESS PROGRAMME	NCC	AWARENESS ON DRUG ABUSE ILLICIT TRAFFICKING	2	15
SWACHH BHARAT	NCC	STREET CLEANING PROGRAMME	2	117
SWACHH BHARAT	NCC	RAILWAY STATION CLEANING	2	20
AWARENESS RALLY	NCC	RALLY ON WORLD WATER CONSERVATION DAY	3	102
AWARENESS RALLY	NCC	MEGA AWARENESS RALLY	2	102
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Skill Development Programme	BSNL – Free Skill Development Training	Bharat Sanchar Nigam Limited	06/02/2019	29/03/2019	384
Job Training	TCS Affirmative Action – Free Employability Training	Tata Consultancy Services	27/12/2018	27/02/2019	287
[View File](#)					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

No Data Entered/Not Applicable !!!
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1672.6	1393.05

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
EASYLIB	Partially	3.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Journals	6293	Nill	Nill	Nill	6293	Nill
Text Books	81867	8777570	1823	394928	83690	9172498
Reference Books	796	449824	142	80095	938	529919
e-Books	160809	21625	Nill	Nill	160809	21625
Journals	43	154078	1	46480	44	200558
Others(specify)	39	185822	12	45425	51	231247
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	519	418	5	1	1	50	50	150	0
Added	13	1	0	0	0	0	0	0	13
Total	532	419	5	1	1	50	50	150	13

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

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
52	47.8	303.7	191.2

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

The Management of the college ensures the regular maintenance of the physical facilities through the Estate Office. All issues regarding repair, breakage, malfunctioning or renovation of the physical facilities of the college occur are brought to the notice of the Heads of the respective departments and taken up by the Estate Office for further perusal. Registers are maintained to receive complaints regarding all the physical support facilities The concerned staff members sort out the issues. In order to attend to plumbing and electrical works immediately on the priority basis, plumbers and electricians are appointed exclusively for the college. Complaints received in the Complaints Register are taken into consideration as early as possible. In such contingencies, the College Management, through its Estate Office arranges for the plumbers on priority basis to attend to the said complaints with immediate effect. Swift action is taken for all grievances arising from the electrical items. The electricians of the college are deputed immediately to assess and repair. With the suitable safety precautions (safety gear, prior intimation to the concerned department, ensuring disconnection of the power before commencement of the work and under designated supervisor's guidance), the work is carried out, tested for completion, power resorted and the concerned

department duly informed by the electricians. They report the completion to the Estate Office and an entry is made. The running and periodical maintenance of the R.O drinking water plant, AC, Generators and Solar Panel, are ensured with scheduled inspections. Annual maintenance is also taken up through AMC. All the fire-extinguishers are periodically examined and kept ready for use. Scraps are periodically collected and disposed systematically after discussions between the concerned department and the Management. The sumps and tanks are periodically cleaned and maintained. An AMC for this purpose has been outsourced. Smooth functioning of the computer and IT infrastructure are ensured by the four Software Engineers who have been exclusively appointed. Annual Maintenance Contracts are periodically signed and followed up. This helps the staff members (teaching and nonteaching) to carry out their official duties without any interruption and to enable the students to proceed with their hands-on learning experiences uninterrupted. Strictly implemented disciplinary rules are followed in the laboratories of the institution. Records like are regularly maintained. The functioning of the Library, is strictly streamlined and updated with appropriate registers. A committee has been constituted to discuss and decide about the disposal of the damaged books as and when necessary. The Sports department is well disciplined with well maintained records. The administrative work and academic and non-academic related matters, the biometric system are all streamlined with digitilisation. The biometric machines are installed at convenient locations and are regularly used twice a day by every teaching and non-teaching faculty members. The college avails the AMC facility as in the case of Easy Lib 3.0 software of the college libraries and Tally ERP for college purpose.

http://www.amjaincollege.edu.in/images/iqac/4.4.2--AQAR-2018-19--Procedure.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MANAGEMENT SCHOLARSHIP	98	978500
Financial Support from Other Sources			
a) National	GOVERNMENT SCHOLARSHIP UNDER VARIOUS SCHEME AND PRIVATE SCHOLARSHIP	700	2733035
b)International	0	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching (Economics)	14/02/2019	57	Department of Economics
BSNL Training Program	07/01/2019	384	BSNL
TCS Affirmative Action training program	24/12/2018	287	TCS

Mentoring	06/07/2018	50	Department of Physics
Remedial Coaching (Corporate secretaryship)	09/02/2019	8	Department of Corporate Secretaryship
Remedial Coaching (Economics)	18/02/2019	160	Department of Economics
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	BSNL Training Program	384	384	85	85
2018	TCS Affirmative Action training program	287	287	61	61
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NTrust Infotech	30	27	Infosys	58	13
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	7	M. COM	COMMERCE	AGURCHAND MANMULL JAIN COLLEGE	M. PHIL

2018	1	B. SC	COMPUTER SCIENCE	VELS UNIVERSITY	MCA
2018	3	BA	TOURISM AND TRAVEL MANAGEMENT	AGURCHAND MANMULL JAIN COLLEGE	MA (TOURISM AND TRAVEL MANAGEMENT)
2018	1	BA	PHILOSOPHY	MADRAS CHRISTIAN COLLEGE	MA (PHILOSOPHY)
2018	3	BA	ECONOMICS	AGURCHAND MANMULL JAIN COLLEGE	MA (ECONOMICS)
2018	13	B. COM	COMMERCE (GENERAL)	AGURCHAND MANMULL JAIN COLLEGE	M. COM
2018	1	B. COM	CORPORATE SECRETARYSHIP	AGURCHAND MANMULL JAIN COLLEGE	M. COM
2018	1	BA	PHILOSOPHY	LOYOLA COLLEGE	MBA
2018	1	B. SC	ELECTRONIC COMMUNICATION SCIENCE	B.S. ABDUR RAHAMAN CRESCENT INISTITUTE OF SCIENCE AND TECHNOLOGY	MBA
2018	8	B. SC	MATHS	AGURCHAND MANMULL JAIN COLLEGE	M. SC (MATHS)

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

Items	Number of students selected/ qualifying
SET	2
NET	1

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

Activity	Level	Number of Participants
PADMA SHRI MOHANMULLJI CHORDIA GOLD CUP TWENTY 20 CRICKET TOURNAMENT HELD FROM 13TH TO 20TH FEBRUARY 2019	INTERCOLLEGIATE LEVEL	300
INTERNATIONAL WOMEN'S DAY WAS CELEBRATED ON 2ND MARCH 2019 (SHIFT-II)	COLLEGE LEVEL	500
WOMEN'S DAY CELEBRATIONS, DATE :	COLLEGE LEVEL	250

08.03.2019 (SHIFT-I)		
YUVA UTHSAVAM 2018 ON-STAGE EVENTS, DATE : 13.02.2019 AND 14.02.2019 (SHIFT-I)	COLLEGE LEVEL	177
YUVA UTHSAVAM 2018 OFF-STAGE EVENTS, DATE : 10.12.2018 – 17.12.2018 (SHIFT-I)	COLLEGE LEVEL	557
PONGAL CELEBRATIONS, DATE : 11.01.2019 (SHIFT-I)	COLLEGE LEVEL	2000
THE CULTURAL EXTRAVAGANZA "YUVA SANGAMAM" WAS HELD ON 19TH AND 20TH SEPTEMBER 2018 (SHIFT-II)	COLLEGE LEVEL	5000
THE COLLEGE CELEBRATED PONGAL FESTIVAL ON 12.01.2019 (SHIFT-II)	COLLEGE LEVEL	4500
INTER DEPARTMENT SPORTS AND GAMES	COLLEGE LEVEL	1000
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Bhagwan Mhaveer Foundation Award	National	Nill	1	17D166	S. AKASH
2018	3rd Place	National	Nill	1	17D137	K. RAJKUMAR
2018	3rd Place	National	Nill	1	17D164	S. SINGARAVEL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has constituted two bodies to ensure the welfare and development of the students. They are Students' Development Council (for Shift – I) and Students Welfare Council (for Shift-II). The Principal is the President of both the student bodies and faculty members from various departments are the Vice-Presidents. All the students are ispo facto members of the college Student's Development Council / Student Welfare Council. The students of the college are represented by their respective class representatives. In order to be eligible to participate in the elections, the students are screened at several levels such as sound academic performance with nil arrears, extracurricular and sports achievements. Panels are formed with members from various departments to

oversee the election process. The office bearers for the SDC and SWC are represented by boys and girls in equal numbers. In total there are eight of them, viz., Chairpersons, Vice-Chairpersons, Secretaries and Assistant Secretaries. They hold the office for one academic year. These members report to the Principal/Dean through the faculty who are the council members of SDC/SWC. Hence the active involvement and dedicational spirit among the members of the said councils through the effective involvement of the faculty associated with the council bring great laurels to the college. Both the Student Development Council and the Student Welfare Council have taken the initiative of SEED practices to strengthen the quality of entrepreneurial ability, leadership qualities etc. to come out with hidden potential capabilities by conducting the activities such as AMJCIAN BAZAR, AAVIN PUSTHAK BHARATH etc. were set up in our college. Facilitating an orderly relationship between the students, faculty and the management, the SDC and SWC play an active role by organizing cultural activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The past Students are pioneers in their organisations. In this respect, our college taps the immense potential of the alumni by inviting them to play a major part in the college program so as to inspire, motivate and enlighten the student community. Many of them are established entrepreneurs, businessmen, employers offering job opportunities to vast number of job seekers. The members of Alumni Association belong to variety of domains - social, administrative, academic, corporate, governmental, legal, medical, engineering and many more. It has been a regular feature that the Alumni introduce the members of their family and acquaintance to their Alma mater and the tradition continues through the decades. The community of the alumni shares their practical experiences. They offer constructive and productive inputs. The administrative body of the college values these inputs, analyses and continues to put in its efforts towards the development of the college. The college strictly follows the policy 'NO DONATION, NO CAPITATION' ever since its inception. Hence the long list of the alumni from such a vast expanse of fields speaks about the noble outcome of the unique policy. It is also noteworthy that the Secretary, the Principal, several Heads of the Departments and Faculty members (Teaching Non- Teaching) of the College are the proud members of the Alumni Association.

5.4.2 – No. of enrolled Alumni:

800

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1 Alumni meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization practices: The College Management authorizes the Offices of Academics and Administration with the essential powers to execute the tasks and contribute valuable suggestions for the betterment of the College. Prior authorization is sanctioned by the Management for arranging academic programmes

like seminars, conferences and workshops. The Heads of the Departments and the Coordinators carry out their departmental activities independently under the guidance of the Principal and the Management. Participative Management: To promote the culture of participative management, the college has formulated Academic Council, IQAC and other statutory bodies as per the norms of the University and the UGC. The Faculty members and Non-teaching staff members are the constituent members of various committees of the College. The Heads of the various departments meet periodically and discuss the academic matters and developmental events. Participative Management is also ensured by including the students into the ambit of collaboration. Through the Students Development Council and Student Welfare Council, the students are actively involved in the planning of the Cultural events, welfare activities, students' entrepreneurship programmes, clubs and committee activities, volunteering services, etc. The Internal Quality Assurance Cell (IQAC) comprising of the Secretary, Principal, Coordinator and selected faculty members provides the essential initiative measures to ensure continuous quality improvement of the College. SEED – An effective mechanism for participative leadership: The acronym SEED stands for Student Empowerment for Entrepreneurship Development. The College inaugurated this novel initiative in the year 2017 that could hone the entrepreneurial, management and commercial skills of the students under this programme with the objective of creating awareness among students about all the aspects of the entrepreneurship such as innovative approach, marketing skills, presentation skills, leadership skills, team spirit, etc. The SEED continues to be an aspiring initiative, carried over to the successive batches of students, fulfilling its objectives: to uplift, create and provide opportunities for the deserving students as a part of their learning process. The major initiatives of SEED are Campus Start-ups: An important motivational effort of the college so as to nourish students holistically, through SEED, the latest start-up initiative, sets in a series of projects to promote development. Many such ventures under this project are in the pipeline. Ksheera Sagar: It is an initiative to make available some of the quality farm products to the faculty members in the Campus. The project commenced its operations as a franchise the Tamil Nadu government's milk co-operative body. Pustak Bharti: The stationery outlet is an initiative to inculcate entrepreneurial skills and students on various aspects such as preparing project reports, obtaining project and facilities from various agencies. AMJC-ian BAZAAR: Its a key component of "SEED" was introduced for students to get a first-hand experience of entrepreneurship in real-time. This business-experience along with the pride of generating income and a sense of self-SEED has plans to partner with NEN, CII YI and Enactus to introduce the students of entrepreneurship.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	a. Recruitment of well qualified faculty members in all departments. b. Provision of ESI and PF facility to all staff members. c. ISO audit conducted for quality assurance. d. Women empowerment programmes (SMART GIRL) is carried out. e. Establishment of EDP Cell called "SEED "for developing entrepreneurial skills of students. f. Parent-Teacher meeting is conducted at

	the department level, every semester.
Library, ICT and Physical Infrastructure / Instrumentation	a. Computer Labs are equipped with internet facility to meet the research demands of faculty members. b. Library is well expanded with e- resources and new arrivals of journals/ books/ magazines. c. Up gradation of computer labs and studios for Visual Communication. d. Establishment of Tourism Lab. e. E- journals are subscribed for the welfare of the students staff f. Renovation of Basket Ball court.
Research and Development	a. National level and International level conferences are conducted. b. Faculty Development Programmes are conducted on research development topics. c. Periodical guest lectures are conducted by the respective departments inviting experts from Industry and entrepreneurs in various fields. d. Publication of research articles in reputed journals, presentation of papers and publication of books by faculty members.
Teaching and Learning	a. Faculty and students are encouraged to use LCD projectors and e-resources in the teaching learning process. b. Use of ICT in teaching learning process. c. Motivating faculty members to pursue Ph.D programmes. d. Research room is established for students pursuing M.Phil/Ph.D.
Curriculum Development	a. Introduction of new UG and PG programmes. b. Systematic collection of online feedback from stakeholders. c. Introduction of value added and certificate programmes in all the departments.

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

E-governace area	Details
Administration	For Administration purpose the college has installed EASY 3.0 Software supplied by Educational Automation Software Pvt Ltd, Adyar, Chennai-20,phone:044-48536753, 93800052 07,9087712133,E-mail:easysoftin@gmail.com. It was installed during the year 2014.
Finance and Accounts	To facilitate the functions of finance and accounts the institution has installed Tally ERP Software package supplied by KPM Computers,Chrompet, Chennai-600044

Student Admission and Support	For effective student admission and support activities the organisation has implemented EASY3.0 software supplied by Educational Automation Software Pvt Ltd, Adyar, Chennai-20,phone:044-48536753, 9380005207,9087712133,E-mail:easysoftin@gmail.com. It was installed during the year 2014.

6.3 – Faculty Empowerment Strategies

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FACULTY DEVELOPMENT PROGRAMME	1	20/12/2018	20/12/2018	1
FACULTY DEVELOPMENT PROGRAMME	1	13/12/2018	14/12/2018	2
FACULTY DEVELOPMENT PROGRAMME	18	15/12/2018	15/12/2018	1
REFRESHER COURSE	1	23/11/2018	13/12/2018	21
REFRESHER COURSE	1	16/11/2018	06/12/2018	21

REFRESHER COURSE	1	04/07/2018	24/07/2018	21
ORIENTATION PROGRAMME	5	08/11/2018	05/12/2018	28
ORIENTATION PROGRAMME	2	01/02/2019	28/02/2019	28
REFRESHER COURSE	3	22/08/2019	11/09/2019	21
REFRESHER COURSE	2	29/08/2018	18/09/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	14	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Encashment of Leave is available for all the staff members. • The teaching staff members benefit from being members of the Thrift and credit society. • The staff members in Shift-I are paid Advance salary till they receive the official approval from the University of Madras. • The women faculty members of Shift-I avail the benefits of Maternity leave as prescribed by the government. • Women faculty members of Shift-II avail Maternity leave benefits with 3 months' salary for a period of 6 months. • Day care centre is provided for the wards of the staff members. • Loan facility is offered to the Shift-II faculty members. • Bonus / Ex-gratia is provided to the Teaching and Non-teaching Staff members.• The Shift-II faculty members are provided with EPF/ESI/Labour Fund/Health Fund facility.	• Free Education Scheme is implemented for the wards of all staff members. • Fee concession in Food and Hostel facilities are available for deserving and needy staff members. • Festival advance is provided to all staff members. • The administrative and support staff members are given bonus as an incentive measure. • Financial aid is provided to educate the wards of support staff members. • Loan facilities are available to all staff members. • The wards of the administrative and support staff members are given admissions, scholarships and fee concession. • Refreshment is provided to the administrative staff during the working hours.	1. Free distribution of text books under Book Bank Scheme. 2. Health Center 3. Management Scholarship for deserving students 4. Cash prizes for university rank holders

6.4 – Financial Management and Resource Mobilization

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

The institution has an effective internal and external audit mechanism for auditing the books of accounts and reporting the outcome for managerial decision making. To examine the day-to-day account transactions of the college and reports the audit findings to the Management on periodic basis, the Internal Auditor is appointed by the Management and looks after daily opening balance, receipts (fee collections), payment vouchers and collections. These payment vouchers and receipts are recorded in cash book and is brought to external audit wing. The Internal Auditor prepares Audit Note Book and Query notes for effective verification of records. The above documents are also updated at external audit office. To strengthen this process, purchase invoice bills, Annual maintenance bills, verification of quotations and proposals are done and submitted to higher authority for the approval of payment. After verifying stock entries by the Internal Auditor and also after the approval of the authorized authority the accounts of the respective vendors are settled. To maintain the accuracy and appropriateness of the financial transactions for the smooth functioning of the College, such regular audits focus in containing the weaknesses of the existing financial system, fraud or abuse if any. By following these actions the operational efficiency of the organisation is improved. The internal audit system also paves the way for error-free maintenance of the College accounts and facilitates effective conduct of external audit. In order to examine the financial records and statements of the College, the external audit is also undertaken on quarterly basis in the Administrative Office The overall audit is undertaken during the period so as to verify the fair scrutiny of financial documents. The external audit examines the necessary bills, the collection receipts, vouchers, bank statement entries, routine journal and contra entries, TDS recovery details, quarterly filing details of the employee, Bill analysis, salary and salary deduction details, etc., In addition, verification is also done for the PF and ESI submissions, review of the credit of the fixed deposit interest, necessary Challan generations, TDS calculations, etc. The external auditors verifies the opening balance on 1st of April and closing balance on 31st March every year in-person in the bank and cash books. The account staff prepare and submit the Trial balance, P L account, the Balance Sheet, the Statement of Income for the external audit which is finalized and approved after filing of Income Tax returns. All the opinions, comments and suggestions provided during external audit process are duly considered by the Management for the effective and efficient functioning of the financial administration in the forthcoming financial years.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

150000000

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Secretary and Principal
Administrative	No	Nill	Yes	Secretary and Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent-Teacher meeting are conducted periodically at department level and remedial classes are arranged for slow learners.

6.5.3 – Development programmes for support staff (at least three)

Literacy program for House keeping Staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of new Under Graduate and Post Graduate programmes in the disciplines of .Mathematics, Science, Computer Science, Visual Communication, Travel and Tourism Management, Commerce and Humanities. 2. Use of ICT in teaching learning process. 3. Research room is established for students pursuing M.Phil/ Ph.D. 4. Publication of research articles in reputed journals, presentation of papers and publication of books by faculty members. 5. E-journals are subscribed for the welfare of the students staff 6. Career guidance and placement support are extended for all students. 7. TCS Placement training programme for SC/ST/MBC, economically and socially backward students are conducted regularly.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation program for I year students	27/06/2018	27/06/2018	27/06/2018	3190
2018	Distribution of free books under Book Bank Scheme	26/07/2018	Nill	Nill	759
2018	TCS Campus training program for final year students	Nill	27/12/2018	27/02/2019	287
2019	BSNL training for students	Nill	06/02/2019	29/03/2019	384

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Smart Girl Programme	15/10/2018	15/10/2018	150	5
Women's Day Celebration	08/03/2019	08/03/2019	650	Nill

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

Percentage of power requirement of the University met by the renewable energy sources
The Institution has solar panels as part of its alternate energy initiative. During the period of 2018-19, the total Energy use from Tamil Nadu Electricity Board is 325247.8 Units. Energy used from the solar panels is 21125.9 units. The percentage of Energy used from Alternate Energy Source is 6.1.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Provision for lift	Yes	212
Ramp/Rails	Yes	6
Scribes for examination	Yes	Nill
Rest Rooms	Yes	6

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nill	21/06/2018	4	International Yoga Day	Importance and benefits of Yoga	30
2018	2	Nill	22/06/2018	4	Freshers Orientation	Importance of Social Servic	1370
2018	3	Nill	23/08/2018	4	Inauguration of Karuna Club	Importance of Social Service	109

2018	4	Nill	28/08/2018	4	Orientation and Inauguration of NSS	Importance of Social Service	304
2019	5	Nill	11/01/2019	4	Pongal Celebration	Importance of Social Harmony	1340
2018	Nill	1	24/10/2018	4	Leprosy Awareness Program	Spreading awareness about leprosy	204
2019	Nill	2	25/01/2019	4	Organ Donation Awareness	Importance of Organ Donation	116
View File							

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

Title	Date of publication	Follow up(max 100 words)
Students Hand Book Shift I	18/06/2018	Students Hand Book contains the code of conduct for the students.
Students Hand Book Shift II	18/06/2018	Students Hand Book contains the code of conduct for the students.
Code of Conduct	18/06/2018	The institution abides to the code of conduct prescribed by the Government Laws, UGC and University of Madras Guidelines. The Code of contact is exclusively given in the College website (http://www.amjaincollege.edu.in/about-us/code-of-conduct). In this the code of conduct for the Principal, Code of Conduct for Teacher and other Persons Employed an a College, Code of Conduct and Professional Ethics for Teaching Staff in the Colleges, Guidelines for Teaching Non-Teaching Staff - issued by the Management, Duties and Responsibilities of Heads of Departments, Code of Conduct for Students, The Code of Conduct for

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
Cleaning of the Statue	13/07/2018	13/07/2018	12

View File

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

1. Solar Energy Usage and LED usage The College makes use of a Solar Energy unit as an alternative energy resource. The ladies hostel makes use of a solar water heater and the College has taken steps to replace conventional light bulbs to LED-bulbs as part of Green Initiatives. 2. Plastic free campus and Paperless office: The campus is declared as a plastic-free area. Use of plastic bags and cups (below 50micron) are prohibited inside the campus. In the canteens stainless steel plates and cups are encouraged. Measures are taken to spread the awareness about the hazards of plastic. The College has taken steps towards making the office a paperless one. 3. Rain water harvesting The College has rainwater harvesting facilities within the main building as well as the campus area near the Gyan Bhavan building. 4. Green landscaping with trees and plants: More than 50 of total area is covered with trees and lawns. The Garden and lawns are maintained by the Estate Department under vigilant supervision. As a part of the Green initiatives, the students were encouraged to go in for organic farming and as a pilot project this was carried out within the college campus. 5. Public Transport Awareness: A large portion of the students and faculty members use public transportation for commutation. The campus is well connected with local rail service and public bus service. The campus has wide, well-maintained precast concrete block pavement roads. Parking areas are provided and marked. 6. Waste Management: The Institution has eco-friendly methods of waste management. a) Solid Waste management: The College disposes the solid waste generated in the campus, in a planned and systematic manner with the help of a private agency and the Corporation of Chennai. The waste generated is segregated as biodegradable and non-biodegradable. The pit is of 12 feet deep and of 5 feet radius. The rest of the biodegradable waste and non-biodegradable waste are collected in dustbins and hand over to the Corporation's trash management system. The College treats human solid waste in two different ways. One is by using the septic tanks and the second one is by using the Corporation's drainage system. The College has 3 septic tanks within the campus. b) Liquid Waste management: The College has adopted recycling techniques to partially manage the liquid waste. The College has six RO water treatment plants for drinking purpose. Every one part of RO water purified three parts of untreated water is being produced as waste. This waste water (approx.45,000 lts per a day) is recycled and used in toilets and garden. c) E-waste management: The E-wastes which are available in the campus like keyboards, monitors, hard drives, cables, printers IC'S, PCB etc., are managed in carefully planned ways: E-waste generated is utilized as study materials for the students in the computer lab under the supervision of faculty members. The condemned batteries and damaged computers and other e-waste material

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Scholarships: Scholarships are awarded to the economically weaker section of the students. As per the vision of the College, economically weaker section of the students are provided with scholarships. This helps these students to

concentrate on studies rather than availing a part-time job for economical support. 2. Padma Shri. Mohanmullji Chordia Book Bank Scheme: Emancipation through knowledge is the guiding principle of the College. The comprehensive book bank scheme is introduced to cater deserving students' urge for quality education. Quality text books are unaffordable for some students. Such students are identified and are made part of the Book Bank Scheme. Padma Shri. Mohanmullji Chordia Book Bank Scheme is in operation since 2012-13 Academic year. Deserving students are given books for all the subjects of the semester. Books given under the scheme can be used by the students during that particular semester, and they return the books to the library at the end of the semester. 3. SEED CELL: Aiming at promoting entrepreneurial skills among the students in the college, an initiative called 'Students Empowerment and Entrepreneurship Development cell' (SEED CELL) has being created. It aims to give students hands-on experience in entrepreneurship. Two initiatives Ksheera Sagar (Aavin parlour) and Pustak Bharathi (Stationary Shop) are run by the students. The management has provided sufficient infrastructure facilities and capital for the initiatives. As part of SEED initiatives, to make the students understand and experience the entrepreneurial possibilities, a programme called 'AMJCian BAAZAR' is instituted. Infrastructure (space, power and furniture) have been provided free of cost for the students to put up their stalls inside the campus. 4. SMART GIRL: As a part of women empowerment programme, the college has initiated a programme called 'SMART GIRL', to impart training among girl students to build self-confidence and self- esteem. Faculty members have got hands on training at the 'Smart Girl' workshop to conduct the programme. 5. JOY OF GIVING: As a part of social commitment, the College has initiated a program called 'JOY OF GIVING'. Inmates of an orphanage were invited to the college and were provided with educational aids. They spent the whole day in the college campus. Fun games and other events were organised. 6. ICT Academy Membership: The college is a member of ICT Academy which is a joint venture under State-Centre and private partnership (public-private partnership). This academy arranges Seminars and Faculty training workshops and Students training workshops. 7. TCS Training: The corporate Giant TCS under its CSR programme provides training for the final year students at the end of which the selected students are absorbed by TCS. The College is one of the first Colleges to receive this programme in the city of Chennai, 2018-19 being the nineth successive academic year. 8. Creche Facility: The College has started crèche facility for the young children of the Teaching and Non-Teaching staff members as a part of Employee welfare measures.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.amjaincollege.edu.in/scholarships

7.3 – Institutional Distinctiveness

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

Rooted in its core value, guided by its vision, the college caters to the socially and economically underprivileged people. Being a Jain minority College and in line with the Jain philosophy, 'Parasparopagraho Jivanam' – 'The function of the soul is to help one another', the College has for motto, 'Sa Vidhya Ya Vimuktaya' – 'Knowledge leads to Liberation', an optimal blend of spirituality and education. Established in 1952 to serve the needy, exclusively in the field of higher education, at a time when it was out of bounds for the underprivileged, the founders envisaged the fruition of the objective: the Vision of the College was set thus – '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 institutional distinctiveness, by

propagating education irrespective of caste, creed or social standing. With the steadily growing number of students and shifting to its own campus of a massive forty two acres in Meenambakkam. The College deputes a teaching faculty member every year exclusively to oversee the distribution of the official forms of the bus pass and railways pass, made available to them at concessional rates by the Government. A veritable boon to the less-affluent, Padmashri. Mohanmullji Chordia Book Bank Scheme continues to serve since several decades. The hostel facility was introduced with all necessary infrastructure for a safe and comfortable accommodation for the needy students at a nominal cost. In the academic year 2003-2004, the College opened its doors to the girl students. A common room exclusively for the girls, Women Students Welfare Committee, Grievance Redressal Cell – Counselling and Guidance (girls), a separate hostel for girl students are some of the timely efforts that were promptly taken. New Degree programmes are periodically incorporated to stay abreast with the changing needs of the society. As the prime policy of the College's Management, 'No Donation' and 'No Capitation Fee', students from every walk of life enrol themselves to the Degree programmes. The poor economic background not being deterrent in the academic accomplishment, large number of the College's past students have reached the pinnacle of the social strata – from being supreme court advocates, to IAS officers, to social scientists, to entrepreneurs. An exploration of the economic background of the students enrolled over the years is an eye-opener to the College's distinctiveness. Majority of the students hail from socially and economically backward families , most of them the first-generation learners. The students irrespective of their economic background, as in every case, are given training in carrier guidance and also benefit from an active placement cell. Thus adhering to the Jain values are the distinctive features of the College: The science streams of Botany and Zoology require the dissection process and hence, the college has abstained from including such programmes. The college campus is totally and strictly vegetarian. All sectors-canteens, Hostels, Class rooms, Staff rooms, Common room, Mess, Departments and Garden areas- follow this rule in toto, as a true

Provide the weblink of the institution
http://www.amjaincollege.edu.in

8.Future Plans of Actions for Next Academic Year

 Proposal to begin new courses. Proposal to improve the ICT and Smart Class Room facilities in the institution. Aim to improve the academic efficiency of the students. Conduct seminars, workshops to enhance the academic quality of both faculty and students. Initiatives to improve the research atmosphere in the Institution. To increase the number of classrooms. To conduct gender equity programmes.