



YEARLY STATUS REPORT - 2020-2021

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. **04422246705**
- 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. **04422246705**
- Alternate phone No.
- Mobile **09444062359**
- 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/images/iqac/aqar-2019-2020.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/naac?layout=edit&id=607>

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	2020-21 -0	0

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 4

- 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. IQAC during the year 2020-2021 emphasized the need to equip the faculty members to learn and specialise in handling the online classes due to lockdown

2. A two day programme to provide hands on training to all faculty members in handling online classes was organised.

3. The faculty members were encouraged to participate in FDP programmes and webinars to enrich their knowledge

4. Departments were encouraged to organize webinars.

5. IQAC team submitted the details to AISHE and also took part in NIRF ranking.

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. Encourage faculty members to undergo FDP and Orientation/ induction program	1. Due to PANDEMIC the FDP programmes were conducted through online mode - A number of faculties attended such FDP Programmes and got benefitted
2. To enable to students to overcome stress and behavioural problems it was suggested to take appropriate steps to the management.	2. A psychologist was appointed by the management to help in handling the students with stress and behavioural problems.
3. As per Government directives to spread awareness and care towards the dreaded PANDEMIC COVID 19	3. Our college was selected by the State Government to be an Allopathy screening centre and a scan centre in the Library Block. A Siddha care and hospital centre also functioned (for which a block was given to the government). Boys Hostel and Girls Hostel were converted as COVID CARE centres. For COVID patients - FOOD IN A JIFFY was provided in the residential areas of Nanganallur, Madipakkam, Adambakkam, Pallavaram and adjoining areas were provided with free food by the College Management.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL	15/12/2021

14. Whether institutional data submitted to AISHE

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• Upload latest notification of formation of IQAC			View File		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
COLLEGE COUNCIL	15/12/2021
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2020-2021	16/03/2022

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. Despite COVID 19 Pandemic, the students were provided with skill development knowledge both through curriculum and various other aspects.

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 the present, course 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.

20.Distance education/online education:

The college offers regular courses through offline mode. However, during the PANDEMIC period the faculty members handled the courses in online mode through various platforms to teach the course. 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 only.

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	916
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	8882
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	3947
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	2892
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	308
File Description	Documents
Data Template	No File Uploaded

3.2	NIL
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	155
Total number of Classrooms and Seminar halls	
4.2	Rs. 81559782.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	420
Total number of computers on campus for academic purposes	

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

For the academic year 2020 - 2021 due to the pandemic, blended learning was adopted. Based on the directives from the government, direct classes were held and online classes were adopted during lockdown periods. For all the UG/PG classes, Google Classrooms were created and the links were shared with the students. The absence of classroom interaction was replaced with online seminars, group presentations and assignments. Periodical tests were conducted to evaluate the understanding of the students. Visual aids like powerpoint presentations and educational videos were employed effectively by the teachers to enhance interactive teaching-learning process. The teachers have effectively carried on an unhindered teaching -learning process in a blended method. Effective coverage of curriculum for all the courses were ensured. Direct classes were held when relaxation in lockdown was announced by the Government. SOPs as per Government instructions were strictly adhered to during the offline classes.

In order to ensure that all the students attend online classes,

free data SIMS were provided by the Government of Tamil Nadu in the month of February 2021 to all the students. The scheme was immediately implemented and free data SIMS were distributed to the students class-wise and the students found this extremely beneficial.

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)

The college academic calendar was prepared based on the calendar received from the University of Madras. The plan included provisions for conducting Continuous Internal Evaluations. The departments strictly adhered to the schedule. Due to the pandemic, the faculties made use of various platforms like google classroom, webex, zoom, microsoft teams, etc for regular CIE, including the submission of assignments and conducting of unit tests. The students were given assignments and were asked to submit through the online mode. Few departments adopted the strategy of giving the students the previous question papers enabling them to learn the university question and prepare for the end semester examination. The question papers for the unit tests and model examinations were posted through the relevant platforms and the students were given time to complete their tests. The answer papers obtained in PDF format were evaluated online and the marks awarded. The students were asked to present seminars on a specific topic and marks were awarded. Attendance was another criterion for evaluating the students. Marks were awarded for attendance as per the instructions received from the government and the university and also keeping in mind the various technical difficulties faced by the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=607

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. 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 **A. All of the above**

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)

nil

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)	No File Uploaded

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

nil

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

As a part of curriculum the students in UGprogrammes undergo course work on EVS which enlightens the students on various aspects related to 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 the ethical 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.

The UG/PG students undergo a course on personality development which makes them develop a positive attitude in their life, helps to reduce the stress and inculcate positive qualities like punctuality, flexible attitude, willingness to learn, friendly nature, eagerness to help others and enrich their leadership quality. The Post-Graduate students have the life and managerial skills as soft skill paper which teaches them to plan better, improve their communication skill, understand and solve the

problems, strengthen decision making capacity, cultivate self-awareness, build trust, have a complete management training, manage the stress, maintain the punctuality and build up the interpersonal skills.

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

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

16

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

910

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/images/igac2022/CRITERION-1/1.4.11.4.2/1.4.11.4.2.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/images/igac2022/CRITERION-1/STAKEHOLDER/stakeholders.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

2721

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

2350

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
8887	308

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

171

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

308

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

133

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

2308

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.

The course outcomes are prefaced to each syllabus and shared with students and faculty. All the courses/programs offered by the institution emphasize on academic quality. The institution focuses on empowering the student for higher studies, research, employment and preparedness for competitive examination.

Each Programme has specific objectives and the overall design of the course ensures a certain set of skills and competence that the students graduating from the institution should gain at the end of the program-knowledge, skill development, good communication skills, creative/critical thinking, inculcation of moral and ethical values, employability, ability to work in teams.

The Programme Outcomes (PO), Programme Educational Objectives (PEO) and Program Specific Outcomes (PSO) are displayed and disseminated in department classrooms, faculty rooms, laboratories and it is also available in the departmental web page of the Institutional website.

The programme outcomes are measured by assessing the performance of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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.

Assignments are given at the end of each module and at the end of each semester, the university conducts examinations based on the result published by the university and the COs are measured.

Three internal tests are conducted per semester to ensure that students have achieved desired level of competencies and the corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

Alumni survey is an important assessment tool to find out the level of relevance of the curriculum with the expected skills of the industries.

The objective of conducting the yearly student exit survey is to identify several factors for future strategy. To understand the impact of training and the strength and weakness of various value added courses and pre-placement training imparted.

File Description	Documents
Upload any additional information	No File Uploaded
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

2892

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/images/igac2022/CRITERION-1/STAKEHOLDER/stake-holders.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)

NIL

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

0

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

0

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

As in the last Sevendecades we have been providing quality education for our students and we are marching ahead with regards to the ecosystem we are making sure that all the students are benefited and come under the umbrella of better learning and innovating themselves for a better future.

The teachers also contribute their might to improve the ecosystem to the best of students interests.

Innovation has been one of the major management policy in our college so that all stakeholders benefit from it.

File Description	Documents
Upload any additional information	No File Uploaded
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

NIL

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

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

0

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)	No File Uploaded
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

53

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

20

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 college has always been keen in encouraging and sensitizing the students to social issues. This has been done constantly by carrying out extension activities through various student clubs NSS/NCC/YRC & Rotaract etc. One of the important activities was the creation of COVID-CARE centre on campus with the 75 each capacity for allopathy & siddha patient's facilities by college. The oxygen concentrator was sponsored to this covid care centre through the initiative of Rotaract Club. The masks were distributed in the community for covid. There are various corona related programs that were carried out to spread awareness in the community during COVID pandemic. The COVID awareness was created by way of speeches/quiz, creation and circulation of posters and videos, demonstration of mask making etc. The #COVID and video of COVID was collected in order to appreciate and encourage the dedication of COVID warriors. Health awareness is essential especially during the covid pandemic; the programs such as webinar on fitness, yoga poses with a special trainer, workshop on yoga were conducted. Not only on physical, but also to insist the necessity of mental health, the Speech on inferiority complex and depression, Speech

on self-care and Webinar on stress management programs were conducted.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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

17

File Description	Documents
Reports of the event organized	No File Uploaded
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

935

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

0

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

NIL

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 campus spreads across a vast space of 1,60,579,263 square meters. It provides Teaching Learning as an enjoyable experience to the prime stakeholders coming to the institution. Total classrooms of 153 including 18 classrooms with LCD facilities are available for the effective Teaching Learning process.Two separate Libraries for Shift I and Shift II count the learning interest of the students.

A Boys hostel

complete information provided in additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.amjaincollege.edu.in/images/igac2022/CRITERION4/4.1.Physical.Facilities/4.1.1.pdf

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

Bhagwan Shri Mahaveer Gyan Bhavan Auditorium with Centralised Air Conditioned Hall is having 700 persons seating capacity which is being utilised for conducting the cultural activities, college day etc., every year.

Sports are perfect for uniting, strengthening and disciplining the students. Sri. Mohanmull Indoor Stadium facilities encourage greater participation of students, thereby leading to a healthier, happier and more cohesive student community. The overall area of the stadium is 11,250 sq.ft. Play area is 18m x 35m. It houses multi-court facilities such as Basketball Court, Two Badminton Courts, Volleyball Court, Four Table Tennis & a Sponge mat for Kabbadi.

The Indoor Stadium equipped with all the AV recording and ICT enabled to conduct various events of the college. This stadium is highly utilised for not only indoor games but also various events. The stadium has a vast capacity of 500 students with an air conditioned facility. Three major playgrounds of the vast area were maintained in good condition namely A/B/C. Separate grounds for playing football and volleyball games. Mahaveer Gyan Bhavan, air conditioned hall of 700 capacity utilised for conducting the cultural activities every year-a place for students to shovisualise speech competence, debate and a lot more.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/igac2022/CRITERION4/4.1.Physical.Facilities/4.1.2.pdf

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/iqac2022/CRITERION4/4.1.Physical.Facilities/4.1.3.pdf
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 . 4 , 56 , 76 , 492 . 00

File Description	Documents
Upload any additional information	No File Uploaded
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)

Effective Curriculum is fortified with the Libraries which has a wide variety of books, Journals, Periodicals, Magazines, Newsletters and e-resources. The Libraries subscribe to many National, International Journals and E-resources from NLIST & SAGE. The Library has its institutional membership with INFLIBNET (Information Library Network). Under the aegis of Padma Shri. Mohanmull Chordia Book Bank Scheme, a flagship project run by the Agurchand Manmull Jain College Management since 2012-13, needy students are provided with text books prescribed in the syllabi throughout their study in the college. Books given under the scheme can be used by the students and returned back at the end of each semester.

The college uses the AMC facility as in the case of Easy Lib 3.0 software of the college libraries and Tally ERP for college purposes. Of the two libraries Shift I is partially automated and Shift II library is fully automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.amjaincollege.edu.in/images/iga_c2022/CRITERION4/4.2.Library/4.2.1.-EasyLib3.0-Software-converted.pdf

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. 2.2 lakhs

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

37

File Description	Documents
Any additional information	No File Uploaded
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 419 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

420

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. 3,58,83,290.00

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.

he 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 - a system of recording the nature of the repair in the maintenance book provided for the purpose -the same is rectified within the specified time depending upon the nature of the problem. Major civil works, annual maintenance of the laboratory equipment are done during vacation.

Library is partially automated and the UG and PG students are provided with Two cards and Three cards respectively. Purchasing

of new books according to the syllabi and weeding out obsolete books are done after consultation with the heads of the departments. Book bank scheme is also extended to the needy students. UGC-INFLIBNET facility and N-List subscriptions are utilized by the staff members, PGstudents and Research scholars.

There are separate playgrounds for outdoor games and an indoor stadium for various indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/iga_c2022/CRITERION6/6.5.3/audit-details.pdf

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

564

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

165

File Description	Documents
Upload any additional information	View File
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

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

A. All of the above

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

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

208

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)	View File

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

212

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	View File

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

0

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.

NIL

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)	No File Uploaded

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 realised 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 organised 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.

To serve this purpose the college constituted the Students Development Council (SDC) (Shift-I) and Students Welfare Council (SWC) (Shift-II) with the Principal as the President, and faculty members of various departments as the Vice-Presidents.

Detailed information is uploaded 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

NIL

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 ASSOCIATION is operational and a meeting is held on 1st January of every year but could not be held due to pandemic for the reported year.

The google forms were sent for the passed out students of April 2020 for collecting the 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 E. <1Lakhs (INR in Lakhs)

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 institution aims at inculcating the principles of Sathya, Dharma and Ahimsa by moulding the character of its students. The Founder Padma Shri Mohunmullji Chordia had a vision to set higher intellectual excellence to all the underprivileged students from the suburbs. In accordance with his dream, the institution serves the rural and the urban indigent students.

The institution imparts knowledge and teaches values to the students so that they become better accomplished individuals in the future.

The details regarding the governance of the institution in tune with vision and mission has been uploaded as additional information

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

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

1.Decentralization practices:

2. Administration:

3.Departments:

4. Faculty Members

5. Non-Teaching Staff:

Participative Management:

The detailed description of the effective leadership and practices through decentralization and participative management has been provided 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

Industry Interaction / Collaboration

The Undergraduate and Postgraduate students of Commerce (CS, MM, ISM and General), Visual Communication and PG students of Mathematics, Physics, Chemistry and Economics underwent institutional training with leading corporate organizations.

Admission of students, Human Resource Management, Library, Teaching, Examination and Feedback are effectively managed through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=590
Upload any additional information	View File

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.

AGURCHAND MANMULL JAIN COLLEGE ORGANISATIONAL STRUCTURE

(ORGANOGRAM)

The College has an exclusive organisational structure in carrying out various functions. The Management of College comprises the Secretary, the Associate Secretary and the Management committee members. They are at the top of the organisational structure from where the powers are delegated.

In the College, the Principal functions as the head of the institution. The Internal Quality Assurance Cell remains a separate unit under the guidance of the Principal. The various heads of the departments head all the staff members and the students in the respective departments. The Shift I and Shift II libraries cater to the needs of the staff and the students of the various departments in the respective shifts.

THE DETAILS OF ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES ARE PROVIDED AS ADDITIONAL INFORMATION

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.amjaincollege.edu.in/images/iqac2022/CRITERION6/6.2.2-ORGANOGRAM-OF-COLLEGE.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

B. Any 3 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 TEACHING AND NON-TEACHING WELFARE MEASURES 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

0

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

1

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)	View File

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

50

File Description	Documents
IQAC report summary	No File Uploaded
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, 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. To maintain the accuracy and appropriateness of the financial transactions for the smooth functioning of the College, such regular audits focus on strengthening the financial system. The internal audit system also paves the way for error-free maintenance of the College accounts and facilitates effective conduct of external audit.

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)

NIL

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 College Management with its prime policy - 'No Donation' and 'No Capitation Fee' carefully and meticulously plans and executes the expansion plans and balances its commitments and revenues.

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

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

i. A Two-day training webinar was organised in collaboration with Anna Adarsh college on 16-07-2020 and 17-07-2020 to provide hands-on training for the teaching staff to effectively handle online teaching and assessment. All the staff members actively

participated in the training. The staff members benefitted to a great extent from the two day training on the use of ICT for teaching and learning.

ii. Based on the initiative taken by the IQAC of the college, many departments have conducted online programmes in association with the IQAC. Subject experts and speakers were invited for the online webinar sessions. There were many participants in the webinars and the sessions proved to be fruitful for all the participants. Students and the staff members had interactions. Some of the National and International webinars provided opportunities for students to explore more about their respective subjects. The students who participated were enlightened on the application of scientific tools in their fields. The webinars conducted in online platforms were a boon to the students who listened to subject experts from the comforts of their homes. The programmes provided a great learning experience for both the staff and the students.

File Description	Documents
Paste link for additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=595
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 in association with Anna Adarsh College for Women organized a two-day programme for the faculty members on handling online classes. Emphasis is given to maximize progression to higher studies and placement.

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	View File
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

Following Jain tradition, the College treats every individual in the campus with samabhavana. In order to specifically cater to gender equity, the College has established the following committees, Women Cell, Women Students' Welfare Committee, Women's Grievance Redressal Cell, Counselling and Guidance-Students (Girls) and Grievance Redressal Cell - Staff. Women Cell and Women Students' Welfare Committee give attention to the awareness programmes. For the Girl Students Community, every academic year Women Cell conducts a training programme named Smart-Girl to equip the girl student community to understand and explore the concepts of gender equity and women empowerment. Women cell also celebrates

the International Women's Day to spread awareness about Women empowerment. Grievance Redressal Cells focus on the complaints from the female community of the college.

The safety and security of the female community is ensured by the College through three different systems: With the help of Security Staff, through CCTV Monitoring and through Disciplinary Committee and Anti Ragging Committee.

A Common Room facility is in place for the female community of the College. The College also has sanitary napkin dispensers at the female toilets.

The College has a robust system of addressing the needs of counselling to the students.

File Description	Documents
Annual gender sensitization action plan	https://www.amjaincollege.edu.in/images/igac2022/CRITERION7/7.1.1-1.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/images/igac2022/CRITERION7/7.1.1.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

C. Any 2 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 strives for an eco-friendly environment in the Campus.

The College provides a sufficient mechanism to manage the waste produced within the campus. Types of waste Management:

Solid Waste management:

The College disposes of the solid waste generated in the campus, with the help of a private agency and the Corporation of Chennai. The waste generated is segregated as biodegradable and non-biodegradable. One fourth of the biodegradable waste is treated within the campus and the rest of the biodegradable waste and non-biodegradable waste are handed over to the Corporation's trash management system.

The College treats human solid waste using the septic tanks and using the Corporation's drainage system. The College has a plastic free-campus.

Liquid Waste management:

The College has adopted recycling techniques to partially manage the liquid waste. The College has six RO water treatment for drinking purpose. The waste water from the ROs 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:

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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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 B. Any 3 of the above

Maintenance of water bodies and distribution system in the campus

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:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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

D. Any 1 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	No File Uploaded
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 firmly believes in the Jain Philosophy of anekandavada and promotes the values of tolerance and harmony among different diversities. It tries to view diversities within the society with samabhavana. The College conducts programmes to inculcate the concept of equanimity among different communities within the

College. Clubs in the College organize orientation programmes which aim at bringing harmony among students from different socio-economic backgrounds. The clubs in the College organize programmes to improve stress management and personality improvement. The Clubs also conduct programmes promoting and celebrating cultural exchange, regional cultural celebrations and overcoming linguistic and socio-economic diversities.

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	View File

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 committed towards the constitutional obligations and responsibilities. The College conducts programme to instill constitutional values, rights, duties and responsibilities in the students and employees. The Staff of the College has participated in the Tamilnadu Assembly elections 2021 as election officers and supporting staff. The students also have participated as volunteers in the election process. The students have contributed towards the Assam flood relief. There were many programmes conducted to promote constitutional values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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 A. All of the above

students, teachers, administrators
and other staff 4. Annual awareness
programmes on Code of Conduct are
organized

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. The College celebrates the International Yoga Day. The College has also celebrated International Dance Day and World's book and copyright day.

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

7.2 - Best Practices

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

Best Practice

Title of the Practice

1. SEED CELL (Students Empowerment and Entrepreneurship Development)

cell)

2.Outreach Initiative - AMJ's SUD

File Description	Documents
Best practices in the Institutional website	https://www.amjaincollege.edu.in/images//i/qac2022/CRITERION7/7.2-best-practices.pdf
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

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 DETAILED PORTRAY OF PERFORMANCE OF THE INSTITUTION IN ONE AREADISTINCTIVE TO ITS PRIORITY AND THRUST HAS BEEN PROVIDED IN ANY OTHER RELEVANT INFORMATION

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

For the academic year 2020 - 2021 due to the pandemic, blended learning was adopted. Based on the directives from the government, direct classes were held and online classes were adopted during lockdown periods. For all the UG/PG classes, Google Classrooms were created and the links were shared with the students. The absence of classroom interaction was replaced with online seminars, group presentations and assignments. Periodical tests were conducted to evaluate the understanding of the students. Visual aids like powerpoint presentations and educational videos were employed effectively by the teachers to enhance interactive teaching-learning process. The teachers have effectively carried on an unhindered teaching -learning process in a blended method. Effective coverage of curriculum for all the courses were ensured. Direct classes were held when relaxation in lockdown was announced by the Government. SOPs as per Government instructions were strictly adhered to during the offline classes.

In order to ensure that all the students attend online classes, free data SIMS were provided by the Government of Tamil Nadu in the month of February 2021 to all the students. The scheme was immediately implemented and free data SIMS were distributed to the students class-wise and the students found this extremely beneficial.

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)

The college academic calendar was prepared based on the calendar received from the University of Madras. The plan included provisions for conducting Continuous Internal

Evaluations. The departments strictly adhered to the schedule. Due to the pandemic, the faculties made use of various platforms like google classroom, webex, zoom, microsoft teams, etc for regular CIE, including the submission of assignments and conducting of unit tests. The students were given assignments and were asked to submit through the online mode. Few departments adopted the strategy of giving the students the previous question papers enabling them to learn the university question and prepare for the end semester examination. The question papers for the unit tests and model examinations were posted through the relevant platforms and the students were given time to complete their tests. The answer papers obtained in PDF format were evaluated online and the marks awarded. The students were asked to present seminars on a specific topic and marks were awarded. Attendance was another criterion for evaluating the students. Marks were awarded for attendance as per the instructions received from the government and the university and also keeping in mind the various technical difficulties faced by the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=607

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. 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

A. All of the above

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)

nil

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)	No File Uploaded

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

nil

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

As a part of curriculum the students in UG programmes undergo course work on EVS which enlightens the students on various aspects related to 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 the ethical 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.

The UG/PG students undergo a course on personality development which makes them develop a positive attitude in their life, helps to reduce the stress and inculcate positive qualities like punctuality, flexible attitude, willingness to learn, friendly nature, eagerness to help others and enrich their leadership quality. The Post-Graduate students have the life and managerial skills as soft skill paper which teaches them to plan better, improve their communication skill, understand and solve the problems, strengthen decision making capacity, cultivate self-awareness, build trust, have a complete management training, manage the stress, maintain the punctuality and build up the interpersonal skills.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**16**

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**910**

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/images/iqac2022/CRITERION-1/1.4.11.4.2/1.4.11.4.2.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/images/iqac2022/CRITERION-1/STAKEHOLDER/stakeholders.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

2721

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

2350	
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	
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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
8887	308

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

171

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

308

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

133

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**

2308

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.

The course outcomes are prefaced to each syllabus and shared with students and faculty. All the courses/programs offered by the institution emphasize on academic quality. The institution focuses on empowering the student for higher studies, research,

employment and preparedness for competitive examination.

Each Programme has specific objectives and the overall design of the course ensures a certain set of skills and competence that the students graduating from the institution should gain at the end of the program-knowledge, skill development, good communication skills, creative/critical thinking, inculcation of moral and ethical values, employability, ability to work in teams.

The Programme Outcomes (PO), Programme Educational Objectives (PEO) and Program Specific Outcomes (PSO) are displayed and disseminated in department classrooms, faculty rooms, laboratories and it is also available in the departmental web page of the Institutional website.

The programme outcomes are measured by assessing the performance of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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/PSOs 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.

Assignments are given at the end of each module and at the end of each semester, the university conducts examinations based on the result published by the university and the COs are measured.

Three internal tests are conducted per semester to ensure that students have achieved desired level of competencies and the corresponding COs are achieved or not. According to the

performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.

Alumni survey is an important assessment tool to find out the level of relevance of the curriculum with the expected skills of the industries.

The objective of conducting the yearly student exit survey is to identify several factors for future strategy. To understand the impact of training and the strength and weakness of various value added courses and pre-placement training imparted.

File Description	Documents
Upload any additional information	No File Uploaded
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

2892

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/images/igac2022/CRITERION-1/STAKEHOLDER/stake-holders.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)	
NIL	
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	
0	
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	
0	

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

As in the last Sevendecades we have been providing quality education for our students and we are marching ahead with regards to the ecosystem we are making sure that all the students are benefited and come under the umbrella of better learning and innovating themselves for a better future.

The teachers also contribute their might to improve the ecosystem to the best of students interests.

Innovation has been one of the major management policy in our college so that all stakeholders benefit from it.

File Description	Documents
Upload any additional information	No File Uploaded
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

NIL

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

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

0

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)	No File Uploaded
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

53

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

20	
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	
<p>The college has always been keen in encouraging and sensitizing the students to social issues. This has been done constantly by carrying out extension activities through various student clubs NSS/NCC/YRC & Rotaract etc. One of the important activities was the creation of COVID-CARE centre on campus with the 75 each capacity for allopathy & Siddha patient's facilities by college. The oxygen concentrator was sponsored to this covid care centre through the initiative of Rotaract Club. The masks were distributed in the community for covid. There are various corona related programs that were carried out to spread awareness in the community during COVID pandemic. The COVID awareness was created by way of speeches/quiz, creation and circulation of posters and videos, demonstration of mask making etc. The #COVID and video of COVID was collected in order to appreciate and encourage the dedication of COVID warriors. Health awareness is essential especially during the covid pandemic; the programs such as webinar on fitness, yoga poses with a special trainer, workshop on yoga were conducted. Not only on physical, but also to insist the necessity of mental health, the Speech on inferiority complex and depression, Speech on self-care and Webinar on stress management programs were conducted.</p>	
File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
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

17

File Description	Documents
Reports of the event organized	No File Uploaded
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

935

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

0

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

NIL

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 campus spreads across a vast space of 1,60,579,263 square meters. It provides Teaching Learning as an enjoyable experience to the prime stakeholders coming to the institution. Total classrooms of 153 including 18 classrooms with LCD facilities are available for the effective Teaching Learning process.Two separate Libraries for Shift I and Shift II count the learning interest of the students.

A Boys hostel

complete information provided in additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.amjaincollege.edu.in/images/igac2022/CRITERION4/4.1.Physical.Facilities/4.1.1.pdf

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

Bhagwan Shri Mahaveer Gyan Bhavan Auditorium with Centralised Air Conditioned Hall is having 700 persons seating capacity which is being utilised for conducting the cultural activities, college day etc., every year.

Sports are perfect for uniting, strengthening and disciplining the students. Sri. Mohanmull Indoor Stadium facilities encourage greater participation of students, thereby leading to a healthier, happier and more cohesive student community. The overall area of the stadium is 11,250 sq.ft. Play area is 18m x 35m. It houses multi-court facilities such as Basketball Court, Two Badminton Courts, Volleyball Court, Four Table Tennis & a Sponge mat for Kabbadi.

The Indoor Stadium equipped with all the AV recording and ICT enabled to conduct various events of the college. This stadium

is highly utilised for not only indoor games but also various events. The stadium has a vast capacity of 500 students with an air conditioned facility. Three major playgrounds of the vast area were maintained in good condition namely A/B/C. Separate grounds for playing football and volleyball games. Mahaveer Gyan Bhavan, air conditioned hall of 700 capacity utilised for conducting the cultural activities every year-a place for students to shovisualise speech competence, debate and a lot more.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/igac2022/CRITERION4/4.1.Physical.Facilities/4.1.2.pdf

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

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/igac2022/CRITERION4/4.1.Physical.Facilities/4.1.3.pdf
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. 4,56,76,492.00

File Description	Documents
Upload any additional information	No File Uploaded
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)

Effective Curriculum is fortified with the Libraries which has a wide variety of books, Journals, Periodicals, Magazines, Newsletters and e-resources. The Libraries subscribe to many National, International Journals and E-resources from NLIST & SAGE. The Library has its institutional membership with INFLIBNET (Information Library Network). Under the aegis of Padma Shri. Mohanmull Chordia Book Bank Scheme, a flagship project run by the Agurchand Manmull Jain College Management since 2012-13, needy students are provided with text books prescribed in the syllabi throughout their study in the college. Books given under the scheme can be used by the students and returned back at the end of each semester.

The college uses the AMC facility as in the case of Easy Lib 3.0 software of the college libraries and Tally ERP for college purposes. Of the two libraries Shift I is partially automated and Shift II library is fully automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.amjaincollege.edu.in/images/iqac2022/CRITERION4/4.2.Library/4.2.1.-EasyLib3.0-Software-converted.pdf

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. 2.2 lakhs

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

37

File Description	Documents
Any additional information	No File Uploaded
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 419 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

420

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. 3,58,83,290.00

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.

he 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 - a system of recording the nature of the repair in the maintenance book provided for the purpose -the same is rectified within the specified time depending upon the nature of the problem. Major civil works, annual maintenance of the laboratory equipment are done during vacation.

Library is partially automated and the UG and PG students are provided with Two cards and Three cards respectively. Purchasing of new books according to the syllabi and weeding out obsolete books are done after consultation with the heads of the departments. Book bank scheme is also extended to the needy students. UGC-INFLIBNET facility and N-List subscriptions are utilized by the staff members, PG students and Research scholars.

There are separate playgrounds for outdoor games and an indoor stadium for various indoor games.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.amjaincollege.edu.in/images/iqac2022/CRITERION6/6.5.3/audit-details.pdf

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

564

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

165

File Description	Documents
Upload any additional information	View File
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

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

A. All of the above

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

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

208

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)	View File

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

212

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	View File

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

0

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.

NIL

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)	No File Uploaded

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 realised 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 organised 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.

To serve this purpose the college constituted the Students Development Council (SDC) (Shift-I) and Students Welfare Council (SWC) (Shift-II) with the Principal as the President, and faculty members of various departments as the Vice-Presidents.

Detailed information is uploaded 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**

NIL

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 ASSOCIATION is operational and a meeting is held on 1st January of every year but could not be held due to pandemic for the reported year.

The google forms were sent for the passed out students of April 2020 for collecting the 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 institution aims at inculcating the principles of Sathya, Dharma and Ahimsa by moulding the character of its students. The Founder Padma Shri Mohunmullji Chordia had a vision to set higher intellectual excellence to all the underprivileged students from the suburbs. In accordance with his dream, the institution serves the rural and the urban indigent students.

The institution imparts knowledge and teaches values to the students so that they become better accomplished individuals in the future.

The details regarding the governance of the institution in tune with vision and mission has been uploaded as additional information

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

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

1. Decentralization practices:

2. Administration:

3. Departments:**4. Faculty Members****5. Non-Teaching Staff:****Participative Management:**

The detailed description of the effective leadership and practices through decentralization and participative management has been provided 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

Industry Interaction / Collaboration

The Undergraduate and Postgraduate students of Commerce (CS, MM, ISM and General), Visual Communication and PG students of Mathematics, Physics, Chemistry and Economics underwent institutional training with leading corporate organizations.

Admission of students, Human Resource Management, Library, Teaching, Examination and Feedback are effectively managed through online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=590
Upload any additional information	View File

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.

AGURCHAND MANMULL JAIN COLLEGE ORGANISATIONAL STRUCTURE

(ORGANOGRAM)

The College has an exclusive organisational structure in carrying out various functions. The Management of College comprises the Secretary, the Associate Secretary and the Management committee members. They are at the top of the organisational structure from where the powers are delegated.

In the College, the Principal functions as the head of the institution. The Internal Quality Assurance Cell remains a separate unit under the guidance of the Principal. The various heads of the departments head all the staff members and the students in the respective departments. The Shift I and Shift II libraries cater to the needs of the staff and the students of the various departments in the respective shifts.

THE DETAILS OF ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES ARE PROVIDED AS ADDITIONAL INFORMATION

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.amjaincollege.edu.in/images/iqac2022/CRITERION6/6.2.2-ORGANOGRAM-OF-COLLEGE.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

B. Any 3 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 TEACHING AND NON-TEACHING WELFARE MEASURES 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

0

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**1**

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)	View File

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****50**

File Description	Documents
IQAC report summary	No File Uploaded
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, 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. To maintain the accuracy and appropriateness of the financial transactions for the smooth functioning of the College, such regular audits focus on strengthening the financial system. The internal audit system also paves the way for error-free maintenance of the College accounts and facilitates effective conduct of external audit.

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)

NIL

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 College Management with its prime policy - 'No Donation' and 'No Capitation Fee' carefully and meticulously plans and executes the expansion plans and balances its commitments and revenues.

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

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

i. A Two-day training webinar was organised in collaboration with Anna Adarsh college on 16-07-2020 and 17-07-2020 to

provide hands-on training for the teaching staff to effectively handle online teaching and assessment. All the staff members actively participated in the training. The staff members benefitted to a great extent from the two day training on the use of ICT for teaching and learning.

ii. Based on the initiative taken by the IQAC of the college, many departments have conducted online programmes in association with the IQAC. Subject experts and speakers were invited for the online webinar sessions. There were many participants in the webinars and the sessions proved to be fruitful for all the participants. Students and the staff members had interactions. Some of the National and International webinars provided opportunities for students to explore more about their respective subjects. The students who participated were enlightened on the application of scientific tools in their fields. The webinars conducted in online platforms were a boon to the students who listened to subject experts from the comforts of their homes. The programmes provided a great learning experience for both the staff and the students.

File Description	Documents
Paste link for additional information	https://www.amjaincollege.edu.in/naac?layout=edit&id=595
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 in association with Anna Adarsh College for Women organized a two-day programme for the faculty members on handling online classes. Emphasis is given to maximize progression to higher studies and placement.

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	View File
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

Following Jain tradition, the College treats every individual in the campus with samabhavana. In order to specifically cater to gender equity, the College has established the following committees, Women Cell, Women Students' Welfare Committee, Women's Grievance Redressal Cell, Counselling and Guidance-Students (Girls) and Grievance Redressal Cell - Staff. Women Cell and Women Students' Welfare Committee give attention to the awareness programmes. For the Girl Students Community, every academic year Women Cell conducts a training programme

named Smart-Girl to equip the girl student community to understand and explore the concepts of gender equity and women empowerment. Women cell also celebrates the International Women's Day to spread awareness about Women empowerment. Grievance Redressal Cells focus on the complaints from the female community of the college.

The safety and security of the female community is ensured by the College through three different systems: With the help of Security Staff, through CCTV Monitoring and through Disciplinary Committee and Anti Ragging Committee.

A Common Room facility is in place for the female community of the College. The College also has sanitary napkin dispensers at the female toilets.

The College has a robust system of addressing the needs of counselling to the students.

File Description	Documents
Annual gender sensitization action plan	https://www.amjaincollege.edu.in/images/iqac2022/CRITERION7/7.1.1-1.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/images/iqac2022/CRITERION7/7.1.1.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

C. Any 2 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 strives for an eco-friendly environment in the Campus. The College provides a sufficient mechanism to manage the waste produced within the campus. Types of waste Management:

Solid Waste management:

The College disposes of the solid waste generated in the campus, with the help of a private agency and the Corporation of Chennai. The waste generated is segregated as biodegradable and non-biodegradable. One fourth of the biodegradable waste is treated within the campus and the rest of the biodegradable waste and non-biodegradable waste are handed over to the Corporation's trash management system.

The College treats human solid waste using the septic tanks and using the Corporation's drainage system. The College has a plastic free-campus.

Liquid Waste management:

The College has adopted recycling techniques to partially manage the liquid waste. The College has six RO water treatment for drinking purpose. The waste water from the ROs 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:

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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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
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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: <ol style="list-style-type: none"> 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
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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	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
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 firmly believes in the Jain Philosophy of anekandavada and promotes the values of tolerance and harmony among different diversities. It tries to view diversities

within the society with samabhavana. The College conducts programmes to inculcate the concept of equanimity among different communities within the College. Clubs in the College organize orientation programmes which aim at bringing harmony among students from different socio-economic backgrounds. The clubs in the College organize programmes to improve stress management and personality improvement. The Clubs also conduct programmes promoting and celebrating cultural exchange, regional cultural celebrations and overcoming linguistic and socio-economic diversities.

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	View File

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 committed towards the constitutional obligations and responsibilities. The College conducts programme to instill constitutional values, rights, duties and responsibilities in the students and employees. The Staff of the College has participated in the Tamilnadu Assembly elections 2021 as election officers and supporting staff. The students also have participated as volunteers in the election process. The students have contributed towards the Assam flood relief. There were many programmes conducted to promote constitutional values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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

A. All of the above

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

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. The College celebrates the International Yoga Day. The College has also celebrated International Dance Day and World's book and copyright day.

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

7.2 - Best Practices

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

Best Practice**Title of the Practice**

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

2. Outreach Initiative - AMJ's SUD

File Description	Documents
Best practices in the Institutional website	https://www.amjaincollege.edu.in/images//igac2022/CRITERION7/7.2-best-practices.pdf
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

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 DETAILED PORTRAY OF PERFORMANCE OF THE INSTITUTION IN ONE AREADISTINCTIVE TO ITS PRIORITY AND THRUST HAS BEEN PROVIDED IN

ANY OTHER RELEVANT INFORMATION

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

1. To encourage faculty members to involve themselves in Research Work-publication of articles, attending seminars etc
2. To take steps for upgrading the PG departments as Research Departments.
3. To take necessary steps to upgrade UG departments to PG departments
4. To encourage departments to hold seminars and conferences.
5. To take steps for complete automation of Libraries.