



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		J.J. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
Name of the head of the Institution		Dr.J.Parasuraman
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04322260103
Mobile no.		9442586891
Registered Email		jjcollege.pdkt@gmail.com
Alternate Email		parasuramansri@gmail.com
Address		J.J Nagar, Sivapuram Post
City/Town		Pudukkottai
State/UT		Tamil Nadu
Pincode		622422

2. Institutional Status																															
Autonomous Status (Provide date of Conformant of Autonomous Status)	13-Oct-2012																														
Type of Institution	Co-education																														
Location	Rural																														
Financial Status	private																														
Name of the IQAC co-ordinator/Director	Dr . P . Jeevan																														
Phone no/Alternate Phone no.	04322260103																														
Mobile no.	8903586609																														
Registered Email	jjcollege.pdkt@gmail.com																														
Alternate Email	pjjeevanmicro@gmail.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://jjc.kvet.in/documents/AQAR_Report_17-18.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	http://jjc.kvet.in/downloads/calender_2019.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>A</td> <td>3.10</td> <td>2015</td> <td>03-Mar-2015</td> <td>02-Mar-2020</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.20</td> <td>2009</td> <td>15-Jun-2009</td> <td>14-Jun-2014</td> </tr> <tr> <td>1</td> <td>B++</td> <td>82.05</td> <td>2003</td> <td>21-Mar-2003</td> <td>20-Mar-2008</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	A	3.10	2015	03-Mar-2015	02-Mar-2020	2	A	3.20	2009	15-Jun-2009	14-Jun-2014	1	B++	82.05	2003	21-Mar-2003	20-Mar-2008
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3	A	3.10	2015	03-Mar-2015	02-Mar-2020																										
2	A	3.20	2009	15-Jun-2009	14-Jun-2014																										
1	B++	82.05	2003	21-Mar-2003	20-Mar-2008																										
6. Date of Establishment of IQAC	24-Jul-2003																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback on Curriculum from Students	04-Jan-2020 4	1500
Feedback on Curriculum from Teachers	04-Jan-2019 2	194
Naac Sponsored State Level Seminar on Role of IQAC in Quality Sustenance and Enhancement	21-Dec-2018 2	60
NAAC Orientation Programme for Faculty Members	29-Apr-2019 1	50
Orientation Programme on NIRF	25-Apr-2019 1	50
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

85000

Year	2018
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

NAAC Sponsored Seminar on "Role of IQAC in Quality Sustenance and Enhancement in HEIs".

Submission of AQAR for 2017-2018

Conduct of Academic and Administrative Audit

Feedback on Curriculum from stakeholders

Participation in NIRF 2019

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

Plan of Action	Achivements/Outcomes
Feedback on Curriculum from Stakeholders	Forms for Feedback on Curriculum were issued to Students on 23.01.2019, Teachers on 23.01.2019, Parents, Alumni Employers on 05.02.2019, and the responses were collected and consolidated
Participation in NIRF RANKING - 2020	Institutional Data for NIRF-DCS submitted on 05.10.2018
AQAR 2017-2018	Submitted to NAAC on 21.07.2018
AISHE 2019-2020 - DCF Submission	AISHE-DCF and TIF was submitted on 10.01.2019
Mock Presentation for BoS	Conducted on 07.03.2019
BoS Meetings for Revision of Syllabi	Conducted on 30.03.2019
NAAC Orientation Programme for faculty members	Conducted on 29.04.2019 Number of Beneficiaries - 60
Faculty orientation on NIRF	Conducted on 25.04.2019 Number of Beneficiaries - 50
Graduation Day	Conducted on 06.01.2019
Academic and Administrative Audit	AAA was conducted on 18.03.2019 and 19.03.2019. Suggestions and Recommendations given by the External Experts to be uploaded in College Website.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">04-Jun-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	04-Jun-2018
Name of Statutory Body	Meeting Date				
IQAC	04-Jun-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	07-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The administration of the College is supported by a sound Management Information System built up through a judicious use of digitalized tools. . Student Information System available right from student admission to issue of TC. • The library is almost fully automated - the Issue and Return Register, the Open Access Catalogue, and the Stock Register are automated, but supported by black and white entries too - the Central Library is linked with the other libraries in the Campus through LAN. It offers access to research portals through DELNET, INFLIB NET. There is also scope for interlibrary loans. • The Administrative Section is computerized and all books of accounts, receipts and payments are digitally generated, maintained and duly updated. There is scope for data/file transfer from the office to the Controller's office/Examination Section. • The Examination Section is completely computerized. It is connected with the various departments for transfer of data relating to CIA and related matters. The Applications for registration for examinations with all relevant details including the codes for regular and arrear papers, that particular candidates have to take, are</p>				

generated by the computer. This is perceived as a highly student friendly practice. Question papers are printed with the aid of digital machines. Due protocols are in place to ensure confidentiality of documents. The Consolidated Mark lists are computer generated with adequate secrecy features. These arrangements ensure sound Data Management and Data Access to people who matter. However manual records are also maintained as support, even though cyber security measures are duly in place. This computerization helps coordination and proper supervision that are the corner stones of sound management practice.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BSc	USBT	BIOTECHNOLOGY	29/03/2019
BSc	USMB	MICROBIOLOGY	30/03/2019
BSc	USBC	BIOCHEMISTRY	30/03/2019
BSc	USBO	BOTANY	30/03/2019
BSc	USPH	PHYSICS	30/03/2019
MBA	PABA	BUSINESS ADMINISTRATION	30/03/2019
MCom	PACM	COMMERCE WITH CA	23/03/2019
MCA	PSCA	COMPUTER APPLICATIONS	16/03/2019
MSc	PSIT	INFORMATION TECHNOLOGY	16/03/2019
MSc	PSCS	COMPUTER SCIENCE	23/03/2019

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BSc	BIOTECHNOLOGY	29/03/2019	Microbiology / U2RIBTAC3	29/03/2019
BSc	MICROBIOLOGY	30/03/2019	Medical Lab Technology / U51MBSBE2BR	30/03/2019
BSc	BIOCHEMISTRY	30/03/2019	Hospital and First Aid	30/03/2019

			Management / U5BCSBE3	
BSc	BOTANY	30/03/2019	Algae, Fungi and Bryophytes / U1R1BOCC1	30/03/2019
BSc	PHYSICS	30/03/2019	Nanoscience and Nanotechnology / U6R1PHMBE3	30/03/2019
MSc	CHEMISTRY	02/02/2019	Quality Control and Environmental Chemistry / P3R1CHEC3	02/02/2019
MSc	MATHEMATICS	23/03/2019	Advanced Number Theory / P1R1MBEC2	23/03/2019
MSc	COMPUTER SCIENCE	23/03/2019	Advanced Java Programming / P2R1CSCC7	23/03/2019
MCA	COMPUTER APPLICATIONS	16/03/2019	Digital Image Processing / P2R1CACCC1:2	16/03/2019
MCom	COMMERCE WITH C.A.	23/03/2019	Advanced Cost and Management Accounting / P3R1CMCC9	23/03/2019

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	PHYSICS	30/03/2019
BSc	BOTANY	30/03/2019
BSc	BIOCHEMISTRY	30/03/2019
BSc	BIOTECHNOLOGY	29/03/2019
BSc	MICROBIOLOGY	30/03/2019
BSc	VISUAL COMMUNICATION	30/03/2019
BSc	HOTEL MANAGEMENT AND CATERING SCIENCE	23/03/2019
BSc	PHYSICAL EDUCATION, HEALTH EDUCATION AND SPORTS	30/03/2019
BCom	COMMERCE WITH CA	23/03/2019
BBA	BUSINESS ADMINISTRATION	30/03/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	TAMIL	29/03/2019

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Programme in Vermitechnology	22/01/2019	40
Communication English Training Programme	11/07/2018	56
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	BOTANY	39
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>It is common knowledge that successful institutions of excellence take all stakeholders with them in all aspects of educational planning and Management. So the IQAC of our Institution encourages the various departments to get periodical feedback from all stakeholders on Curricula, Courses, Knowledge delivery, Training, Evaluation systems and Social out-reach activities. Such feedback is obtained from students, alumni, parents, employers and experts in peer institutions through suitable questionnaire schedules and formal and informal interaction during meetings and telephonic conversations. The questionnaire-schedules include Yes/No response questions, multiple-choice queries on the Likert-scale, and open ended questions inviting suggestions and descriptive responses. These responses are codified, tabulated and subjected to statistical and arithmetical analysis, with due attention to both positive and negative responses. Usually we have received a higher proportion of positive responses than negative ones like "unsatisfactory" or "poor". But we do not gloat over the positive responses or gloss over negative ones. Suitable action is initiated to accommodate stakeholder perceptions. We may make special mention of</p> <ul style="list-style-type: none"> • the representation for alumni, professionals and public in academic planning bodies like the Boards of Studies and the Academic Council. • Student-assessment of faculty covering extent of scholarship, teaching methodologies use of Information Communication Technology tools, and attitudinal dimensions. • Peer evaluation of faculty covering areas like team

building, group-sync and egalitarian attitude, insistence on quality and capacity for leadership. • Feedback from employers regarding students placed from the institution regarding skill-sets, job-performance, human and socialising traits. • Feedback obtained from visiting Professors from peer institutions/distinguished professionals/Boards of Examiners/Research reviewers who visit the Campus to deliver invited lectures/present Seminar papers or in connection with the evaluation process.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	COMPUTER APPLICATIONS	180	225	180
BSc	INFORMATION TECHNOLOGY	160	134	114
BSc	COMPUTER SCIENCE	200	243	200
BSc	BIOTECHNOLOGY	90	91	78
BSc	MICROBIOLOGY	50	63	50
BSc	BIOCHEMISTRY	40	25	22
BSc	BOTANY	40	53	40
BSc	PHYSICS	90	105	78
BSc	CHEMISTRY	80	79	62
BSc	MATHEMATICS	240	206	175

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4337	730	146	37	183

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
183	183	17	17	9	18

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

In these days of planned nuclear families and burgeoning social media and video games, adolescents require careful mentoring. This is especially true of families in which both parents have offices to attend, with little time for family interaction. This exposes youngsters to cell-addiction, to get over the problems of solitude. Unless elders are careful in managing the younger generation they may fall victims to personal, social and ideological abuse. We at JJ are conscious of our duty to the families that entrust their children to our care, irrespective of whether they are boys or girls, day-scholar or inmates of the hostels. The teachers and officials consider themselves as surrogate parents and so undertake mentorship initiatives right from the day of admission. Students are enrolled to the various programmes taking into consideration not only parental desires but student aptitudes and interests as well. They are duly counselled on the basis of their mark sheets and the interview-responses to take up suitable programmes that will benefit them. They are admitted after suitable interaction with the parents, of whom one at least should accompany the candidate seeking admission. The College collects full details about the student's demographic profile, his/her special interests and achievements in areas like sports and games, music, painting, creative writing, platform oratory etc., The freshers (UG PG) are briefed about the facilities available, the timetable, patterns of behaviour including sartorial discipline at a special meeting as a kind of initiation. Before beginning regular lessons the freshers are put through a Bridge Intensive Course to help the teacher to identify and bridge the skill gaps in the Entry Behaviour of their students. This course takes the form of a pre-test-remediation-post-test format and helps in identifying fast and slow learners, thereby allowing the teacher to chalk out student specific strategies of instruction. This ensures that due attention is paid to all learners in the teaching-learning process. The classroom teacher is thus empowered to deal with students of varying abilities within the same class. He is able to plan assignment tasks and tests to suit all learners. The slow learner is given suitable counselling and exposure to appropriate learning experiences while the faster learners are led to tasks that test higher order skills. This gives all learners a sense of participation and satisfaction. Group activity is encouraged to foster group work and interaction among groups in which there are learners of differing abilities. Thus by the time the first semester ends, the slow learners are made to pick up speed through peer interaction and participatory effort. This helps in preventing withdrawal symptoms due to feelings of inadequacy and inferiority. Such academic counselling apart our teachers address the personal problems of students like broken families, sibling rivalry, single parents, domestic overload, poverty and inability to cope with emotional stress. They interact closely with the students to identify personal, familial issues that impinge on their academic performance and free evolution into young men/women with a proper attitude to life and society.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5067	183	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
183	183	Nil	30	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BSc	USBO	APRIL/2019	11/05/2019	20/05/2019
BSc	USBO	NOVEMBER/2018	07/12/2018	14/12/2018
BSc	USBT	NOVEMBER/2018	07/12/2018	14/12/2018
BSc	USBT	APRIL/2019	11/05/2019	20/05/2019
BSc	USMB	NOVEMBER/2018	07/11/2018	14/12/2018
BSc	USMB	APRIL/2019	11/05/2019	20/05/2019
BSc	USBC	NOVEMBER/2018	07/12/2018	14/12/2018
BSc	USBC	APRIL/2019	11/05/2019	20/05/2019
BSc	USPH	NOVEMBER/2018	07/12/2018	14/12/2018
BSc	USPH	APRIL/2019	11/05/2019	20/05/2019

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	9606	0

2.6 – Student Performance and Learning Outcomes

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

http://jjc.kvet.in/po_pso_co.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
USBT	BSc	BIOTECHNOLOGY	70	64	91
USMB	BSc	MICROBIOLOGY	52	52	100
USBC	BSc	BIOCHEMISTRY	22	15	68
USPH	BSc	PHYSICS	84	67	80
USCH	BSc	CHEMISTRY	64	55	86
PSBT	MSc	BIOTECHNOLOGY	10	10	100
PSMB	MSc	MICROBIOLOGY	19	19	100
PSBC	MSc	BIOCHEMISTRY	7	7	100
PSPH	MSc	PHYSICS	23	15	65
PSCH	MSc	CHEMISTRY	21	20	95

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2.7 – Student Satisfaction Survey

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

<http://jjc.kvet.in/sss.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
Dr . M . Arumugam
View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nill	NIL	NIL	Nill	NIL
View File				

3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	72	TNSCST	7500	7500
Students Research Projects (Other than compulsory by the University)	72	TNSCST	7500	7500
Any Other (Specify)	120	INSA	200000	194445
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Innovations and Challenges in Bioscience	Biotechnology	18/09/2018
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
View File				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
J.J.College of Arts and Science	Mushroom Cultivation	Management	Mushroom	Mushroom	03/08/2018
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Microbiology	4
Computer Science	11
Commerce	6
Management	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Biotechnology	2	Nil
International	Biotechnology	2	Nil
International	Microbiology	3	Nil
National	Biochemistry	1	Nil
International	Biochemistry	1	Nil
National	Botany	1	Nil
International	Botany	1	Nil
International	Physics	3	Nil
National	Physics	2	Nil
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Tamil	2
English	2
Biochemistry	2
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	00	Nil
View File			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Protective Efficacy of Silver Nanoparticles Synthesized From Silymarin on Cisplatin Induced Renal Oxidative Stress in Albino Rat	M.Janaki raman	International journal of applied pharmaceuticals	2018	2	J.J. College of Arts and Science	12
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	61	1	9
Presented papers	37	46	7	1
Resource persons	Nil	9	3	4
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
BIOCHEMISTRY	MUSHROOM CULTIVATION	MANAGEMENT	50000
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr.K.Dhayanidhi	New Text Book Review	District Institute of Educational Technology	1500	30
Dr.S.J.Sathish Aaron Joseph	New Text Book Review	District Insitute of Educational Technology T	1500	30
Prof.Hariram Jothi	New Text Book Review	District Institute of Educational TechnologyT	1500	30
Dr.C.Muthukumar	New Text Book Review	District Institute of Educational Technology	1500	30
Prof.S.Palani appan	11 Standard Botany Text Book Review	SERT	6000	8
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3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environmental Day awareness Programme	Prof. S.Palaniyappan, Controller of Examinations, J.J.College of Arts and Science (Autonomous)	5	500
World Drug Abuse Day Awareness Programme	Dr. A. Sridhar, Medical Officer, Kadiyapatti, PHC.	5	500
International Day of Yoga	Dr. A.S. Nageswaran, Member	5	300

Celebrations	of Syndicate, Bharathidasan University, Trichy		
YRC Zonal Orientation Training Programme	YRC	2	4
YRC District Level Student Student Study Camp	YRC	5	85
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N.S.S.	Best N.S.S. Unit Award	Bharathidasan University	500
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
BLOOD DONATION	NSS and RRC	BLOOD DONATION CAMP	8	90
BLOOD DONATION	NSS and RRC	BLOOD DONATION CAMP	8	130
WORLD AIDS DAY	NSS, YRC and Government Health Department	HUMAN CHAIN	8	1500
AIDS AWARENESS PROGRAMME	RRC	AID AWARENESS PROGRAMME	4	100
ROAD SAFETY AWARENESS	YRC	ROAD SAFETY AWARENESS	4	50
RYLA CAMP	ROTARY CLUB	LEADERSHIP TRAINING PROGRAMME	1	4
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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Rural Diabetes Survey	UG Students of Biotechnology and Microbiology Departments	Madurai Kamaraj University and College Management	152
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Training	Industrial Training	Hotel Dolphin, Hyderabad	19/11/2018	02/01/2019	31
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
BIOTECHNOLOGY SOLUTIONS, TRICHY	31/07/2018	STUDENTS RESEARCH PROJECT	5
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12000000	11498835

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIRMALS SOFTWARE	Fully	{10}. {1.00}	2002

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	3764	939656	456	187275	4220
Reference Books	25	32500	15	18320	40	50820
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	340	5	1	0	0	20	17	15	0
Added	20	0	0	0	0	0	0	0	0
Total	360	5	1	0	0	20	17	15	0

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
e-content lab facility	http://jjc.kvet.in/e_content.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6000000	5689851	4000000	3962677

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

Using and maintaining Infrastructure is as important as establishing them. We believe in the principle that facilities exist for the youth and not for museum preservation. The Management has provided for the daily upkeep of the civil, electrical and sanitary structures. A civil and electrical maintenance wing

headed by a qualified engineer is functioning within the campus. In every building there is a complaint Register that records lacunae that have developed. The staff of the Maintenance Department see those Registers and promptly set things right. If any spares are needed, they are taken from the store or bought from the local market. The Programmers attend to trouble shooting of computers and major breakdowns are averted through periodical check-ups and maintenance work as part of the AMC's with the suppliers. The Library is equipped with multiple copies of vital text books. Students have open access to them and there are library staff to help them locate the books. Books with loose pages are sent for binding and damaged ones replaced. Subscriptions for journals are promptly renewed and beak volumes bound and preserved for ready reference. The Library is updated every year with fresh investment in books and furniture. The same is the case with laboratory equipment though perishable articles and equipment go to the scrapheap. Wastage is avoided through diligent use and by training students in lab ethics and procedures. There is a Common Instrumentation Facility consisting of sophisticated research equipment like Gel documentation system, Digital Microscope, Spectroscopy etc., which are scrupulously kept in state of good repair and replaced whenever necessary. In 2018-2019 a sum of Rs. 16,39,080 was invested in replacing the old equipment. All these instruments are under AMC and are periodically examined by Mechanics/Engineers recruited by the suppliers. Classroom furniture, blackboards are checked once in a month and maintained without any damage. The smart classrooms are allotted to teachers on a rooster basis depending on individual requirements. Every department has been equipped with a special room with LCD projector as smart classroom. Regarding the garden, the roads, the bus facilities and such other campus facilities including drainage and water supply are monitored by the CSO, the Estate officer and the master driver under the supervision of a staff committee headed by the Coordinator General. With regard to vehicles, drivers have to report identified defects on a daily basis and repairs are effected within a day. The vehicles are sent for Fitness Certificate within scheduled dates and are replaced whenever necessary. Sports Infrastructure is also maintained with care. Weeding is promptly attended to. So too levelling and sand filling and degrassing of tracks. Damaged sports equipment are promptly replaced with new ones and old usable ones are sold by public auction and proceeds to the Sport Development Fund.

<http://www.kvet.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Management Scholarship	716	2381000
Financial Support from Other Sources			
a) National	SC/ST/BC/MBC/DNC	184	1388610
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Bridge Course	11/07/2018	1600	I UG Students of all departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Soft Skills Training Programme	Nil	40	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	7	B.Sc.	Biotechnology	J.J. College of Arts and Science, Pudukkottai	M.Sc. Biotechnology
2019	4	B.Sc.	Microbiology	Alagappa University, Karaikudi.	M.Sc. Microbiology
2019	8	B.Sc.	Physics	H.H. The Raja's College, Pudukkottai	M.Sc. Physics
2019	22	B.Sc.	Chemistry	J. J. College of	M.Sc. Chemistry

				Arts and Science (A), Pudukkottai.	
2019	4	B.Sc.	Mathematics	Bharathidasan University	M.Sc. Mathematics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	2
Civil Services	2
View File	

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

Activity	Level	Number of Participants
Cricket BDU Inter Collegiate (Men) 2	University	160
Micromiracle (Inter-Collegiate Competition) 2	State	105
Biospark (Inter-Collegiate Competition) 2	State	320
CAIT (Inter-Collegiate Competitions 2	State	260
Synergia (Inter-Collegiate Competition 2	State	85
Sports Day 2	College	1500
Silver Jubilee Celebrations 2	College	1500
Founders Trophy Badminton Tournament 2	District	220
Athletic Competition for School boys and girls 2	District	250
Badminton and TableTennisBDU Inter-Collegiate(Men and Women) 2	University	100
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	Internat ional	1	Nil	P17BT2002	T.Krishn aprasanth

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Monitory system takes care of the functions of the Student Council. Students have early access under the Mentor-Mentee system, to the HOD's, the Principal and the Management. The Monitor serves as student Representatives and help in Horizontal and Vertical two-way communication and help in collection of student feedback on curricula courses, Teaching methods, Evaluation system and the conduct of Co-curricular and Extra-Curricular and Extension Activities. Students and Alumni have due representation in Academic Bodies and on various committees. The captains of various teams help the physical Director and coaches in practice sessions and during the conduct of Tournaments. Their views are given due weight in planning campus activities. Every department has a club to organize Guest Lectures and various Programmes like Micro Miracle, Bio Spark, Synergia, CAIT etc., at the department, interdepartmental and intercollegiate levels. This serves as a valuable training to the Secretary, the Joint Secretary who are elected/nominated from among the students in organizing and conducting such programmes. They learn valuable lessons in drafting letters and making platform speeches and comparing programmes. Similarly whenever Seminars, Conferences etc., are organized by the various departments, student representatives are there in all committees from reception to reportage. Student feedback is duly obtained every semester on Curricula, Courses and every aspect of the teaching learning process. There is also student's evaluation of staff performance and attitudes. Thus we give students every opportunity to grow as responsible of citizens of a free democratic state. They have every chance to voice their opinions and perceptions on College life.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association and its chapters and Batch-wise segments have a continuing interest in the sustained growth of their Alma Mater. They arrange family get together in the campus inviting the Faculty past and present. In the past 5 years, there were 08 such get together in addition to the customary meeting on the Graduation Days in which past students honour Rank Winning students of the final year with gold medals. Some of the Alumni have instituted Endowments to give away prizes to top ranking students in various Disciplines. The alumni of the Department of Business Administration (B.B.A. 1995-1998) instituted such an endowment worth Rs.1,50,000 the interest from which is to be utilized to honour the best outgoing B.B.A. student every year. Some of the Alumni employed overseas visit the campus suomoto and give pep talks to present students. They also help in arranging placement drives both formally and informally. Specific mention may be made of the following: Mr. Vijayendra Pandian Dr. Krishnan Srinivasa Raghavan There is a registered alumni association (Reg.No: 117/2003). Membership drives are undertaken during Graduation Days and those taking the degrees in-absentia join the association quite willingly when taking their Transfer Certificates. Their goodwill is a great fillip to the institution.

5.4.2 – No. of registered Alumni:

1380

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

150000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association Meeting was held on 06.01.2019. 952 alumni attended the meeting.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution is run on the best traditions of democratic and participative management. As a case study we present how the latest revision Courses and syllabi was made paying due heed to the wishes and opinions of all the stakeholders. The feedback obtained from them is scrupulously analysed and suitable action initiated to remedy grievances if any and accommodate their perceptions on new courses, topics and text books. The Alumni, Readers of Industry and Professionals are duly represented in the various Boards of Studies and the Academic Council. There is also a statutory representation for experts from peer institutions and the affiliating university. The draft syllabi for the various Courses are prepared after faculty level discussions and the topics are cross checked with those in peer institutions and the availability of reference material is duly ensured by library reference and fresh purchases. The resolutions of the Boards of Studies are reviewed and discussed at the Academic Council and then scrupulously implemented by the teaching staff. The new teachers are given an orientation in the use of ICT tools and briefed about the rationale behind the objectives and the expected outcomes listed in the syllabi. There is a healthy tradition of mutual guidance and team work among the faculty. The new Courses and syllabi are implemented through well-coordinated department level and College level action. The CIA is transparent and strict without being rigid students are given every opportunity to improve their grades by doing additional assignments. Due attention is given through the slower learners as well as the faster ones. A Bridge Course is conducted with the participation of all staff to enable students to take up their respective syllabi. The question bank system ensures participation by all teachers and makes sure that students have a level playing field. It must be clear from the foregoing paragraphs that the institution is transparent in its administration of policies and programmes. This is only a test case. The same transparency is reflected in all aspects of academic and administrative functioning.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Being located in a semi-rural area, our College has always been close with the local population and has always sought to overcome the handicap of Rural Location through Institution -industry interface. Our students undertake project work and we have understanding with major Research Laboratories and Industrial Houses for them to undertake Research Projects. All the Departments are encouraged to

collaborate with industries for research. Departments of Microbiology, Biotechnology, Biochemistry, Chemistry and Physics are regularly organizes Industrial visits to national laboratories every year. Department of Biotechnology and Microbiology have done a Rural Diabetes Survey in Collaboration with Madurai Kamaraj University

Library, ICT and Physical Infrastructure / Instrumentation

The Central Library has 28,484 books, 43 journals, educational videos-CDS/DVD S, access to e-resources under DELNET and INFLIBNET, e-content resources and a language laboratory. In order to facilitate easy absorption of knowledge by students, teaching is supplemented with ICT tools. Our insitution has a well-equipped, highly sophisticated Central Instrumentation Room with instruments newly purchased like Gel Documentation System, Thermal Cycler, Trinocular Digital Microscope and Uv-Vis Spectrophotometer. The Management takes pride in maintaining the Infrastructure spic and span.

Human Resource Management

The three R's of HRM -Recruitment Reward and Retention are given due attention. Staff are recruited through a Selection Committee that scrutinizes applications for various posts received in response to New paper Notifications, and interviews candidates for before selection and appointment on suitable emoluments.The staff imbibe the performance and quality culture of the institution through peer interaction and Faculty Development Programmes organized on a routine basis with internal and external experts as Resource persons. Various practices and processes are adopted by the college that helps both employees and the organization to achieve their goal. Training programmes / workshops on quality enhancement for teaching and non-teaching faculty members are conducted regularly. The college appraises the performance of senior employees in their respective field and provides them with token of gifts on its Silver Jubilee which is celebrated on 04.01.2019. The staff are encouraged to participate in Seminars, Symposia, Conferences, Workshops etc., present papers and publish articles in reputed journals through liberal

incentives. Annual Increments based on performance are sanctioned from every July. The faculty are encouraged to take up Higher Studies and Research Guidance through facilitatory actions like research grants, study leave and assistance in finding research supervisors and suitable Liaison with Research Libraries and Laboratories.

Research and Development

The Research Committee of the College oversees the progress of Research, as well as the new proposals and monitors the submission of Theses and Dissertations. In keeping with our Mission, the College continued in its commitment to Research and Development. UG Students of Computer Science, Computer Application and Information Technology have to complete a project in their Third year. All PG Students have to do a project in the Final semester. The College also runs M.Phil. and Ph. D Programmes affiliated to Bharathidasan University, Tiruchirappalli. So far 61 scholars have earned their Doctorates through our College. Dr. M. Arumugam, Head, Department of Botany and Mr. P. Palaniappan Assistant Professor, Department of Biochemistry have received grants for minor projects from UGC and are actively engaged in their investigations.

Curriculum Development

New Curricula have been implemented for both UG and PG Programmes from 2019- 20. The various Boards of Studies met. The various syllabi have been revised to include the latest developments in the respective fields. Prior to the revision the staff were exposed to Training Programmes on Curriculum Design and Development. They were asked to browse the NET for the courses and syllabi in Peer Institutions as a prelude to designing the content and sweep of the syllabi to be implemented. The processes of knowledge delivery and subsequent testing were also discussed. Due weightage is given in the curricula for courses like Environmental Studies, Value Education and Gender Studies. The options under Major Based Elective, Skill based Electives and Inter Disciplinary Courses have been made more - broad based with an eye on employability and cultivation of study

skills. This semester two job oriented, add - on courses were started in the Department of Biochemistry-Mushroom Technology and Clinical Lab Technology.

Teaching and Learning

The Teaching and Learning process continues to be student-centred. There is more emphasis on self-learning and learning by doing rather than mere Class room teaching. The language courses have a pronounced communicational bias. They aim to develop skills of oral and written communication. Classroom pedagogy tries to make students undertake various types of communicative task sequences to promote skills of reading comprehension and oral/written communication. The assignments and tests aim at reinforcing learning through promoting reading and library reference. Seminar papers are products of guided research and reading. There are also invited lectures by experts and professionals. Every effort is made to synchronise learning outcomes with course objectives. e-Learning is promoted through Internet and ICT exposure.

Examination and Evaluation

The system of Evaluation has two parts CIA and end Semester Examination. The BOS's and Academic Council recommended the continuance of the 25:75 distribution of Marks. However, the one-hour Tests have been discontinued. Instead, both the Mid-Semester and Model Examinations have been centralized with equal proportion of marks. Assignments and Seminars continue to have the same weightage. As soon as the examinations are over, central valuation of scripts is undertaken with external examiners and the Results are published within 15 days. Candidates are allowed to have transcripts of their Answer Sheets and apply for Revaluation of any number of papers provided they have a minimum score of 50 of the passing minimum. Students in the Final Semester who fail to get their Degree by having failed in two papers (of any semester) are allowed to take an Instant Examination.

Admission of Students

Admissions are made by the Admission Committee consisting of the Principal, Representatives of the Management and Senior Faculty. The Admission Committee is constituted to guide the admission

process. The College Application and Prospectus has the entire relevant information programme wise. The Applications submitted by the candidates are screened by the Admission Committee. The College follows rules regarding reservations for women, BC, MBC, SC and ST as prescribed by the Government of Tamil Nadu. The complete process of Application - Selection - Admission - Fee Payment - Hostel Admission are made Available in College Website and transparent for easy access and inclusiveness. A team of faculty and students visit schools in rural backgrounds to encourage them to enroll at the college for higher studies. Sports scholarships are made available for needy and deserving sport students to motivate candidates from rural backgrounds to opt for the college.

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

E-governance area	Details
Finance and Accounts	College Fees, Fee Dues List, Payroll, Online Payment, Scholarship, Term Fees, College Fee Refund, Student Admission, Student List for Insurance, Remuneration Report, Cash Fee Collection.
Administration	The Principal and the Management take the IQAC and Staff Council into confidence on all important matters. The Academic Calendar and the Time Tables for Classes are finalized after due interaction, electronic and otherwise and important information is communicated through What's App and e-mail. The staff have the freedom to express their opinions through similar channels. This facilitates smooth hassle-free administration.
Student Admission and Support	Student Admissions are done manually. There is no provision for electronic application for admission. However, candidates may know the Courses available, the eligibility criteria and particulars of fee from the College website. Admission Registers are maintained by Computer in the CoE's office. The departments have the paper back-up. Regarding student support like guidance and counseling, provision of scholarships extra - curricular activities etc., electronic media like SMS and e-mail are used whenever necessary but the emphasis is on

	personal interaction through direct contact.
Examination	The Examination process is totally computerized. The application forms for various of examinations are electronically generated. They contain all necessary details including details of the codes and titles of current and arrear papers (the latter candidate-specific) and fee details. The question papers are printed in the confidential section with the help of electronic printers/copiers. All the necessary Forms like Absentee Statements, Attendance Sheets, Hall Tickets, Mark Lists etc., are electronically generated and supplied by the COE. The Publication of Results and printing of Mark Statements are also computerized. The consolidated Mark statement carries the photograph of the candidate and ---other secrecy features. The paper setters are paid trough ECS to banks of their choice. The important dates for the Reporting year are listed below.
Planning and Development	The blueprints of plans are circulated through What's App first to the HoD's and trough them to the faculty. They air their views in return. The opinion of stakeholders is obtained through e-mail, and after brain stroming sessions, plans are finalized and budgetary estimates arrived at. This cooperative effort facilitates institutional development.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms.S.Kanitha	Capacity building of women managers in higher education	NIL	1000
2018	Ms.P.Priyadharsini	Capacity building of women managers in higher education	NIL	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for

teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Day Colloquium-cum-Workshop series on Institutional Quality Up gradation Programme	Nil	29/04/2019	29/04/2019	60	Nil
2019	Faculty Orientation Programme on NIRF and ORCID ID	Nil	25/04/2019	25/04/2019	50	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Capacity building of women managers in higher education	2	07/05/2018	13/05/2018	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	30	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance, ESI Benefits, Ward Fee Concession, Maternity Leave	Group Insurance, ESI Benefits, Ward Fee Concessions	Management Scholarships for Old Studentns, Freeships to deserved sports students, Group Insurance

6.4 – Financial Management and Resource Mobilization

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

Financial discipline is the rock basis of all quality initiatives. The institution conducts regular internal audits almost on monthly basis and external audit once a year. The chief accounts officer, the Secretary and the Madam Trustee oversee the process. Deposits and withdrawals are checked item wise and corroborated with the relevant receipts, bills and vouchers. Special grants received from funding agencies for research projects or for the implementation of specific Programmes are separately accounted for and periodical statements of accounts and utilization certificates are promptly despatched to the funding agencies concerned with all necessary documents. This ensures our credibility with agencies like UGC, CSIR, DST, DBT, TNSCST etc. Bills from suppliers of books, equipments and chemicals etc., are duly checked and cheques despatched in time after verifying entries in the respective stock registers. This is undertaken by the respective HoD's and the committees involved. Special grants made by the management for the implementation of academic and extension programmes to specific departments are subjected to the same progress verification. External auditors oversee the accounts every year are more often when required. Their certificates are recorded in the various books and accounts. The rigorous internal audit and the meticulous scrupulosity with which receipts and expenses are monitored ensures that audit objections do not arise. In making costly purchases or executing civil projects that involve heavy investments quotations from empanelled firms are received, compared and the contract is awarded, keeping in mind the twin criteria of quality and cost. This ensures the proper use of resources. The execution of work is periodically monitored by the trust board represented by the secretary. All these reflect the high quality financial management. The institution also has sound practices in budgetary control. Every department prepares semester wise requirements to the IQAC which prepares the budget for the semester which is overseen by the finance committee, the Principal and the management. A documents of funds is made depending on urgency made and the justification for the expenditure. There is also careful monitoring of the way such adoptance are put to use. The objective is to synchronize investments and returns.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

1000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Peers	Yes	IQAC
Administrative	Yes	External Peers	Yes	IQAC

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

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Although there is no formal parent teacher association at college level. However college has several practices and activities which ensure regular interaction of the parents of the students. The college organises "Freshers Day" every year where students along with parents/guardian are invited. Here students and parents are introduced to the college and the respective teachers. Additionally, the college contacts the parents of the students under special circumstances. Also college makes sure to take feedback from parents periodically.

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

The college conducts training programme for laboratory staff to improve their skill.

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

Participation in NIRF Conduct of Academic and Administrative Audit Outcome Based Education in Curriculum Design The college is working actively to organise enrichment programs at local, national and international level through seminars, workshops and faculty development programmes. Feedback from Stakeholders

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	NAAC Sponsored Two Day State Level Conference on Role of IQAC in Quality Sustenance and Enhancement in HEIs	11/10/2018	21/12/2018	22/12/2018	60

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2019	08/03/2019	1000	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

The college has a well established rain water harvesting system. Solar Panels with a capacity of 50 KWh have been installed. The college conducts talks/seminars and session on environmental issues of concern to educate and sensitize everyone in the college and around about environmental issues and need to adopt sustainable measures. • Plantation drive was conducted by NSS and Department of Botany to plant saplings.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	13/02/2019	3	Creation Scientific Awareness Programme	Mushroom Cultivation and Biofertilizer Production for Farmers, Business Opportunities for Self Help Groups	65
2018	1	1	05/12/2019	5	Gaja Cyclone Relief	Relief Material to Needy	20
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Hand Book	05/07/2018	The College handbook consists of Vision, Mission statement, Management Committee, Coat of Arms of our College, Courses of Study, Teaching and Non-Teaching Staff

Details, Payment of Fees, Rules and Regulations, Attendance and Leave, Rules and Regulations for Hostel, Calendar, Time-Table and warning against Ragging.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Aids Day - Human Chain	01/12/2018	01/12/2018	1500
International Day of Yoga	21/06/2018	21/06/2018	300
View File			

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

Rain Water Harvesting: Collection of rain water as well as recharging of existing borewells.
Affixation of Solar panels and LED light to supplement the existing electricity.
Leaf litter from the campus is used for Vermicomposting which ensures Litter free zone
Aligned with Swachh Bharat movement, cleanliness drives are regularly conducted by NSS. Several initiatives undertaken by NSS include cleanliness drive in college campus.
College meets 50kWh of its electricity consumption through the Solar Panel installed in the college premises

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: Academic and Administrative Democracy - Delegation of Powers and Responsibilities - The Committee system. **Objectives:** The objectives of the administrative setup are ? to ensure participation by all the staff in decision making, implementation and evaluation. ? to setup a system of checks and balances to ensure mutual responsibility and accountability. ? to achieve free flow of horizontal and vertical communication on vital matters. ? to update Curricula Courses, syllabi, text books, classroom strategies and systems of evaluation in tune with the changing needs of society, the perceptions of the stake holders and the best practices in Institutions of excellence. ? to accommodate innovative ideas emanating from the staff in various rungs of the academic and administrative hierarchy. ? to frame policies and programmes in advance and monitor their implementation so that the quality of higher education is sustained and enhanced in keeping with the quality culture engendered by the NAAC through its emphasis on the core values of globalization and due concern for local and regional needs and a basic concern for human values, personality development, socialization and humanization. **The context:** In implementing this practice the major challenges faced were ? the migration of staff to government institutions or for research or due to resignations due to marriage, child birth, shifting a family etc., ? the need to orient new staff to the quality culture in the institution. ? the compulsion to cater to students of varying standards of abilities and attainments. ? accommodating the research aspirations of staff and their publication initiatives. ? practical difficulties inevitable in scheduling meetings, especially when there are

external experts. ? Lacunae in obtaining timely nominations of members from national and state level or university bodies. ? Constituting the various committees with due representation for various sections and points of view. ? Accommodating various committee meetings without affecting classwork, lab work, and research activity. The Practice: The modalities of implementation of this committee system and weaving it into academic and administrative setup have a unique J.J. stamp. For example, unlike in many other institutions the Executive Trustee is an academician herself, who has a sound grounding in research and quality administration. The Secretary of the College and the Trustee are present in the Campus all through the working hours and even beyond on working days. This has a salutary effect on both academics and administration within the Campus. The Principal is the ex-officio president of all the committees and brings to bear all his expertise and experience on the effective functioning of the committees, so that the members feel free to express their opinions, discuss them and formulate suitable policies for the implementation of the various decisions taken, in coordination with related committees. Almost every member of the staff is on one committee or the other so that nobody feels left out. The committees are formed every year to accommodate new members in vacancies caused by staff leaving the institution. The IQAC, and the College Council coordinate the functioning of the various committees, review the decisions taken and formulate rules and procedures for putting them to practice. Wherever necessary, the decisions taken in one committee are discussed in related committees before implementation. For example, the Finance Committee has a role to play in all decisions relating to investments in infrastructures, learning resources and the conduct of seminars, symposia etc. Thus the committees function in tandem to implement constructive Programmes. On the plane of academic planning the various departments function as syllabus framing committees. The views of all the members of the staff and their expertise is reflected in the topics listed and text books recommended. The draft syllabus is placed before the respective Boards of Studies for fine tuning, finalization and approval. Along with the syllabus content the Boards of Studies also recommend the skeleton of the question paper, review question banks if any, recommend the distribution of theory and practical papers and pass a tentative list of paper setters and evaluators. These documents are placed before the Academic Council for its approval and finally passed in the Governing Body. This process ensures free and easy flow of ideas and facilitates constructive discussions, revision and updation. The practising teacher feels that he has had a share in finalizing the syllabus and so is more ready to plan teaching strategies that would fulfil the objectives of the syllabus and ensure the achievement of the expected outcomes. In the system of evaluation the CoE's Office and the examination committee coordinate the process. The implementation of the CIA is according to the dates stipulated in the academic calendar for the semester. The departments can have a fair degree of autonomy in the tasks set for assignments, test papers, projects, student-seminars etc. Similarly the individual teacher has a freedom of choice in allotting topics according to aptitudes, interests and abilities of the students. This leads to greater accountability. Students too feel they are safe and have ample chances to improve their grades. The Mid-Semester and End-Semester examinations are centralized and the departments take turns to serve as Chief Superintendents. In central valuation too this practice is followed so that all Heads get a chance to serve as camp officers. The results are finally passed by the examination committee and the College council. Similarly there is a transparent system, for revaluations and instant examinations. The staff have a say in all stages of the examination of the examination process from the choice of dates, approving the timetable, reviewing question papers after exams are over etc. This gives everyone a sense of participation and responsibility. In infrastructure development, the conduct of Seminars, Symposia etc., and in all aspects of Campus life, this spirit of participatory governance is

followed. There is due representation for alumni and civil society in academic bodies and the feedback obtained from all stake holders is given due importance in the planning and implementation of quality initiatives. This ensures team spirit and comraderie among staff. Evidence of Success: The success of this initiative is revealed in the healthy peer group relationships that characterize the Campus. The relationship with the stake holders is also healthy and constructive. The College is very popular in the area and its Programmes that are responsive to local demands without losing sight of global standards attract students from all over the district and even other states and overseas. This is reflected in the steady growth in student strength during the past five years. The participatory system of academic and administrative governance imparts to our staff. The capacity to be team leaders and when they take up responsibilities in other institutions and civic life, their performance receives appreciation everywhere. The efficacy of this system is also seen in the positive feedback received from all stakeholders. The results in End-Semester examination and student performance in CIA is also encouraging. There have been no grievances about the CIA or final evaluation. This shows how the system is efficient, transparent and elastic. Problems encountered and resources required: Practically there were no insuperable problems faced in implementing this practice, but for minor hitches in arranging the meetings of the committees without clashing with classwork getting nominations from external agencies at the national and state level also required one or two reminders. The practice does not require much financial resources. Orienting new staff to become eloquent participants also gave a few initial hiccups. (Minutes of various committee meetings) 2. Title: Sustained Efforts to Upgrade the Teaching-Learning Process through programmes aimed at the enhancement of the skills of both teachers and students (training in use of ICT tools, new presentation skills and efforts at peer teaching, team teaching etc.,) Objectives: ? Train teachers in effective Teaching-Learning strategies. ? To enhance the domain knowledge of teachers to enable them to cope with latest trends. ? To hone teaching strategies to achieve a higher degree of interaction between the teachers and the taught. ? Familiarize teachers to the strategies of micro teaching, programmed teaching, team teaching and such interactive methodologies. ? To achieve learner motivation towards particular Courses and Topics. ? To enable learners to learn by doing and self-effort. ? To introduce learners to the protocols of e-learning. ? To enable advanced faster learners to attempt higher tasks. ? To use better learners as a resource to accelerate the pace of learning by the slower ones. ? To build up a closer rapport among teachers and students. ? To use senior faculty as mentors, to enable beginners to see their strength and weaknesses as practising teachers ? To enable slower learners to improve their skills through analytic and remedial work and a more elastic schedule of assignments, test papers etc. The Context: In the present higher education scenario one is faced with a spurt in the number of students seeking admission to various Programmes of study. These students show a bewildering variety in socio-economic profile. Though they possess the requisite entry qualification on paper, their entry behaviour vis-à-vis study and communication skills does not meet expected standards. As a corollary we have faster learners who are demanding in their expectations

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://jjc.kvet.in/naac_bestpractices.php

7.3 – Institutional Distinctiveness

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

Our Mission envisages the empowerment of rural youth and orienting them to the

task of nation building. In other words, our sole objective is to reach the unreached. In this we are greatly helped by our location amidst a cluster of villages. The College is located on the outskirts of Pudukkottai on the Thanjavur-Madurai highway about 6 kms from the town. The town itself is an erstwhile princely state. It had three Government Colleges when our College was established in January 1994. The main objective of the KarpagaVinayaga Educational Trust is to offer quality education in thrust areas at affordable cost. We were the first Self-Financing Arts and Science College in the District, the first to opt for accreditation by NAAC and later for autonomous status. We started with innovative Programmes like Biotechnology, Microbiology, Biochemistry, Catering Science, Visual Communication, Business Administration, Computer Science, Information Technology and Computer Applications. The pace at which the institution has grown from UG to PG and then research levels and the manner in which some Programmes were opened (often PG Programmes preceding the corresponding UG ones as in English and Biotechnology) and the conversion of some Programmes, the closure of some and the opening of others show our adaptability to the changing needs of society and our eagerness to reach the unreached not only among students but also among Courses and Programmes.

Student Profile: Our student profile down the years reflects this eagerness on our part to accommodate the marginalized sections of society. All through we have had a greater number of girl students and lady staff members than boys and men. Among the students the majority belong to the rural areas and the socially and economically weaker sections in society. The Management offers liberal fee concessions to the deserving poor.

Programme Profile: As already pointed out we started with inter-disciplinary/multi-disciplinary Programmes and then branched off to more specialized areas (like Gene Technology, Environmental Science, Industrial Electronics, Social Work and Organic Chemistry) and then switched over to Conventional UG Programmes like those in Chemistry, Physics, Botany, English, Tamil, Mathematics and Physical Education, motivated by our desire to accommodate rural folk and their demands for Courses in Pure Science as against the specialized and applied Courses. However, through our carefully chosen major based, skill based electives and inter-disciplinary courses, we take our learners to the portals of specialization and employability. The number of research departments has also increased in response to demand from the student community.

Teaching Methodologies: The Teaching-Learning process is learner-centred and skill-oriented. Our students learn through practice and teachers function as trainers and facilitators. The tasks assigned are learner-specific or group-specific, though the syllabus is same and the target outcomes are common. The teaching methodology provides for well-graded assignments and test papers in sequential progression. The learner has the option to proceed at his own pace and hustling is avoided very scrupulously. The slower learner is given extra attention through a larger number of assignments and tutorials the advanced learner is given assignments demanding the higher-order skills of analysis, synthesis, logical reasoning and critical acumen. This gives all students a sense of meaningful participation in the academic process. Teaching is enriched with the use of ICT tools and lab-exposure. Club activities, seminars, and symposia etc., supplement class room-teaching.

Evaluation Procedures: The evaluation procedures are objective and outcome-oriented. Mere mugging-up of learning materials is not encouraged. The tasks set in both CIA and End Semester Examinations are oriented to Bloom's Taxonomy of learning skills. The testing items ensure proper testing of content knowledge and application-skills.

Extracurricular and Extension activities: We are always aware that the true aim of education is to rear good citizens and fine human beings. So we give ample scope for co-curricular, extracurricular and social out-reach activities. Part-V of the UG Curriculum makes it mandatory for students to participate in community social service. This gives students a chance to interact with local society, understand their problems and help in arriving at solutions to them. They also develop an attitude of involvement

with society. Thus their Intelligence Quotient and Emotional Quotient are equally well-nourished and they go out as complete men and women capable of taking up various roles in society with a spirit of participation. Campus life is incomplete without participation in sports and games and cultural activities. We identify special talents in our students and nourish them through practice-sessions, competitions on days of national importance and deputation to inter-collegiate, university, state-level and national-level competitions. Many of them bring laurels to the Institution. Thus we can look back with satisfaction on our record in reaching the unreached through inclusive education. But it is not for us to rest on our oars. The voyage towards the ideal is never conclusive and we have to forge ahead.

Provide the weblink of the institution

http://jjc.kvet.in/naac_institutional_distinctiveness.php

8.Future Plans of Actions for Next Academic Year

Proposed to prepare SSR for NAAC Fourth Cycle as per the NAAC Revised Guidelines for Assessment and Accreditation process. Plan to conduct Online Feedback Mechanism. Proposed to send proposal for DBT STAR College Scheme to DBT, New Delhi. Start more number of Value added courses in all Departments. Encourage students and faculty members to enroll in SWAYAM MOOCS Online courses conducted by UGC, NPTEL, AICTE etc. Publish more number of research articles in UGC-CARE list Journals. Plan to organize Capability Enhancement programmes and coaching classes for competitive exams to students. The College Research Advisory Committee has been directed to encourage faculty to participate in collaborative research activities, research publications, M.Phil and Ph.D. Research Supervision. Proposed to start new programme B.A.Tamil from 2019-2020 Academic year onwards. Plan to conduct Academic and Administrative Audit Proposed to conduct more number of Faculty Orientation Programmes . All eligible departments are to be upgraded as recognized research centres and more faculty to become recognized research guides so that more faculties will be able to qualify themselves with doctoral degree. The college management has proposed awarding incentives to faculty for sending proposal for minor and major research projects, financial assistance for conducting conferences, workshops etc. Plan to conduct online examination as examination reforms.