



Yearly Status Report - 2019-2020

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.pkdt@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.	9791886609				
Registered Email	jjcollege.pdkt@gmail.com				
Alternate Email	pjjeewanmicro@gmail.com				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	http://jjc.kvet.in/NAAC/AOAR_Reports/AOAR_Report_18-19.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_2020.pdf				
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	82.05	2003	21-Mar-2003	20-Mar-2010
2	A	3.20	2009	15-Jun-2009	14-Jun-2014
3	A	3.10	2015	03-Mar-2015	02-Mar-2020
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
Orientation Programme on NAAC for Faculty Members	07-Jun-2019 1	50
Academic and Administrative Audit	20-Feb-2020 2	194
Feedback from Stakeholders	04-Jan-2020 4	1500

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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	2020 0	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

8

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Conduct of Academic and Administrative Audit

Feedback on Curriculum from Stakeholders

Participation in NIRF 2020

Preparation of Self-Study Report for NAAC Fourth Cycle

NAAC Orientation Programme for Faculty Members

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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
NAAC Orientation Programme for Faculty Members	Oneday ColloquiumcumWorkshop on Innovative Curriculum Design Effective Teaching, Learning and Evaluation in HEIs was conducted on 07.06.2019
Internal Faculty Development Programme	The Departments were divided into four groups A.B.C & D. Every Saturday FDP was organized for 3 hours between 9.30 a.m. to 1.00 p.m.
NAAC Orientation Programme for Faculty Members	Workshop on Preparation of SSR - Curricular Aspects was conducted on 15.06.2019
AISHE 2019-2020 - DCF Submission	AISHE-DCF and TIF was submitted on I 0.01 .2020
Feedback on Curriculum from Stakeholders	Forms fbr Feedback on Curriculum was issued to Students on 23.01 .2020, Teachers on 23.01 .2020, Parents, Alumni & Employers on 05.02.2020, and the responses were collected and consolidated
Feedback on Curriculum Analysis Report and Action Taken Report	Department wise feedback analysis and action taken report collected on 17.03.2020
Academic and Administrative Audit	AAA was conducted on20.02.2020 & 21.02.2020.
NAAC Orientation Programme for faculty members	Conducted on 24.12.2019 Number of Beneficiaries - 1 60
Capacity Building Programme for Students	Employability Skill I Development Programme was conducted to students on the following Dates: 1 6.08.20 1 9 -1 0.03.2020, 22.01 .2020 - I r.03.2020,24.0 1.2020 * 06.03.2020 Beneficiaries - 384 (10 Batches)
NIRF RANKING - 2020	Institutional Data for NIRF-DCS submitted on 05. I 0.201 9

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	04-Feb-2021
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	10-Jan-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, INFLIBNET. 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 generated by the computer. This is perceived as a highly student friendly practice. Question papers are printed</p>

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	USMT	Mathematics	23/03/2019
BA	UABA	English	30/03/2019
MSc	PSBT	Biotechnology	29/03/2019
MSc	PSMB	Microbiology	30/03/2019
MBA	PABA	Business Administration	30/03/2019
MCom	PACM	Commerce with CA	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	Mushroom technology and VAddition - U6R1BTSBE3	29/03/2019
BSc	Microbiology	30/03/2019	Medical Lab Technology - U51MBSBE2	30/03/2019
BSc	Botany	30/03/2019	Vermi-technology U5R1BOIDC1	30/03/2019
BSc	Biochemistry	30/03/2019	ANALYTICAL BIOCHEMISTRY - P1R1BCCC2	30/03/2019
BSc	Information	16/03/2019	Cloud	16/03/2019

[View File](#)**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA	Python Programming/Computer Applications	16/03/2019
BSc	Numerical Methods/Mathematics	23/03/2019
BSc	Hospital Management /Hospital Management	30/03/2019
BSc	Medical Lab Technology/Microbiology	30/03/2019
BA	Tamil	01/06/2019

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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
BSc	Biotechnology	29/03/2019
BA	Tamil	01/06/2019
BSc	Microbiology	30/03/2019
BSc	Biochemistry	30/03/2019
BSc	Mathematics	23/03/2019

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
Mushroom Cultivation Technology	07/12/2019	29
Medical Lab Technology	07/12/2019	23
Herbal Technology	07/12/2020	30
Fashion Jewellery Making	08/08/2019	113

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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	69
BHM	Hotel Management and Catering Science	55
MSc	Biotechnology	22

MSc	Microbiology	18
MSc	Physics	27
MSc	Chemistry	20
MSc	Computer Science	31
MSc	Information Technology	23
MBA	Business Administration	47
MCom	Commerce with CA	23
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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 teambuilding, 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
BSc	BIOTECHNOLOGY	90	110	90
BSc	MICROBIOLOGY	54	61	54
BSc	BIOCHEMISTRY	40	41	33
BSc	BOTANY	44	55	44
BSc	PHYSICS	93	116	92
BSc	CHEMISTRY	88	103	87
BSc	MATHEMATICS	120	128	105
BSc	COMPUTER SCIENCE	260	265	224
BCA	COMPUTER APPLICATIONS	187	213	187
BBA	BUSINESS ADMINISTRATION	117	131	117

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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
2019	4755	645	124	70	194

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	Number of smart classrooms	E-resources and techniques used
194	194	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 atleast 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 expose 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
5488	194	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
194	194	39	39	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 examination
MSc	PSPH	NOVEMBER/ 2019	23/11/2019	30/11/2019
MSc	PSBO	NOVEMBER/ 2019	23/11/2019	30/11/2019
MSc	PSBC	NOVEMBER/ 2019	23/11/2019	30/11/2019
MSc	PSMB	NOVEMBER/ 2019	23/11/2019	30/11/2019
MSc	PSBT	NOVEMBER/ 2019	23/11/2019	30/11/2019
BSc	USBT	NOVEMBER/ 2019	23/11/2019	30/11/2019
BSc	USMB	NOVEMBER/ 2019	23/11/2019	30/11/2019

BSc	USBC	NOVEMBER/2019	23/11/2019	30/11/2019
BSc	USBO	NOVEMBER/2019	23/11/2019	30/11/2019
BSc	USPH	NOVEMBER/2018	23/11/2019	30/11/2019
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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	5028	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	67	67	100
USMB	BSc	MICROBIOLOGY	41	41	100
USBC	BSc	BIOCHEMISTRY	12	12	100
USPH	BSc	PHYSICS	88	88	100
USCH	BSc	CHEMISTRY	69	69	100
PSBT	MSc	BIOTECHNOLOGY	22	22	100
PSMB	MSc	MICROBIOLOGY	18	18	100
PSMT	MSc	MATHEMATICS	48	48	100
PSPH	MSc	PHYSICS	27	27	100
PSCA	MCA	CHEMISTRY	55	55	100

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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/downloads/STUDENTS%20FEEDBACK%20ON%20OVERALL%20INSTITUTIONAL%20PERFORMANCE%202018-2021%20BATCH.pdf>

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 . P . Jeevan

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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
Nill	0	NIL	0	0
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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
Research Methodology and Data Analysis using SPSS and Amos	Commerce	30/01/2020
Employment opportunities overseas for Hotel management students	Hotel Management and Catering Science	20/02/2020
Experimental Animal's mode : care, Maintenance Animal Handling	Biochemistry	20/02/2020
Green Computing	Information Technology	07/09/2020
Web Programming using Python	Computer Applications	31/07/2020
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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
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NIL	NIL	NIL	Nil	NIL
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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
E - Cell	Entrepreneurial Cell	Management	Fashion Jewellery Making	Entrepreneurship	06/06/2019
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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
Biotechnology	2
Microbiology	3
Commerce	2
Computer Science	6
Physics	1
Management	4

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	1	3.2
International	Botany	1	0.6
International	Mathematics	5	3.3
International	Computer Science	10	5.5
International	Commerce with CA	15	5.97
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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
Information Technology	1
Microbiology	1
Biotechnology	1
English	6
Botany	2
Tamil	2
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Morphology, Bandgap and Grain	Published	321095	23/09/2019

size tailoring in
CU2O thin film by
modified chemical
bath deposition
technique and
methods employed
thereof

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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
On Double Fuzzy M-Continuous Functions	Dr.O. Uma Maheswari	AIP Conference Proceedings	2019	4	J. J. College of Arts and Science (Autonomous), Pudukkottai - 622422, Tamil Nadu, India	4
An $(1, k)$ - fuzzy M closed and $(1, k)$ -generalized fuzzy M-closed sets in double fuzzy topological spaces	Dr.O. Uma Maheswari	Malaya journal of Matematik,	2019	7	Post Graduate and Research Department of Mathematics, J. J. College of Arts and Science (Autonomous), Pudukkottai - 622422, Tamil Nadu, India	7

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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
An $(1, k)$ - fuzzy M closed and $(1, k)$ -generalize	Dr.O. Uma Maheswari	Malaya journal of Matematik,	2019	Nil	7	Post Graduate and Research Department

d fuzzy M-closed sets in double fuzzy topological spaces						of Mathematics, J. College of Arts and Science (Autonomous), Pudukkottai - 622422, Tamil Nadu, India
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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	5	2	3	Nil
Presented papers	4	2	Nil	Nil
Resource persons	2	1	7	4

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	0

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	0	0

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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
Railway Level Crossing Awareness Programme	NSS and Railway Police, Karaikudi	5	300
Ragging Eradication Awareness Camp	NSS and Manohar, Inspector of Police, Thirumayam	5	500

World Aids Day - Tree Planting Day	NSS and Vidhaikalam Trust	5	125
Blood Donation Camp	NSS, RRC, YRC and Primary Health Centre, Kadiyapatti	5	78
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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
NIL	NIL	NIL	Nil
View File			

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
Government Blood Bank	NSS, YRC and RRC	Blood Donation	5	78
Government	NSS	Railway Level Crossing Awareness Programme	8	300
World Aids Day	NSS	Tree Planting Programme	5	125
Science Awareness	NSS	Health Awareness Programme	3	80
Government	NSS	Kavalan SOS App Awareness Programme	10	750
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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
Students Project	Venkatesh.T	Own	90
Software Applications Practical	Final Year BCA and Computer Science Students	Management	120
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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	Duration From	Duration To	Participant
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		with contact details			
Industrial Exposure Training	Internship	Hotel Industries	19/11/2019	02/01/2020	98
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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
PACE Academy, Trichy	01/06/2019	Software Applications Practical	176
Trichy Institute of Regenerative, Medicine	28/06/2019	Projects, Training, Stem Cell Research Training	1
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
150	12347847

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIRMALS (Network Information Resource Management of Academic Library Systems)	Fully	Nirmals {10}. {1.00}	2002

4.2.2 – Library Services

Library	Existing	Newly Added	Total
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Service Type						
Text Books	993	313104	624	174592	1617	487696
Reference Books	47	45680	51	45750	98	91430
Journals	34	39535	34	35750	68	75285
e-Journals	200	19470	200	19470	400	38940
View File						

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
Dr.G.Manigandan	Cells of Immune System	Multimedia Tools	17/08/2020
Dr.M.Poornima	Genetic Code	Multimedia Tools	07/08/2020
Dr.S.Kanitha	Cell Wall	Multimedia Tools	01/08/2020
Dr.R.Manimaran	JAVA	Multimedia Tools	01/08/2020
Dr.S.J.Sathish Aaron Joseph	Software Engineering	Multimeida Tools	14/08/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	340	5	1	0	0	20	17	70	0
Added	20	0	0	0	0	0	0	0	0
Total	360	5	1	0	0	20	17	70	0

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

70 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
Media Centre	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

1	6414403	1	3043491
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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 checkups 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 back 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 roster 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://jic.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	Students Scholarship	541	3131000
Financial Support from Other Sources			

a) National	SC/ST (Adi dravidar Tribal Welfare)and Backward Classes Welfare	499	1757240
b) International	0	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
Workshop on Life Skills (Yoga, Physical Fitness and Health and Hygiene)	05/03/2020	550	Department of P
READ (Employabiity Skill Development Programme)	16/08/2019	384	Redington @CSR Thanjavur, Thanjavur
Bridge Course	25/06/2019	1702	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 passedin the comp. exam	Number of studentsp placed
2019	READ (Empl oyabiity Skill Development Programme)	Nil	384	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
6	6	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.Sc.	Biotechnol ogy	Alagappa University, Karaikudi	M.Sc. Biot echnology
2020	18	B.Sc.	Microbiology	J.J.College of Arts and Science, Pudukkottai	M.Sc. Microbiology
2020	3	B.Sc.	Botany	H.H. The Raja's College, Pudukkottai	M.Sc. Botany
2020	1	B.Sc.	Physics	S.R.M University, Chennai	M.Sc.Physics
2020	1	B.Sc.	Computer Science	Bishop Heber College, Trichy	M.Sc.Compu ter Science
2020	1	M.Sc.	Microbiology	Bharathida san University, Trichy	Ph.D.Micro biology

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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
Civil Services	1
Any Other	1

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

Activity	Level	Number of Participants
Womens Day Celebrations	College	800
Sports Day Celebrations	College	950
Synergia (Inter- Collegiate Competition)	State	245
CAIT (Inter-Collegiate Competitions)	State	80
Biospark (Inter- Collegiate Competition)	State	231
Micromiracle	Regional	108

(Intercollegiate
Competition)

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Bronze Medal	National	1	Nil	U17IT2043	Mr.S.Sat heeswarn

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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 Monitoring 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:

1350

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

420000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association Meeting was held on 10.01.2020. 965 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
<p>Industry Interaction / Collaboration</p>	<p>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</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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.</p>
<p>Human Resource Management</p>	<p>The three R's of HRM -Recruitment Reward and Retention are given due attention. Staff are recruited througha 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.</p>

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
<p>Planning and Development</p>	<p>The blueprints of plans are circulated through What's App first to the HoD's and through them to the faculty. They air their views in return. The opinion of stakeholders is obtained through e-mail, and after brainstorming sessions, plans are finalized and budgetary estimates arrived at. This cooperative effort facilitates institutional development.</p>
<p>Student Admission and Support</p>	<p>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</p>

	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 candidates 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.
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 email. The staff have the freedom to express their opinions through similar channels. This facilitates smooth hassle-free administration.
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.

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
2019	Dr. L. Leo	Study on	NIL	500

	Franklin	Implications of GST In India		
2019	N.Sreevidhya	Innovation Emerging Trends in Global Business - Opportunities and Challenges	NIL	500
2019	Dr. M. Arumugam	Computational Studies and Molecular Docking	NIL	500
2019	Mr.P.Palaniapan	9th International Conference of LASA India on Laboratory Animals in Biomedical Research - The way Forward.	NIL	1000
2019	Dr. R. Ramesh	Pre-conference workshop Establishing Indian College of Laboratory Animal Medicine (ICLAM): A specialty program of LASA India.	NIL	500
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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)
2020	Teacher and Metacognition	NIL	24/07/2020	24/07/2020	120	Nil
2020	Imperative of Skill Embedded Degree Programmes	Nil	24/07/2020	24/07/2020	120	Nil
View File						

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
UGC-Sponsored Professional Development Workshop for IQAC Co-ordinators and Academic Administrators on Quality Assurance and Sustenance in Higher Education Institutions	1	22/02/2020	23/02/2020	2
International Level Faculty Development Program on New Paradigms of Teaching	1	22/05/2020	29/05/2020	8
A National Level one week FDP on SCILAB- An open source substitute for MATLAB	1	25/05/2020	30/05/2020	6
Inayavali Kalvi-Tamil Illakkanam Karpithal Nutppangal	1	18/05/2020	24/12/2020	7
Research Methodologies For Social Science	1	06/04/2020	12/04/2020	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	6	6

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 PG Students, Freeships to deserved sports students, Group

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)

Parent Teacher Meetings are organized at the Department Level, every semester, where in the academic performance of their respective wards are shared. Feedback from parents on the Quality of Teaching, Facilities and Services provided are sought from them which enable the Departments to improve the teaching Learning Process. Parents are informed about the wards' attendance through phone call and what on a daily basis. Feedbacks from parents are analyzed and Consolidated and immediate steps are taken.

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

Awareness programme on Dengue Introduction to SWAYAM MOOCs Courses Laboratory Safety Measure Protocols, Lab Maintenance and Stock Checking and Lab Maintenance standard operating procedure were the three programmes conducted .

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

Participation in NIRF Conduct of Academic and Administrative Audit OutcomeBased 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
2019	One-day Colloquium-cum-Workshop on Innovative Curriculum Design - Effective Teaching, Learning and Evaluation in HEIs	04/06/2020	07/06/2020	07/06/2020	40
2019	Workshop on Preparation of SSR - Curricular Aspects was conducted on 15.06.2019	07/06/2020	15/06/2020	15/06/2020	40
2020	Academic and Administrative Audit	05/12/2020	20/02/2020	21/02/2020	194

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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	10/03/2020	10/03/2020	1200	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	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Provision for lift	Yes	2

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
2020	1	1	26/03/2020	1	Free Distribution of Hand Sanitizers to Police Officials	Safety precaution from Covid 19	25

No file uploaded.

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Hand Book	10/07/2019	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
Ragging Eradication Awareness Programme	10/06/2020	10/06/2020	500
World AIDS Day - Plantation of Saplings	14/07/2020	14/07/2020	125
Awareness Programme on Kavalan SOS App	15/09/2020	15/12/2020	750
Level Crossing Awareness Program	20/08/2020	20/12/2020	300
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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.
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

1. Title: Academic and Administrative Democracy - Delegation of Powers and Responsibilities - The Committee system. 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, teamteaching etc.,)

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/downloads/Best%20Practices.pdf>

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

Provide the weblink of the institution

<http://jjc.kvet.in/downloads/Unique%20Practices.pdf>

8.Future Plans of Actions for Next Academic Year

To introduce more Add- on programmes to improve skill development, Employability and Entrepreneurship. It is planned to train faculty members in Learning management system and Evaluation with online teaching methods. Proposed to Conduct Capacity Building Programmes for Faculty Members, Non Teaching Staff and Students. To provide training for faculty members to prepare e-content materials. Plan to start Incubation centre and start ups. Proposed to have more number of Collaborations and MoU to inculcate research ambience. Faculty members are encouraged to publish research articles in UGC CARE List Journals. To introduce Internship/Field Projects in Undergraduates and Post Graduate programmes. Online Feedback mechanism from Stakeholders