



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**MARUDHAR KESARI JAIN COLLEGE FOR WOMEN**

**MARUDHAR NAGAR, CHINNAKALLUPALLI, VANIAMBADI, VELLORE  
DISTRICT.**

**635751**

**[www.mkjc.in](http://www.mkjc.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

A society will be on the right path to progress only if it fosters a nurturing care to liberate its women from the traditional slavery and ignorance. This nurturing care cannot come through mere education producing graduates, but through 'educare'- education with carefully added value inputs that truly emancipate and empower womanhood.

The Jain community leaders in this region got inspired by the above-said ideas, when the Jain Gurujis Sri Roop Muniji Maharaj and Sri Sukan Muniji Maharaj happened to pass through this place (Vaniyambadi) on the Padayatra mission in the year 1989, the idea of starting this Marudhar Kesari Jain College for Women was conceived. Nine members of the Jain community who were ardent disciples of the Gurujis formed a Trust in the year 1991 named after their Paramacharya, Shri Marudhar Kesari. The concern of the Trust to embark on Right faith, Right knowledge and Right conduct to blossom and enlighten the women population through right educare. The dedication of the members of the Jain Trust open the gates to the girls in this backward region, had remained a mere dream of higher education.

The birth of this college in **1994** has without doubt, altered the social landscape of this region evoking a great deal of public interest and enthusiasm, from all the sections of the society irrespective of religion, caste, creed or colour.

MKJC is **Permanently Affiliated** to Thiruvalluvar University, approved by Government of Tamilnadu and an ISO 9001:2015 certified institution. The motto is "**Empowerment Excellence**". The college was started with just 4 courses and 146 students have grown geometrically to the level of offering **15 UG, 11 PG, 6 M.Phil and 1 Ph.D** Programmes. Currently **2669 students** are studying in this college.

### Location

MKJC is located in a sprawling campus of **24.35 acres** in Chinnakallupalli on the Vaniyambadi-Tirupattur trunk road in Vellore District. The management is greatly indebted to Mrs. Madi Devi Nemichand for the munificent donation of 24.35 acres of land to build an educational institution for the enlistment of the rural women folk.

### Vision

Marudhar Kesari Jain College for Women strives to empower the students, especially those from inclusive society with **RIGHT KNOWLEDGE** and make them self-sufficient to develop Holistic personality and Excellence in their walks of life, thereby contributing for Rural Societal Development.

### Mission

1. To develop MKJC into a campus of Academic Excellence.
2. To strive for continuous improvement.

3. To develop Women Entrepreneurship.
4. To develop the students acquire traits that helps them to face the challenges of the Global Competition.
5. To aim for upliftment of inclusive society and rural development.

## Objectives

1. To provide opportunities of education and skills through varied branches of knowledge of Arts, Science and Commerce.
2. To enhance employability of the students through innovative educational environment.
3. To enable students to develop a sense of culture and morality and develop a spirit of social commitment.
4. To give edge to the global competence of the students through well equipped infrastructure and Activity Based Learning.
5. To encourage students to exhibit their artistic talents and skills through extra-curricular activities.

## Quality Policy

For us at MKJC

Quality is the Mantra, The driving force

To develop our latent talents

Quality is a continuum

A way of life, a culture, an endless march

Ensuring utmost satisfaction

Especially to the stakeholders and the taught

Guided by a

## Quality Management System

## Institution's Philosophy

- Right Faith, Right knowledge and Right Conduct.
- Strong values enriched with strong morals and sound character.
- Upliftment of rural women-empowerment through education.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

Marudhar Kesari Jain College for Women is **Permanently Affiliated** to Thiruvalluvar University.

MKJC sustains the **quality of BSI**.

The College introduces new programmes and in addition value added courses are offered. It has the potential for offering new programmes in the years to come.

MKJC is acting as the **study center** for Mother Teresa Women's University, Tamilnadu Physical Education and Sports University and ICSI.

Teachers students ratio is 1:15.

MKJC follows teaching methodologies such as chalk&talk, assignment, group discussion, demonstration, laboratory experiments, new teaching methods like recorded video, online teaching and E-learning.

Consistently Students Secure **High Number of University Ranks** every year.

Organizing Seminars/Workshops/Symposium and International/National/State level Conferences with ISSN/ISBN Publications.

MKJC has alliance with the OPAC, WENZHOU University, ICT Academy, Oracle, Inplibnet, NPTEL, DELNET, British Council Library, Rajasthan Youth Association, Shree Jain Shayak Samiti and Shree Mahila Jain Shayak Samiti.

MKJC has tie up and MoU's with ICICI Lombard for students group insurance and acts as an exam center for TNPSC exams, NEET, JEE, GATE and IBPS exams by having MoU with TCS.

MKJC has the adequate infrastructure which comprises of two academic blocks with capacious classrooms, high configured computer laboratories with internet facilities, language lab facilities, well-equipped & spacious science laboratories, spacious library, well furnished Auditorium, air conditioned seminar halls, two play grounds with seating gallery, containing separate basketball & volleyball court, well maintained hostel, hygienic mess, canteen, administrative block, ATM facilities, and operates 39 college buses .

Affords fee concession for Poor, Sports and PWD Students and helps the students to get Scholarships and Endowment funds.

The college has various committees, associations and clubs for the welfare of the students.

Students and Staff exhibit their talents in college in-house journal '**Marudharvani**' and Magazine '**Amrutvani**'.

Every year inter-collegiate cultural meet is conducted.

E-Governance, well defined roles of HR, IQAC initiatives are significant.

MKJC offers **Yoga practice** for spiritual growth in students, organizing free Medical Camps for the Public welfare and offers Employment opportunities to local Community.

MKJC is full of **pollution free campus**, maintaining herbal garden, green practice and ethical value based orientation with a missionary strength.

### **Institutional Weakness**

- Marudhar Kesari Jain College for Women is geographically situated in a rural area and most of the students hail from rural and tribal backgrounds.
- Lack of fund from UGC and other Agencies.
- Limited number of academic linkages with state/national level research institutions.
- After graduation, precedence is given to family way of life, students pursuing post graduation and research are less in number.
- No flexibility for designing curriculum.

### **Institutional Opportunity**

- By having enthusiastic, supportive and dynamic board of trust, every year this college has the opportunity for starting new innovative courses in thirist areas in emerging areas of interest.
- We proud to say, most of the first generation learners are in and around area, willing to join in our college because of our State of Art, Innovative Teaching Methods and keen monitoring the students.
- We applied for 12B and 2f status. More possibilities to get the same.
- Feasibility to start incubation center in our college.
- Providing more prospects for research, consultancy and placement.
- Establishing more collaboration and linkage with industries and academic institutions among various countries.
- Competent with International quality.

### **Institutional Challenge**

- Number of arts and science colleges are more in this location.
- Funds from UGC and other funding agencies for major and minor research projects.
- MNC and other Industrial relationships are limited. They are not given the preference to the rural area institutions.
- Less number of students is going for higher education due to their family background.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Our Institution is rendering excellent service in preparing and empowering the rural women to meet the global challenges. The pride and dignified college has been affiliated to Thiruvalluvar University, Vellore which offers 15 UG, 11 PG, 6 M.Phil and 1 Ph.D programmes. The curriculum of the Institution has been designed by the affiliating University. At present the college has 2669 students and 182 faculty members. The Institution follows the semester pattern for all the programmes. Choice Based Credit System (CBCS) is followed since 2008 - 2009; this provides wide scope for choice of subjects.

The Vision and Mission of the institution tune with the needs of the society. The college has Mother Teresa Women's University, Kodaikanal, study centre at our Campus. It offers 4 UG and 4 PG courses, 5 diploma courses, along with 4 PG diploma courses and 7 certificate courses. The only one college in Vellore District

offers Tamil Nadu Physical Education and Sports University study centre in our Campus which offers 13 UG courses, 25 PG courses, 29 diploma courses ,35 PG diploma courses and 21 certificate courses, and Through Institute of Company Secretaries of India(ICSI) study centre, we offer CS- professional degree which provides provision for dual/twinning degree.

The curriculum permits the students to have an academic flexibility both horizontally and vertically. Lateral entry provision for MCA is permitted by our Thiruvalluvar University. Every programme offered in the college has adopted ICT enabled teaching equipped with LCD projectors and internet facilities. E-learning through ICT is also made available. In addition to the regular syllabus, we offer add-on courses for the students to develop their knowledge to face competitive environment. To overcome today's competitive world we take the students to industrial visit, internship programme and Bank Training etc. Any accreditation and modification, enhancement and change of the newly designed curriculum will be informed to the representative of the Board of Studies/Academic Council for updating.

The College is an ISO (9001:2015) Certified Institution and has IQAC for quality sustenance and quality enhancement towards the improvement of curriculum.

### **Teaching-learning and Evaluation**

Bridge courses are conducted for the first year students to improve their communication skill and knowledge. The tutor incharge, identifies the slow learners and advanced learners. Special remedial classes are arranged for slow learners. The advanced learners were given seminars and assignments in the classes on typical topics. Soft skill and value added courses are given to all the students. The management helps the economically weaker students by giving fees concession and help them in all level of their further studies. To explore the participative learning we have a college magazine AMRUTVANI which includes literary, social, scientific and cultural activity of the students and faculties. Several clubs are formed. Inter college cultural meet "Artsmart" is organized annually.

The institution encourages the faculty to adopt innovative teaching approaches like ICT enabled teaching, inviting experts to give training on latest technologies. Project-based learning and experimental learning like field work, visit to industries and guest lectures are organized on regular basis. Faculties participate in various enrichment programmes in our college and other institutes. Students are analyzed through assignments and test. They are encouraged to participate in Extra-curricular activities such as Inter departmental quiz programmes, seminars, debates and discussion, literary competition, cultural events and Annual sports meet. The institution is keen on monitoring the performance of the students and reports to the Parents. Parents – teachers meeting are conducted to communicate the overall performance of the students regarding their Examination marks. As part of internal examinations CIA, MID and MODEL examinations are conducted. The calendar is well planned in advance. It provides the information of the courses for the semester, admission process, important events of academic year, dates of commencement of examinations, list of holidays, and the total number of working days etc. The attainment of POs, PSOs and COs is monitored and systematically analysed during the Formative and Summative Assessments. Feedbacks from the students are also obtained after the completion of the course and analysed. The Institution has excellent record of 258 University ranks and 44 Gold medals.

### **Research, Innovations and Extension**

Research plays a vital role for the development of any Academic Institution. Our institution constantly

encourages research activities in all the disciplines. College constitutes Research Promotion Wing to enhance the research activities among the students and staff members. Departmental Research Committee was formed with subject experts to provide guidance to the students

The college offers six M.Phil Programme (Commerce, English, Mathematics, Computer Science, Bio-chemistry and Bio-Technology) and one Ph.D. Programme in Commerce. The college has the proposal to start M.Phil in Physics and Ph.D in Biotechnology from Academic Year 2019-20.

Research Promotion Wing of the college organizes the programmes which foster the research thought towards the students and staff. There are 26 M.Phil Research Guides and 2 Ph.D Research guides in the institution. Some more staff members are eligible to guide research programmes who are awaiting for the guide ship. The staff and students are presenting and publishing more number of papers in National and International Conference / Seminars as well as in leading journals with ISSN/ISBN Number. Our institution published ISSN publication Journals also. More than 400 research articles were published in leading journals in the past five years.

Extension activities are undertaken in our institution regularly inside and outside of the campus for the benefit of the neighbourhood community. Extension activities are carried out through NSS, YRC, RRC, Rotaract, Consumer Club and other Clubs. Our Institution has organized many awareness programmes (Tobacco, AIDS , Helmet , Breast Cancer , Cervical cancer , Cash less transaction , Fire extinguisher , Electoral Voting System etc.) and health camps (Blood donation, Eye check-up, General health check up, Acupuncture, etc.). The students are actively participating in all club activities and social activities. It develops their leadership quality and social responsibility.

Our institution continuously supports various internship programmes, field trips for the benefit of the students. Memorandum of Understanding between National/ International universities, Corporate houses were created to exchange the knowledge among the students and staff. Our institution strives continuously to enhance the research and extension activities to achieve laurels.

### **Infrastructure and Learning Resources**

The state of Art and Learning Resources are the provision of ample physical and academic support. Resource facilities are in this institution to adopt ICT enabled teaching learning process through LCD, Smart class, Interactive videos, Recorded Video Conferencing lectures, Mann ki baat programme also telecasted. Mid semester examination, Model examination, Department activities, competitive examinations are conducted for the benefit of the students. Matches and tournaments by the Universities, academic and public functions etc., has ensured the resourcefulness of the managing systems at the college.

The college has well ventilated classrooms, Labs such as Computer, Language, Food & Nutrition, Chemistry, Bio Chemistry, Bio Technology, Physics and Interior Design and Decor. Sports and Common room, Seminar halls, Ramps, Playground and Garden are well maintained.

The college maintains a good Hostel and Mess with all amenities and star class facilities. Good vegetarian food is provided to the students.

A spacious play ground with indoor and outdoor games facilities provided. Vast playing area nearly 5 Acres is with the square feet of 2, 25,204. Cricket, Throw ball, Shuttle, Badminton, Basketball, Volleyball, Athletics,

Archery, etc., courts are provided. Every day Yoga classes are conducted for all the students inside the campus.

The library is well stocked with books, periodicals and e-resources. The library orients the faculty and students for use of new software's like OPAC and INFLIBNET. The teachers and students have access to free internet facilities. This ensures an ICT enabled campus thus, facilitating the use of ICT among teachers and students. For staff attendance, Biometric is followed.

Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated in the Annual Planning for upgrading, maintaining and utilizing physical, academic and support facilities. CCTV camera is maintained in all the blocks, hostel and library premises of our college. WIFI facility is established in all the blocks of our college. RO plant is installed in our college.

### **Student Support and Progression**

The Institution is committed to the success of students, through students support service. Our Institution is giving sufficient support to all by providing guidance on personal, practical and academic issues.

The students are provided with prospectus of the college and annual calendar. To know more about the Institution students were given information on vision, mission, quality policy and courses offered through website also. The students academic and extracurricular talents were compiled in annual magazine by name "Amrutvani".

The motive of the college is to see the progression of students containing agreed statements of good practice that they should take into consideration so as to improve their own relevant systems. Good number of students are given scholarship through various government, non-governmental schemes and management funds provided by the Institution. The students are encouraged to participate in extracurricular, co-curricular, sports, NSS and several club activities. It makes them to improve their time management skill, leadership quality and also to acquire practical knowledge.

The college enhances the individual student experience by providing professional services which support the holistic development of an individual by enabling all students to achieve their full academic and personal potential. By continuous contacts of the alumni, career opportunities are conveyed. Students have the opportunity to attend a number of guest talks and workshops to develop their employability skill and they have been benefitted by career guidance and placement cell. Our Institution conducts soft-skill development programme, career counseling and personality development sessions for the students. The Institution also enhances the students for career opportunities by improving the quality of an aspirant through higher education.

### **Governance, Leadership and Management**

Marudhar Kesari Jain College for women strives to empower the students, especially those from inclusive society with RIGHT KNOWLEDGE and make them self-sufficient to develop Holistic personality and Excellence in their walks of life, thereby contributing for Rural Societal Development. In our college we have appropriate mission which strive to work for vision.



Our Institution follows Decentralization and Participative Management. Several powers and responsibility are decentralized from Principal to their subordinates. Participative Management is always been a part of our college and all the members of the MKJC family have equal rights in all aspects and their opinions are shared with their Superiors and Subordinates.

- Perspective / Strategic Plan and deployment policy is followed in our college
- E-Governance is followed in all the areas.
- We have effective Clubs & Committees in our college.
- Our Institution have effective welfare measures for teaching and non teaching staff.
- Performance Appraisal System is efficiently implemented through appropriate system.
- All Accounts are audited by the Qualified Auditors every year during the month of March.
- ISO audit is conducted twice in the year by Internal Auditors headed by Quality Co-ordinator.
- The Institution is Self-financing Institution, run by Marudhar Kesari Jain Trust finds their own resources to meet the needs of the college.
- Mobilization of funds is procedural and utilized for the benefits of the students to get them expose towards excellence in education system.
- IQAC has contributed for institutionalizing the quality assurance strategies and it consist of members from different sections of the society like Management, Academicians, Local community, Industrialist etc.
- In quality assurance initiatives, we are applicable for option A. As we have appropriate AQAR, ISO, NIRF & AAA.
- Major reform taken place in teaching & learning process is the behavioral changes on students and staff and that can be visualized in their characteristic feature.

All the above said are the enriching and enlightening feature of Governance, Leadership and Management Policy of Marudhar Kesari Jain College for Women.

### **Institutional Values and Best Practices**

Marudhar Kesari Jain College for Women aims to empower the students especially from inclusive society. We introduce new courses in various disciplines to meet the thirst of the society. In addition to the education, we facilitate our students through various employment opportunities. Different scholarships are provided to the students.

Our Institution prioritizes the importance of our nation by conducting various programme like Swachh Bharat National wide campaign and Unnat Bharat Abhiyan. We have started NCC unit to develop the students for Indian Security in the future.

Our Institution established with well equipped Labs, Library, Sports grounds, Smart class rooms, etc. For safety and security purpose our college is installed with CCTV cameras. Motivational programmes and yoga are given to the students to maintain healthy body and mind.

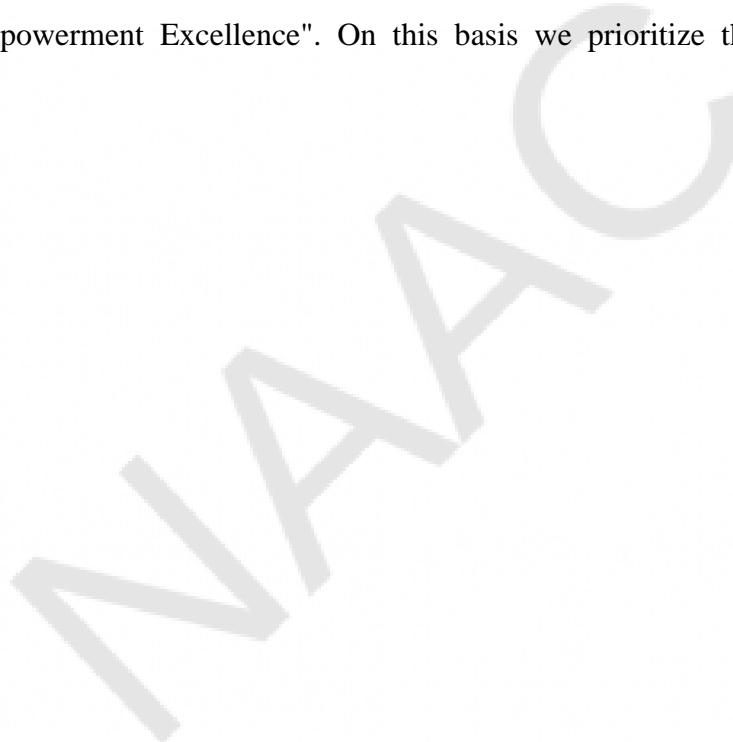
Solid, Liquid, E-Waste are managed properly without creating any environmental pollution. Waste management is efficiently followed. Conservation of water is practiced through rain water harvesting. Green practice is one of the major accomplishments, which is continuously followed through insisting the stakeholder to use bicycle, Pedestrian friendly road inside the campus, paperless work, Plastic free environment, green landscaping by planting saplings.

To exhibit the patriotism, our Institution celebrates Independence Day, Republic Day and all the National and State level festivals with more enthusiasm and Zeal. Special programmes are conducted as a remembrance of great leaders to impart their achievements and sacrifice to the students.

Transparency in all aspects is followed in our Institution. Financial Audit is done by Qualified Chartered Accountant. We follow the academic transparency at various levels.

Sports is one of the key indicator which shows the achievements of the students in extracurricular activity, inline with that our students are selected as Divisional/Zonal/University/State/National players. Our Management gives continuous support to enhance the sports students by giving fee concession. To ensure the Quality Management System we have systemized procedures (ISO 9001:2015).

Our college motto is "Empowerment Excellence". On this basis we prioritize the women towards their empowerment.



## 2. PROFILE

### 2.1 BASIC INFORMATION

| Name and Address of the College |  |
|---------------------------------|--|
| Name                            | MARUDHAR KESARI JAIN COLLEGE FOR WOMEN                           |
| Address                         | MARUDHAR NAGAR, CHINNAKALLUPALLI, VANIYAMBADI, VELLORE DISTRICT. |
| City                            | VANIYAMBADI  |
| State                           | Tamil Nadu   |
| Pin                             | 635751   |
| Website                         | <a href="http://www.mkjc.in">www.mkjc.in</a>                     |

| Contacts for Communication |                 |                         |            |              |                    |
|----------------------------|-----------------|-------------------------|------------|--------------|--------------------|
| Designation                | Name            | Telephone with STD Code | Mobile     | Fax          | Email              |
| Principal                  | M SENTHILRAJ    | 04174-224300            | 9976797135 | 04174-227027 | principal@mkjc.in  |
| IQAC / CIQA coordinator    | M ASHTAL AKSHMI | 04174-225300            | 9789565577 | -            | mkjciqac@gmail.com |

| Status of the Institution |                |
|---------------------------|----------------|
| Institution Status        | Self Financing |

| Type of Institution |           |
|---------------------|-----------|
| By Gender           | For Women |
| By Shift            | Regular   |

| Recognized Minority institution            |    |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details |
|-----------------------|
|                       |

|  |  |                                       |                               |                |
|--|--|---------------------------------------|-------------------------------|----------------|
| Date of establishment of the college   | 01-01-1994   |                                       |                               |                |
| <b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>        |  |                                       |                               |                |
| <b>State</b>   | <b>University name</b>   |                                       | <b>Document</b>               |                |
| Tamil Nadu   | Thiruvalluvar University   |                                       | <a href="#">View Document</a> |                |
| <b>Details of UGC recognition</b>  |  |                                       |                               |                |
| <b>Under Section</b>   | <b>Date</b>  |                                       | <b>View Document</b>          |                |
| 2f of UGC  |  |                                       |                               |                |
| 12B of UGC   |  |                                       |                               |                |
| <b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b> |  |                                       |                               |                |
| <b>Statutory Regulatory Authority</b>  | <b>Recognition/Approval details Institution/Department programme</b> | <b>Day,Month and year(dd-mm-yyyy)</b> | <b>Validity in months</b>     | <b>Remarks</b> |
| AICTE  | <a href="#">View Document</a>  | 04-04-2018                            | 12                            | Approved       |

|  |    |
|--|----|
| <b>Details of autonomy</b>   |    |
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |

|   |    |
|---|----|
| <b>Recognitions</b>   |    |
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency?   | No |

| <b>Location and Area of Campus</b> |   |                  |                             |                                 |
|------------------------------------|---|------------------|-----------------------------|---------------------------------|
| <b>Campus Type</b>                 | <b>Address</b>  | <b>Location*</b> | <b>Campus Area in Acres</b> | <b>Built up Area in sq.mts.</b> |
| Main campus area                   | MARUDHAR NAGAR,<br>CHINNAKALLUPALLI,<br>VANIYAMBADI,<br>VELLORE DISTRICT. | Rural            | 24.35                       | 27705.63                        |

## 2.2 ACADEMIC INFORMATION

NAAC

| <b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b> |                                     |                           |  |                              |                            |                                |
|---|-------------------------------------|---------------------------|--|------------------------------|----------------------------|--------------------------------|
| <b>Programme Level</b>  | <b>Name of Programme/Course</b>     | <b>Duration in Months</b> | <b>Entry Qualification</b>                   | <b>Medium of Instruction</b> | <b>Sanctioned Strength</b> | <b>No.of Students Admitted</b> |
| UG  | BSc,Biochemistry                    | 36                        | HSc with Biology                             | English                      | 50                         | 45                             |
| UG  | BSc,Biotechnology                   | 36                        | HSc with Biology                             | English                      | 100                        | 76                             |
| UG  | BSc,Chemistry                       | 36                        | HSc with Chemistry                           | English                      | 55                         | 54                             |
| UG  | BSc,Computer Science                | 36                        | HSc with Mathematics or Computer Science     | English                      | 100                        | 61                             |
| UG  | BSc,Interior Design And Decor       | 36                        | HSc  | English                      | 50                         | 18                             |
| UG  | BSc,Mathematics                     | 36                        | HSc with Mathematics                         | English                      | 140                        | 85                             |
| UG  | BSc,Nutrition Fsm And Dietetics     | 36                        | HSc  | English                      | 100                        | 48                             |
| UG  | BSc,Physics                         | 36                        | HSc with Mathematics                         | English                      | 100                        | 83                             |
| UG  | BSc,Statistics                      | 36                        | HSc with Mathematics                         | English                      | 50                         | 11                             |
| UG  | BA,English                          | 36                        | HSc  | English                      | 140                        | 70                             |
| UG  | BA,Tamil                            | 36                        | HSc with Tamil                               | Tamil                        | 70                         | 27                             |
| UG  | BCom,Commerce                       | 36                        | HSc  | English                      | 140                        | 105                            |
| UG  | BCom,Commerce Computer Applications | 36                        | HSc with Mathematics or Accounts or Commerce | English                      | 70                         | 48                             |
| UG  | BBA,Business Administration         | 36                        | HSc  | English                      | 140                        | 37                             |

|    | ation                            |    |  |         |     |    |
|----|----------------------------------|----|--|---------|-----|----|
| UG | BCA, Computer Applications       | 36 | HSc with Mathematics or computer science                           | English | 100 | 78 |
| PG | MSc, Biochemistry                | 24 | UG Degree in Biochemistry or any Biology related subjects          | English | 26  | 19 |
| PG | MSc, Biotechnology               | 24 | UG Degree in any life Science subjects                             | English | 26  | 12 |
| PG | MSc, Computer Science            | 24 | UG Degree in Computer Science or BCA                               | English | 26  | 5  |
| PG | MSc, Mathematics                 | 24 | UG Degree in Mathematics   | English | 44  | 44 |
| PG | MSc, Nutrition Fsm And Dietetics | 24 | UG Degree in Nutrition FSM and Dietetics                           | English | 26  | 7  |
| PG | MSc, Physics                     | 24 | UG Degree in Physics   | English | 26  | 18 |
| PG | MA, English                      | 24 | Any UG Degree  | English | 40  | 16 |
| PG | MCom, Commerce                   | 24 | UG Degree in Commerce or Commerce CA or BBA or BCS or BA Economics | English | 40  | 8  |
| PG | MCom, Com                        | 24 | UG Degree  | English | 40  | 10 |

|                          |                                     |    |  |         |    |    |
|--------------------------|-------------------------------------|----|--|---------|----|----|
|                          | merce<br>Computer<br>Applications   |    | in<br>Commerce<br>or<br>Commerce<br>CA                               |         |    |    |
| PG                       | MBA,Busine<br>ss Administr<br>ation | 24 | UG Degree  | English | 40 | 33 |
| PG                       | MCA,Comp<br>uter<br>Applications    | 36 | UG Degree<br>with<br>Mathematics<br>or Computer<br>Science or<br>BCA | English | 30 | 13 |
| Doctoral<br>(Ph.D)       | PhD or DPhi<br>l,Commerce           | 36 | M.Com or<br>M.Com CA<br>or M.Phil<br>Commerce                        | English | 10 | 3  |
| Pre Doctoral<br>(M.Phil) | MPhil,Bioch<br>emistry              | 12 | M.Sc<br>Biochemistr<br>y   | English | 1  | 1  |
| Pre Doctoral<br>(M.Phil) | MPhil,Biotec<br>hnology             | 12 | M.Sc Biotec<br>hnology   | English | 1  | 1  |
| Pre Doctoral<br>(M.Phil) | MPhil,Comp<br>uter Science          | 12 | M.Sc<br>Computer<br>Science or<br>MCA or<br>M.Sc IT                  | English | 5  | 5  |
| Pre Doctoral<br>(M.Phil) | MPhil,Mathe<br>matics               | 12 | M.Sc<br>Mathematics  | English | 4  | 3  |
| Pre Doctoral<br>(M.Phil) | MPhil,Englis<br>h                   | 12 | M.A English  | English | 1  | 1  |
| Pre Doctoral<br>(M.Phil) | MPhil,Com<br>merce                  | 12 | M.Com or<br>M.Com CA   | English | 9  | 6  |

### Position Details of Faculty & Staff in the College



| <b>Teaching Faculty</b>   |                  |        |        |       |                            |        |        |       |                            |        |        |       |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
|   | <b>Professor</b> |        |        |       | <b>Associate Professor</b> |        |        |       | <b>Assistant Professor</b> |        |        |       |
|   | Male             | Female | Others | Total | Male                       | Female | Others | Total | Male                       | Female | Others | Total |
| Sanctioned by the UGC /University State Government              | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |
| Recruited   | 0                | 0      | 0      | 0     | 0                          | 0      | 0      | 0     | 0                          | 0      | 0      | 0     |
| Yet to Recruit  | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |
| Sanctioned by the Management/Society or Other Authorized Bodies | 5                |        |        |       | 0                          |        |        |       | 177                        |        |        |       |
| Recruited   | 5                | 0      | 0      | 5     | 0                          | 0      | 0      | 0     | 1                          | 176    | 0      | 177   |
| Yet to Recruit  | 0                |        |        |       | 0                          |        |        |       | 0                          |        |        |       |

| <b>Non-Teaching Staff</b>                                       |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 140          |
| Recruited   | 71          | 69            | 0             | 140          |
| Yet to Recruit  |             |               |               | 0            |

| <b>Technical Staff</b>  |             |               |               |              |
|---|-------------|---------------|---------------|--------------|
|   | <b>Male</b> | <b>Female</b> | <b>Others</b> | <b>Total</b> |
| Sanctioned by the UGC /University State Government              |             |               |               | 0            |
| Recruited   | 0           | 0             | 0             | 0            |
| Yet to Recruit  |             |               |               | 0            |
| Sanctioned by the Management/Society or Other Authorized Bodies |             |               |               | 18           |
| Recruited   | 8           | 10            | 0             | 18           |
| Yet to Recruit  |             |               |               | 0            |

**Qualification Details of the Teaching Staff**

| <b>Permanent Teachers</b>    |                  |               |               |                            |               |               |                            |               |               |              |
|------------------------------|------------------|---------------|---------------|----------------------------|---------------|---------------|----------------------------|---------------|---------------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |               |               | <b>Associate Professor</b> |               |               | <b>Assistant Professor</b> |               |               | <b>Total</b> |
|                              | <b>Male</b>      | <b>Female</b> | <b>Others</b> | <b>Male</b>                | <b>Female</b> | <b>Others</b> | <b>Male</b>                | <b>Female</b> | <b>Others</b> |              |
| D.sc/D.Litt.                 | 1                | 0             | 0             | 0                          | 0             | 0             | 0                          | 0             | 0             | 1            |
| Ph.D.                        | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 8             | 0             | 8            |
| M.Phil.                      | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 95            | 0             | 95           |
| PG                           | 0                | 0             | 0             | 0                          | 0             | 0             | 0                          | 35            | 0             | 35           |

| <b>Temporary Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| D.sc/D.Litt.                 | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| Ph.D.                        | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| M.Phil.                      | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 16     | 0      | 16           |
| PG                           | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 21     | 0      | 21           |

| <b>Part Time Teachers</b>    |                  |        |        |                            |        |        |                            |        |        |              |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| <b>Highest Qualification</b> | <b>Professor</b> |        |        | <b>Associate Professor</b> |        |        | <b>Assistant Professor</b> |        |        | <b>Total</b> |
|                              | Male             | Female | Others | Male                       | Female | Others | Male                       | Female | Others |              |
| D.sc/D.Litt.                 | 0                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 0            |
| Ph.D.                        | 2                | 0      | 0      | 0                          | 0      | 0      | 0                          | 0      | 0      | 2            |
| M.Phil.                      | 1                | 0      | 0      | 0                          | 0      | 0      | 0                          | 1      | 0      | 2            |
| PG                           | 1                | 0      | 0      | 0                          | 0      | 0      | 1                          | 0      | 0      | 2            |

| <b>Details of Visting/Guest Faculties</b>                         |             |   |               |   |              |
|---|-------------|---|---------------|---|--------------|
| <b>Number of Visiting/Guest Faculty engaged with the college?</b> | <b>Male</b> |   | <b>Female</b> |   | <b>Total</b> |
|   |             |   |               |   |              |
|   | 0           | 0 | 0             | 0 | 0            |

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

| Programme                |        | From the State<br>Where College<br>is Located | From Other<br>States of India | NRI Students | Foreign<br>Students | Total |
|--------------------------|--------|---|-------------------------------|--------------|---------------------|-------|
| UG                       | Male   | 0   | 0                             | 0            | 0                   | 0     |
|                          | Female | 842   | 4                             | 0            | 0                   | 846   |
|                          | Others | 0   | 0                             | 0            | 0                   | 0     |
| PG                       | Male   | 0   | 0                             | 0            | 0                   | 0     |
|                          | Female | 183   | 2                             | 0            | 0                   | 185   |
|                          | Others | 0   | 0                             | 0            | 0                   | 0     |
| Doctoral (Ph.D)          | Male   | 0   | 0                             | 0            | 0                   | 0     |
|                          | Female | 3   | 0                             | 0            | 0                   | 3     |
|                          | Others | 0   | 0                             | 0            | 0                   | 0     |
| Pre Doctoral<br>(M.Phil) | Male   | 0   | 0                             | 0            | 0                   | 0     |
|                          | Female | 17  | 0                             | 0            | 0                   | 17    |
|                          | Others | 0   | 0                             | 0            | 0                   | 0     |

| <b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b> |        |               |               |               |               |
|--|--------|---------------|---------------|---------------|---------------|
| <b>Programme</b>   |        | <b>Year 1</b> | <b>Year 2</b> | <b>Year 3</b> | <b>Year 4</b> |
| SC   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 120           | 87            | 92            | 109           |
|  | Others | 0             | 0             | 0             | 0             |
| ST   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 5             | 10            | 8             | 7             |
|  | Others | 0             | 0             | 0             | 0             |
| OBC  | Male   | 0             | 0             | 0             | 0             |
|  | Female | 798           | 707           | 748           | 761           |
|  | Others | 0             | 0             | 0             | 0             |
| General  | Male   | 0             | 0             | 0             | 0             |
|  | Female | 35            | 31            | 36            | 26            |
|  | Others | 0             | 0             | 0             | 0             |
| Others   | Male   | 0             | 0             | 0             | 0             |
|  | Female | 0             | 0             | 0             | 0             |
|  | Others | 0             | 0             | 0             | 0             |
| <b>Total</b>   |        | <b>958</b>    | <b>835</b>    | <b>884</b>    | <b>903</b>    |

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 810

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

Number of programs offered year-wise for last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 30      | 27      | 25      | 25      | 23      |

#### 3.2 Students

Number of students year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2445    | 2408    | 2380    | 2223    | 2127    |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1036    | 952     | 888     | 888     | 836     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

Number of outgoing / final year students year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 770     | 893     | 726     | 681     | 761     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 153     | 146     | 131     | 127     | 109     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional Data in Prescribed Format | <a href="#">View Document</a> |

#### Number of sanctioned posts year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 153     | 146     | 131     | 127     | 109     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 94**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 430     | 340     | 300     | 350     | 310     |

#### Number of computers

**Response: 270**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The College is affiliated to Thiruvalluvar University, so the curriculum and syllabi prescribed by the university are strictly adhered to. The curriculum satisfies the attributes of graduates. Apart from this prescribed curriculum, the College has strategic ways and means to strengthen the teaching-learning process in the following ways:

- Our college is **an ISO 9001:2015 certified institution**, we maintain documents according to ISO procedure.
- Faculties are maintaining their lesson plan, Work Dairy, Question Bank and Details of the student's performance both in hard copy and soft copy.
- Scheme of syllabus completion is prepared by staff members well in advance.
- Conducting one CIA Test and two internal examinations (Mid and Model semester Examinations) in each semester.
- We adopt new and innovative teaching techniques such as Peer Learning, Team teaching, Group Discussion, Case Studies, Projects, Surveys, Group teaching, Quiz etc., in the delivery of the academic courses .
- Organizing the Guest Lectures to give innovative lecture for the Students and Industrial Visits to improve the effectiveness of implementation of the Curriculum design specified by Thiruvalluvar University.
- An academic calendar is prepared in advance for planning the syllabus completion and overall college functions.
- Time tables are prepared well in advance and made available before the commencement of each semester.
- Regular Class committee meeting is conducted every month by Vice principal, HOD, Class teacher along with the students.
- Curriculum related meetings are conducted by Principal periodically.
- Through the Suggestion Box and Grievance cell, Principal is made aware of problems. Teachers were instructed to change, modify various aspects of their teaching methodology through the suggestions by students feedback.
- Language lab promotes better practices of communication techniques for the students.
- The faculties are encouraged to attend workshop, national, international seminars and orientation programme.
- Class wise Parents Teachers meetings are conducted once in a year to ensure the overall development of Students, effective and transparent implementation of the curriculum and maintain a healthy relation between the faculty, students and parents.
- Monitoring of course delivery and syllabus completion through formal and informal feedbacks.
- Several innovative orientation programmes to improve the skills of the faculty.
- Teacher's plan their own methodology based on the needs of the subject and the learners.



- The Departments are encouraged to organize Seminars and Workshops.
- The College offers internet facilities such as EDUSAT, OPAC, INFLIBNET, NPTEL, E.T lab, Smart class rooms, Computers and Laptops to the faculties as well as students. Adequate facilities are made available for Xerox and Scanning. Students are making use of the computers for their project works, Internet searching etc.
- Bridge courses given to the first year UG students.
- Remedial courses are conducted for the slow learners.
- The Institution constantly strives to upgrade its infrastructure to meet the challenges of a technology driven environment.
- Book Bank facility is available for the financially backward Students.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 64

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 52      | 12      | 0       | 0       |

| File Description                                  | Document                      |
|---|-------------------------------|
| Minutes of relevant Academic Council/BOS meetings | <a href="#">View Document</a> |
| Details of the certificate/Diploma programs       | <a href="#">View Document</a> |
| Any additional information                        | <a href="#">View Document</a> |

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 113.36

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 31      | 29      | 32      | 32      | 27      |

| File Description                                       | Document                      |
|--|-------------------------------|
| Details of participation of teachers in various bodies | <a href="#">View Document</a> |
| Any additional information                             | <a href="#">View Document</a> |

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 0.86

#### 1.2.1.1 How many new courses are introduced within the last five years

**Response:** 7

| File Description                                   | Document                      |
|--|-------------------------------|
| Minutes of relevant Academic Council/BOS meetings. | <a href="#">View Document</a> |
| Details of the new courses introduced              | <a href="#">View Document</a> |
| Any additional information                         | <a href="#">View Document</a> |

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 100

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

**Response:** 30

| File Description                                  | Document                      |
|---|-------------------------------|
| Name of the programs in which CBCS is implemented | <a href="#">View Document</a> |
| Any additional information                        | <a href="#">View Document</a> |

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 59.25

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2405    | 2374    | 738     | 797     | 690     |

| File Description  | Document                      |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 1.3 Curriculum Enrichment

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

**Response:**

- Our college is a women's college we often conduct women's health related awareness programme such as Cervical Cancer, Breast Cancer and HB Test. Nutrition Department having KARADA SCAN machine for students health check up periodically.
- Through Women Entrepreneurship Development Cell every year we conduct MKJC-BAZAAR to develop the entrepreneurship quality among the women students and motivate them into business.
- Separate awareness programme were given to the students for tackling gender based issues. Self defense training is also given.
- ECO club focuses on activities that impart environmental consciousness among the students. We have maintained Herbal Garden inside the college campus.
- Our Campus is a green and clean campus, pollution free campus and we maintain green practice.
- Every year in the NSS special camp we plant saplings in nearby villages.
- University offers Environmental Studies, Value Based and Skill Based curriculum for undergraduate students
- Students were involved in various Campaign activities like 'Swachh Bharat - Clean India' inside and outside the campus focusing on creating a clean environment.
- University offers Human Rights based curriculum for postgraduate students
- Jain Saints often visit our college and preach moral and ethical values to our students and staff.
- Our college Karuna club is functioning to inculcate kindness towards fellow human being and animals.
- Yoga training is given to the students.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any Additional Information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 59

#### 1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 59

| File Description  | Document                      |
|---|-------------------------------|
| Details of the value-added courses imparting transferable and life skills | <a href="#">View Document</a> |
| Brochure or any other document relating to value added courses.           | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 31.08

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 760

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |
| Any additional information              | <a href="#">View Document</a> |

## 1.4 Feedback System

### 1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

**A.** Any 4 of the above

**B.** Any 3 of the above

**C.** Any 2 of the above

**D. Any 1 of the above****Response:** D. Any 1 of the above

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| Any additional information  | <a href="#">View Document</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | <a href="#">View Document</a> |

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** C. Feedback collected and analysed

| <b>File Description</b>    | <b>Document</b>               |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.65

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 10      | 14      | 16      | 19      | 16      |

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 65.67

##### 2.1.2.1 Number of students admitted year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 958     | 835     | 884     | 903     | 790     |

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1501    | 1380    | 1287    | 1287    | 1212    |

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 65.67

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 661     | 576     | 610     | 623     | 545     |

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |
| Any additional information              | <a href="#">View Document</a> |

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

- Department wise basic introduction about the Subject is given to the students during first week of reopening.
- Bridge courses are conducted for the first year students after their admission to improve their grammar, language, communication skills and basic knowledge about their courses.
- Teachers are reviewing the academic performance of students in class room by questioning, diagnostic test, CIA, MID, MODEL, by giving unit revision, result of lab practicals, unit tests, from class in charge's reports, and previous university results.
- Soft skills and value added courses are given to slow & advanced learners.
- Library hours and English language lab are provided to the students.
- Temporary honor board is placed in every class room during parent teachers meeting organized after the mid semester performance. Personal counseling & guidance are given to slow & advanced learners.
- The management helps economically for the poor students as well as for the physically challenged by giving fees concession and helps them in all level of their further studies.

**Slow learners:**

If the students are slow in their learning process, the mentor who is acting as the guide and philosopher finds the nature of their problems and motivates them in a friendly way to reach particular academic goals. Special remedial classes are arranged in the regular periods like test during break hour, Reading the subject content in the class rooms, Self developed materials are given to the students by the mentor, reviewing periodical Journals, Bench wise one student (advanced learner) are placed in-between slow learners to encourage them. Newspapers are provided to students through reader's club at lowest price. Periodic tests were conducted for slow learners. Assignments, question banks, previous year university question paper were provided to slow learners to enrich their learning process. Continuous absent of two days by students are informed to their parents. Parents of slow learners are called and informed to provide extra care at home.

### Advanced learners:

The advanced learners are identified by giving seminars in the class rooms and assignments on typical topics. They are encouraged to take part in co-curricular activities (Paper Presentations, Quiz, Paper Publications, Poster Presentation, Project, extra problems to work out). The advanced learners were advised to do the dual degree program (from Mother Teresa Womens University, Tamilnadu Physical Education and Sports University, Institute of Company Secretaries of India). They also advised to refer foreign author books, competitive exam books (NEET, TET, TNSPC, SET, NET). In order to create research culture amongst the students. They are motivated to participate in the scheme of college seminars, conferences. They are motivated by the Principal and the heads of the concern Departments like selection as union bearer and best outgoing student. The Advanced learners were encouraged to perform better in the University Examinations and to score good grades and thereby maintaining the consistent performance and to get university rank. Top rankers are rewarded by cash prize, and their photos are placed in Honour board, Newsletter, Convocation banner and College calendar.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Link for Additional Information | <a href="#">View Document</a> |

### 2.2.2 Student - Full time teacher ratio

**Response:** 15.98

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.08

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 2



| File Description                        | Document                      |
|---|-------------------------------|
| List of students(differently abled)     | <a href="#">View Document</a> |
| Institutional data in prescribed format | <a href="#">View Document</a> |
| Any additional information              | <a href="#">View Document</a> |

## 2.3 Teaching- Learning Process

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

#### Response:

#### Experiential learning:

Students are the first and foremost stakeholders of the college. The teaching plan, workloads and subject allotment were designed and executed by Head of the Department under the guidance of Principal. Regular evaluation of students is a part of teaching programme. Interactive and collaborative approach is used to enhance the learning activity.

Practical classes conducted in science departments involve individual as well as group work, under the guidance of the teacher. Internet access in the library promotes the habit of self-learning among the students. The faculty members foster learning environment by teaching through demonstration, visual aids, organizing exhibitions, case studies and conducting quiz on theory topics. Seminars, guest lectures, workshops, field trips and industrial visits were arranged to enhance the experiential learning of the students. The seminars were organized where the students present papers on advanced topics to enrich their learning experience. Bank training programme was arranged to Commerce, Commerce CA and BBA students. Visits to industry, factory, bank, botanical garden, Sericulture / Mushroom cultivation centres, research centres, Planetarium, Museum, Star Hotels and hospitals enhance the students involvement in learning process.

#### Participative learning:

College gives high importance to holistic development of students beyond classroom through co- curricular and extra-curricular activities, were conducted to improve the skills of the students. To explore the participative learning we have a college magazine AMRUTVANI which includes literary, social, scientific and cultural activity of the students and faculties. In order to pursue the interest in their area of specialization, clubs are formed (Karuna club, Science & Nature club, Eco club, Philately club, Citizen Consumer club etc.) which organize number of student centric activities. Inter collegiate cultural meet Art smart is organized annually. Students are encouraged to participate in inter – college competitions and sports competitions. Women Entrepreneurship Development cell organizes MKJC BAZAAR where the students put their own stalls of Food, Clothes, Accessories, Games corner, etc., with a view to develop Entrepreneurship skill, practical knowledge, experience and to earn profit.

**Problem Solving Methodologies:**

Problem solving techniques enhances active participation, critical thinking, creativeness and imagination of the students. Case study is an effective tool in understanding real world problems and learning the ways to solve the problems. Project and Surveys help the students to develop their skills like selections of new/advanced topics related to their subject of interest, Literature survey, data collection, data analysis, tabulation, conclusion, presentation of work, preparation of thesis and power point presentation. Group discussions, quiz competitions, competitive exams will enhance the problem solving activity of the students.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 100

**2.3.2.1 Number of teachers using ICT**

Response: 153

| File Description   | Document                      |
|--|-------------------------------|
| List of teachers (using ICT for teaching)                                  | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |
| Provide link for webpage describing the " LMS/ Academic management system" | <a href="#">View Document</a> |

**2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 15.98

**2.3.3.1 Number of mentors**

Response: 153

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

**2.3.4 Innovation and creativity in teaching-learning**

**Response:**

**INNOVATIONS AND CREATIVITY IN TEACHING AND LEARNING**

The following methods are used in Innovations and Creativity in Teaching and Learning Process.

**Curriculum Analysis**

Curriculum was analysed and notes are prepared in advance as per curriculum.

**Teaching plan/Scheme of syllabus completion (ISO form No. FF35)**

Subject teachers prepare lesson plan in the format of **ISO Form FF35** by referring syllabus and lecture hours allotted for subjects. The lesson plan is approved by the Head of the Department.

**Teachers Diary**

The Work Diary prepared by each staff is verified by HOD & Countersigned by Co-ordinator once in a week.

**Bridge course**

Bridge courses are designed to develop the communication skill, grammar & basic introduction about their courses.

**ICT tools**

The teachers offer thematic and demonstration lectures using teaching aids like LCD projectors, computers, recorded videos, Smart board, Video recorded conferencing, Lectures developed by NPTEL etc.

Individual login to all faculty and students are provided in our college website ([www.mkjc.in](http://www.mkjc.in)).

**E-Books/E-Journals of Delnet/Inflibnet**

Faculties and students can access to e – resources like e-journals, e-books through inflibnet and Delnet.

**Diagnose the students**

Slow learners and advanced learners were identified by the tutor based on their Internal exam performance.

**New pedagogy follows (Team Teaching)**

Team teaching is followed in our college as a new pedagogy.

**Illustration & Examples**

Industrial visit & Field visit are arranged to develop participative learning among students.

### **Probing & fluency of questioning**

Many programmes like group discussion, quiz, debate, etc., are arranged to develop their skills and knowledge.

### **Assignment/project**

Assignments and Projects on advanced topics enhances critical thinking and creativeness of the students.

### **Add on courses**

Value added courses are offered for the benefit of students.

### **Field visit**

Study tours and Industrial visits are arranged every year.

### **National/International seminars and Guest Lecture on Typical areas**

Every year college organizes International, National and State level conferences/seminars and guest lectures.

### **Feedback mechanism (ISO Form No. FF72, FF73 & FF74)**

Feedback are collected from parents and students as per ISO forms FF72, 73 & 74 and analysed.

### **Class committee meeting**

Class committee is conducted every month with Class teacher, Student representatives, HOD and Vice Principal for discussing all aspects.

### **Remedial teaching**

Remedial test are conducted to overcome failures in examinations.

### **CIA Examination**

CIA, MID and MODEL exams are conducted.

### **Parent-Teachers meeting**

Parents and teachers meeting conducted once in year.

### **Result analysis and Interpretation**

Result analysis were maintained in all departments as per ISO Forms FF105, 106, 107 & 108

### **Honor Board/Student diary**

Top rankers were rewarded by cash prize, and their photos are placed in Honour board, Newsletter, Convocation banner and College calendar.

### Recommendation of board of study members/H.O.D/faculty members

Some of our faculty members and HOD's are recommended as a member for the board of studies. Faculty members act as external chief superintendent examiners for University examinations and question paper setters in various autonomous institutions

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

| File Description  | Document                      |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5 years | <a href="#">View Document</a> |
| List of the faculty members authenticated by the Head of HEI  | <a href="#">View Document</a> |
| Any additional information                                    | <a href="#">View Document</a> |

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 2.28

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6       | 4       | 4       | 1       | 1       |

| File Description   | Document                      |
|--|-------------------------------|
| List of number of full time teachers with PhD and number of full time teachers for 5 years | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 5.07

#### 2.4.3.1 Total experience of full-time teachers

Response: 775

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 47.3

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 49      | 7       | 5       | 2       | 0       |

| File Description                                 | Document                      |
|--|-------------------------------|
| Institutional data in prescribed format          | <a href="#">View Document</a> |
| e-copies of award letters (scanned or soft copy) | <a href="#">View Document</a> |

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0.91

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1       | 1       | 2       | 1       | 1       |

| File Description  | Document                      |
|---|-------------------------------|
| List of full time teachers from other state and state from which qualifying degree was obtained | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

Assessment of performance is an integral part of teaching and learning process. Various measures are adopted to assess the achievements of students. The Examination pattern and the participation of students in academic performances to evaluation of the students are assessed. The allocation of marks is according to the University norms of formative evaluation and summative evaluation for theory and practical examinations. The institution has Centralized Continuous Internal Evaluation (CIE) System to assess the student's development on a continuous basis throughout the year.

The Continuous Internal assessment of students is analyzed through assignments and test (CIA, Mid and Model). Students are encouraged to participate in curricular and Extra-curricular Competitions such as Inter departmental, quiz programmes, seminars, debates and discussion, oratorical competition, literary competition, cultural events and Annual sports meet.

As a part of Evaluation process the orientation programmes were given at the beginning of the semester through students parents meeting. Academic Calendar with Exam dates are displayed in the College and department notice board. Result Analysis is done by the class teachers after every CIA Test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. Cumulative monitored by Head of the Department and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings departmentwise to give necessary feedback for the improvement of students' performance. Progress card is maintained in all the Departments.

The institution is keen on monitoring the performance of the students and reports to the Parents. Parents-teachers meeting are conducted to communicate the overall performance of the students regarding their Examination marks. During Examinations those who have not attended 3 to 4 days of the exams are informed to their parents immediately through phone by the class teacher. Through SMS the University result, date of commencement of Exam, college reopen date, are informed to the students. Cumulative marks of university results are maintained in the concerned Departments with the signature of coordinator. Class Committee meeting are conducted every month to discuss improvements and issues if any in the Department. Parents or Guardians are advised to note the performance in the test and take necessary measure if needed. Whenever necessary, the teachers shall recommend the parents to visit the college for a discussion about the students/their wards marks, to reduce the failures. Summative examinations of three hours duration will be conducted at the end of every semester as per University norms. The students who

have arrears are permitted to write their papers as per University norms.

Supplementary Examinations are held for the final year students who have appeared and failed in any one of the semester theory papers relating to completion of her degree. Revaluation and Photocopy of answer sheet is permitted for all the students who apply for it, within the stipulated time on payment of prescribed fee.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Link for Additional Information | <a href="#">View Document</a> |

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Internal assessment is carried out to ensure the complete understanding of each topic by the students and so they are conducted regularly to keep up with the syllabus prescribed by the University. The evaluation of internal examinations is done by faculty members. While preparing the question papers, the teachers incharge take careful consideration of the syllabus prescribed and the portion covered in classroom. The level of question papers is maintained. Different patterns and types of questions are used to prepare the students for examination. The question papers are approved by respective Heads of the Department.

As part of internal assessment the internal mark is calculated by averaging CIA, MID and MODEL marks along with assignment marks. Syllabus for internal exams will be communicated to students before the exam. Each Examinations have different unit completion. CIA Examination covers one Unit. MID Examination covers minimum Three Units. MODEL Examination covers full syllabus. Some of the Subjects have the practical session. The Practical internal marks based on record submission with CIA, MID and MODEL Practical Examinations.

Each internal Examination answer papers are distributed in the open class .Students are asked to get signature from their parents in the answer sheets. Answer key also given to the students after issuing the answer papers. Evaluation is done uniformly to the students. Cumulative marks were maintained by class teachers. Slow learners are easily identified based on the analysis of marks and they are specially trained by the faculty member. The internal marks of the students and other information were updated in ISO software. The highest, lowest and medium learners are identified by using ISO software. The Internal Assessment is purely transparent.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient



**Response:**

The college conducts two types of examinations, formative and summative. Formative examinations are conducted by the University and the summative examinations are conducted by the college. For both examinations questions are asked with stipulated portions.

The semester examinations are conducted by norms and proceedings of Thiruvalluvar University. The students represent their problems and grievances anytime regarding their examinations in the exam cell. The students have an option to apply for photo copy of the answer script, revaluation and Supplementary Examinations. University Examination related issues are communicated to the Chief Superintendent.

The following discrepancies in the University Examination for which letters have been forwarded through the principal and Chief Superintendent of the college to the Controller of Examination of Thiruvalluvar University.

- Change of subject code in the student hall ticket.
- Absence of register number in the Galley.
- Absence of subject code in the student hall ticket.
- If 2 different arrear papers/regular papers appear on the same date to the same student.
- Out of syllabus Questions in the question papers.
- Change of Examination date will be informed through SMS.

At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. Three internal assessment tests are given during each semester. Time table for which is prepared well in advance and communicated to the students earlier. Seating plan and table marking is followed even for internal assessment tests. As part of internal examinations, CIA, MID and MODEL examinations are conducted. The examinations are conducted with utmost care given to transparency and fairness. The question papers for internal examinations are prepared by the respective subject teachers and verified by the HOD. Finally the question paper is submitted to exam cell. To ensure proper conduct of formative tests, two invigilators are assigned to each hall. Post internal examinations, students are given back their evaluated answer scripts. These answer scripts are corrected by the subject teachers. The marks obtained by the students in internal assessment tests are uploaded periodically in the ISO software and maintained. Cumulative mark list for all the students are maintained in the respective Departments. Revaluation marks are informed to the students.

The review of Question paper level is maintained by the concern Department. Question paper is framed with stipulated portion in order to make learning easier. Change/postponement of Examination is informed to all the students through SMS. Temporary ID card is issued to students whenever needed during Examination. Buses are operated to interior places during Examination also. Photocopy and revaluation application is verified by faculty. Classes in ground floor are allocated for the physically challenged/medically unfit students during Examinations.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

#### Response:

The calendar is prepared well planned in advance and is outlined in a detailed fashion. The college functions and adheres to the maximum number of working days. The institution adheres to the academic calendar for the conduct of CIE. The academic calendar breaks down the academic year into two semesters. It provides the information of the courses for the semester, admission process, and important events of academic year, dates of commencement of internal examinations and external University examinations, details of curricular and extra-curricular activities, list of holidays, and the total number of working days. The HOD finalizes the allocation of courses based on the faculty's choice and area of specialization.

The calendar is prepared in such a way it gives information regarding,

- College timings.
- Courses offered mentioning eligibility of each course, credits, internal and external marks of each subject.
- Particulars of University fees to be paid at the time of admission of UG,PG and M.Phil Courses
- University Examination Fees details.
- Rules and Regulations mentioning Important Information to parents and students, information regarding Internal examinations and periodical tests, University examinations, Library timings ,Laboratory for practicals.
- Various Club Activities.
- Plan of activities.
- Date of Examination.
- Leave Record.
- Late Record.

Suggestion box is kept in both the blocks. Practical Examination is conducted in well equipped laboratories. Hostel and canteen facilities are available during examination time.

Internal Examinations like MID and Model are conducted as per the Calendar Schedule.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Link for Additional Information | <a href="#">View Document</a> |

## 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 on website and communicated to teachers and students

#### Response:

Programme specific outcomes and course outcomes for all programs offered by the institution are stated

and displayed in the website and are communicated to staff and students. The programme's specific outcome and course outcome that bring out the objective of individual courses are given in the syllabus and can be downloaded from Thiruvalluvar University website.

MKJC is an affiliated college of Thiruvalluvar University. After receiving the syllabus from the university, Curriculum is analyzed by Heads of Department with all the faculties and scheme of syllabus based on objectives is communicated to the staff members. Heads of the Department allot the subject to the staff members. The subject teachers dictate the syllabus to the students with the learning objectives, PO and PSO.

We are offering the COs of each course in the Brochure, prospectus and college website. During admission time with the help of Help desk and Career Guidance cell the students are made aware of POs, PSOs and COs of each course.

The University semester result is submitted by the examination committee to the College IQAC for monitoring the continuous progression of students. The progress and performance of the students are monitored through class tests, seminars, assignments, internal tests, quiz, presentation and the model tests. Cumulative record of academic performance is maintained for each student by the class in-charges. Students are specially taken care of for their betterment in quality. For all final UG Students 50 Marks are given for Extension Activity. The internal assessment results and the University semester examination results are communicated to the parents personally through sms and in Parents-Teachers meeting. Parent's meeting is conducted to communicate the overall performance of their wards. The slow learners are monitored by their mentors.

Due to effective monitoring mechanism followed in the Institution, students improve their knowledge and skills. Many University ranks are obtained by the students every year.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

Attainment of programme outcomes, programme specific outcomes and course outcomes are duly evaluated by the institution. To measure the attainment of these outcomes, institute has developed mechanism as follows:

The attainment of POs, PSOs and COs are monitored and systematically analysed during the Formative and Summative Assessments.

For Formative Assessment a question bank has been prepared as per the Syllabus to evaluate the

attainment of course outcomes and their appeal to the different cognitive level of the learner. The scores obtained by the learner in each question in the examinations helps the evaluator to calculate the accomplishment of POs, PSOs and COs. Based on the analytical data, reforms in the methodologies are carried out and remedial measures have been taken to mend the lapses.

Feedbacks from the students are also obtained after the completion of the course and analysed. The setbacks are discussed in the Department meetings, remedial measures are suggested and follow up actions are taken.

Students' learning process is observed by conducting internal tests, mid and model examinations at regular intervals. Papers are evaluated within a week after the completion of tests and returned to the students on time. The students are evaluated on the basis of their performance in these events and the result of each student is reviewed. The students' strengths are assessed and special classes are designed for them according to the result outcomes. The support needed to the students is provided to improve their caliber in the respective subject. It enhances the confidence of students and prepares them to face the final examinations without getting nervous. The faculty members are expected to submit the entire course plan to the Heads of the Departments at the beginning of the year in a structured way.

The summative assessment is measured by the COs , number of students registered in higher education and research courses, alumni data, placement of students (on campus and off campus) ,publication of best research papers, industrial, field and lab visit reports, internship program, department level programs like three level written competitive examination, literary fest, B-blaze etc.

The institute aims at helping students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the staffs are involved in the construction of this learning environment. All students are valued equally during their learning journey with institute.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 2.6.3 Average pass percentage of Students

**Response:** 92.71

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 725

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 782

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |
| Any additional information              | <a href="#">View Document</a> |

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.44

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 0**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| List of project and grant details   | <a href="#">View Document</a> |
| e-copies of the grant award letters for research projects sponsored by non-government | <a href="#">View Document</a> |

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 16.99**

3.1.2.1 Number of teachers recognised as research guides

Response: 26

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 666

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

Our institution has created an eco system for creation and transfer of knowledge through various innovative activities.

#### Maintaining Eco Friendly Environment

Our institution provides eco friendly environment which provides physical and mental health for everyone. College campus situated with well established buildings, labs, library, etc. Environmental studies have been implemented as a compulsory paper for our students which enhance the practical and subject knowledge. Green campus helps us to maintain the healthy environment.

#### Research Promotion Wing (RPW)

Research Promotion Wing enhances the knowledge of students and staff by organizing various Research workshops, Faculty Development Programmes and Special Meetings. The Institute provides opportunity and encourages the faculty members and students to participate, write and publish the research work, to develop and nurture the research aptitude. Our institution has Departmental Research Committee with subject experts to guide the students. Under Academic Advisory Council, RPW encourages the students to take up the innovative research projects.

#### Industry-Institute Interface

Our Institute organizes Industrial visits and field trips to acquire the knowledge in the real life practice. Industrial experts, professional agencies impart training to students in various areas for Skill Development. Every year, students are encouraged to undergo training in the banks and industries to learn the concepts and develop the knowledge with recent updates.

#### Innovative Activities

**Women Entrepreneurship Development Cell (WEDC)** conducts various activities such as, MKJC Bazaar, Business Plan Workshops and Women Entrepreneurs Meet to give students practical experience of entrepreneurship. WEDC promotes the economic empowerment of women which aims to contribute to gender equality, as well as more job creation and economic development.

**Conferences and Seminars:** Conferences, Seminars, Workshops and Special Meetings are organized for transfer of knowledge among staff and students. This inculcates a research environment. Our institution conducts value added courses in various fields with innovative practices which enhances the students'

knowledge. At all levels we encourage our students to take up real time projects.

### Best practices of club activities

The Institute strives to impart ethical values, compassionate behaviour and sensitize students towards society through various activities under NSS, YRC and RRC and many other functional clubs.

Eco club, Science and nature club plays an important role in creating environmental awareness amongst the future generation where students can be empowered to practice and take up meaningful activities and projects. Herbal Garden and Green marketing is also one of the innovative practices undertaken by our institution, refers to the process of selling products and services based on their environmental benefits.

The highly qualified and skilled faculty members impart the knowledge to students through innovative teaching learning methods with help of latest technology. Our institution has created an eco-system for innovation through various activities which has become an integral part for creation and transfer of knowledge among beneficiaries. This ecosystem is instrumental in various achievements of the institute.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 19

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 4       | 5       | 2       | 4       | 4       |

| File Description                                   | Document                      |
|--|-------------------------------|
| Report of the event                                | <a href="#">View Document</a> |
| List of workshops/seminars during the last 5 years | <a href="#">View Document</a> |
| Any additional information                         | <a href="#">View Document</a> |



### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** Yes

| File Description                        | Document                      |
|---|-------------------------------|
| Institutional data in prescribed format | <a href="#">View Document</a> |
| Any additional information              | <a href="#">View Document</a> |

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

| File Description                   | Document                      |
|------------------------------------|-------------------------------|
| e- copies of the letters of awards | <a href="#">View Document</a> |
| Any additional information         | <a href="#">View Document</a> |

#### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

**Response:** 2

| File Description   | Document                      |
|--|-------------------------------|
| URL to the research page on HEI web site   | <a href="#">View Document</a> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 1.27

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 128     | 29      | 10      | 2       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| List of research papers by title, author, department, name and year of publication | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.82

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 32      | 28      | 18      | 16      | 15      |

| File Description  | Document                      |
|---|-------------------------------|
| List books and chapters in edited volumes / books published | <a href="#">View Document</a> |
| Any additional information                                  | <a href="#">View Document</a> |

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

Our Institution is undertaking extension activities inside and outside of the campus for the benefit of neighbourhood community.

#### Women Entrepreneurship Development Cell-MKJC Bazaar

Our Institution plays a vital role in developing and motivating women entrepreneurs. WEDC organizes special meetings and MKJC Bazaar to give a platform for our students to show off their hidden talents in

business marketing with enhanced profit and experience.

## **NSS**

An active role of NSS achieved many credits, rewards and awards for their out throwing social activities by conducting camps and awareness programmes like health checkups, blood donation camp, awareness on election voting, dengue fever Awareness, Avoiding Junk foods, 108 ambulance, self defence, etc.

## **Adoption of Village**

Our College has adopted and organized a camp in Chinnakammiyampattu village to fulfil the needs by constructing the toilet, distributing sanitary items and planting saplings. Free Health checkups, Eye camp was organized for the village people. Our Institution has contributed free books and Ceiling fan for the development of school.

## **Swachh Bharat-Clean India**

Through various clubs, our college has organized camps to clean the village, railway station and other areas in and around our institution. The Railway department of Jolarpet has given an award to our institution for our unbeatable service.

## **Awareness Programmes and Health Camp**

Our Institution has organized many awareness programmes and health camps like Tobacco, AIDS , Helmet , Breast Cancer , Cervical cancer , Cash less transaction , Fire extinguisher , Electoral voting System etc., and Health camps like , Blood donation, Eye check-up, General health check up, Acupuncture, etc. Many of our staff and students have volunteered themselves to donate blood. A programme was conducted on organ donation with 1444 staff and students as participants for Guinness World Record.

## **Donations and Relief Funds**

For the Prime Minister Relief Fund our institution has collected the amount of rupees **Thirty lakhs** from students, staff and the management, which was given directly to the Prime minister. Our college students has donated Rs. 14,000 to Sri Jain Goshala, Vellore, Rs.15,000 which includes one time lunch to SRDPS, Tirupattur and Rs. 25,000 to Friends of Tribal Society Chennai. Our Institution has sent our college drivers to give their helping hands for the Thane Puyal with our donation. Our students regularly make their contribution of funds, clothes to the needy and they also donated notebooks to the nearby tribal village school students.

## **Public Health check-up on Malnutrition**

Malnutrition awareness and nutritional assessment programme was given to school children. Every year we conduct health check-up and nutrition awareness programme. Community Nutrition survey was conducted for tribal people at pudur nadu.

## **School Outreach Programmes – Career Guidance**

Our college has been organizing and providing guide lines on Career based outreach programmes for the

twelfth government school students. The Academicians share their sessions with motivational speeches.

### Government bodies

Our college is acting as an Electoral voting Booth with counting centres and centre for online exams. We provide venue for conducting government body meetings.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 28

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 13      | 8       | 4       | 1       | 2       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of awards for extension activities in last 5 years | <a href="#">View Document</a> |
| e-copy of the award letters                               | <a href="#">View Document</a> |

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 125

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 41      | 29      | 19      | 12      | 24      |

| File Description  | Document                      |
|---|-------------------------------|
| Reports of the event organized  | <a href="#">View Document</a> |
| Number of extension and outreach programs conducted with industry,community etc for the last five years | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 72.8

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2150    | 2100    | 2150    | 100     | 2000    |

| File Description  | Document                      |
|---|-------------------------------|
| Report of the event   | <a href="#">View Document</a> |
| Average percentage of students participating in extension activities with Govt or NGO etc | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 68

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 20      | 16      | 12      | 10      | 10      |

| File Description   | Document                      |
|--|-------------------------------|
| Number of Collaborative activities for research, faculty etc | <a href="#">View Document</a> |
| Copies of collaboration                                      | <a href="#">View Document</a> |

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 24

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 12      | 7       | 2       | 3       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The College Campus is an area of 24.35 acres with area of about 2,15,000 Sq.ft in tranquil and serene atmosphere overlooking the Yelagiri Hills. The campus comprises of three academic blocks with capacious classrooms, well-equipped laboratories, spacious library, vivid auditorium, air conditioned seminar halls, well maintained hostel, hygienic mess, canteen and administrative block. The institution have well infrastructure with:

- Totally 92 class rooms are available. (60 classrooms in **SRI ROOP RAJAT BLOCK**, 27 classrooms in **SRI ARIHANTH BLOCK** and 5 classrooms in **SRI PARASWANATH BLOCK**).
- Well furnished and fully equipped staff room that includes laptop and system with internet facility.
- High configured computer laboratories consisting of 246 systems with latest softwares.
- 39 college buses are with first aid box and emergency exit windows. The buses ply to various areas around the college.
- Mathematics Learning Centre is used to improve the practical knowledge of the students.
- Language lab facility given to improve the communication skills of the students.
- Two fully air conditioned seminar halls with Audio Visual aids for effective teaching.
- Internet facilities with leased line connectivity throughout the campus.
- Placement cell organizes pre-placement training on Soft & Interview Skills, Projects and Campus Recruitments for students.
- The college has 24 hours Generator (125kW) and UPS (110kW) facility.
- Alumni association constitutes network of MKJC graduates for career opportunities.
- Our students are recruited by Wipro, CTS, TCS, Net Magnus, CSC, TNQ Journals, Nokia, Baer India, Soft Career Guru etc.
- The management periodically discusses with principal and HODs for the needed infrastructural facilities and enhancement to provide for effective teaching and learning.
- Tutor Ward system and Feedback mechanism are followed.
- Parents and Teachers Meeting is conducted once in every year.
- Solar system panel (20kW) is installed throughout the college campus.
- Ideal staff student ratio is followed 1:15.
- Trainees are appointed for all the departments.
- Separate bulletin board for each department and class rooms for displaying the information.
- College Vehicles are provided to attend Seminar, Workshop and Conference conducted in different colleges.
- Various informations are informed to the students during common prayer conducted every Monday and regularly through public announcement system.
- We have Wi-Fi and Network connectivity, Intercom, Smart board system, Video capturing facility and Blog facility.
- Students Counseling Centre is implemented in the college.
- The college has tie up with Tamilnadu physical Education and Sports University, Mother Teresa Women's University.

- ATM, SMS, Lift, Fire extinguisher, Canteen with stationary facility, Digital library, Lightening arrester, RO, Rain Water harvesting, Adequate rest rooms, Suggestion Box, First Aid Box, Grievance Box, Separate Yoga Hall, Lunch shed and Herbal garden is available for the benefit of students.
- Recovery, Record, IQAC, EB , 2 Guest rooms, NCC, NSS rooms are available in our campus.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

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

##### Response:

MKJC gives more importance to sports and games. Our College sports room with 748 sqft and sufficient sports instruments are available for various games. Our institution have an adequate infrastructure in terms of space and our management provides sufficient funds for the sports. We have three faculty members in Physical Education Department, six Coaches for Football, Hockey, Kabaddi, Volley ball, Karate, Archery & Athletic. Two Yoga trainers are available. Our college having 4 multipurpose playgrounds and 1 auditorium. Auditorium is also used as a ground. Ground 1 is used for playing Kho-Kho, Hockey, Football & Long Jump Pit. Ground 2 is used for 200 meters running race & to play Cricket. The 3rd Ground is congenial well constructed Basket ball ground. The same ground is used for Tennikoit, Throw ball & Volleyball. The auditorium is used as an Indoor stadium for Ball Badminton, Table Tennis. In Ground 5 Kabaddi is played regularly. We have 4 sports team in our college namely red, green, yellow and violet. We always conduct inter house matches in our college and give the prizes to the winners and runners during the sports day.

Our management provides Fee Concession for those who excel in sports, 5% for Intercollegiate Players, 20% for Divisional level Players, 30% for Zonal level Players and 40% for National level Players are provided to sports students for University sports competitions. 10% for District Players, 20% for State level Players and 30% for National level Players are provided for the sports students at Private sports competitions.

Our students participate in Zonal, Inter-collegiate, Inter-divisional, National level, State level and District level and won many prizes. Our college is selected by the Thiruvalluvar University for conducting various tournaments regularly. Every year, we are conducting the Sports Day. Our students have participated in Republic day parade at New Delhi. Auditorium is decorated for different on-stage events such as Convocation, Artsmart, College day etc.,

##### Cultural Activities:

The Cultural committee of the college conducts 3 events every year.



1. On stage Events.
2. Off stage Events.
3. Art-smart (Inter-collegiate cultural events).

I, II and III Prize are given for each event.

#### Art-smart:

It is an inter-collegiate cultural event conducted by MKJC every year. Students from other college participate 'On' and 'Off' stage competitions. Prize is given for each event. Ms/Mr. Art-smart and overall championship of the college are awarded. In Artsmart, Lunch and Tea is provided for outside participants. Apart from this, our college celebrates every festival such as Pongal, Diwali, Navaratri, Christmas and New Year. Sweets are distributed to the students and faculties during Special days. Our college union conducts Fresher's Day for 1st year UG and PG Students, farewell for final year UG and PG Students and Teachers Day for the faculty members. Every year our college celebrates Republic Day, Independence Day and Dr. A.P. J. AbdulKalam's Birthday. Yoga is practicing every day and Yoga day is celebrated in our college(June 21). Yoga is one of the significant event in our college sports day.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

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

**Response:** 14.89

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

| File Description   | Document                      |
|--|-------------------------------|
| Number of classrooms and seminar halls with ICT enabled facilities | <a href="#">View Document</a> |
| any additional information   | <a href="#">View Document</a> |
| Link for additional information which is optional                  | <a href="#">View Document</a> |

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 25.06

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

|           |          |          |           |          |
|-----------|----------|----------|-----------|----------|
| 2017-18   | 2016-17  | 2015-16  | 2014-15   | 2013-14  |
| 100.00000 | 65.00000 | 75.00000 | 100.00000 | 91.00000 |

| File Description  | Document                      |
|---|-------------------------------|
| Details of budget allocation, excluding salary during the last five years | <a href="#">View Document</a> |
| Audited utilization statements  | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

## 4.2 Library as a Learning Resource

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

#### Response:

#### Introduction

eBlis (electronic Bosco Library Information System) is an user-friendly solution to take care of all the administrative and management functions of a Library. eBlis is fabricated with seven modules each serving a function. eBlis provides easy access to information on resources and transactions.

#### Administration

Admin module is meant for Librarian. Admin can manage the Library calendar, register and assign accessibility rights to other library staff. Admin can backup and restore the database files.

#### Support Data

This module helps to fix up the classification scheme, subject terms, possible list of authors, publishers, vendors and other informations. It's used, whenever needed.

#### Document Catalogue

This module helps to maintain the bibliographic information of books, CDs, cassettes and other resources. Also, it can be classified and freed in details of articles and view statistics of the library collections.

#### Members

Here, we can categorize and assign rights to members. The category can be like staff and students. Addition is possible either in single or as a bulk, a group of member's information at one shot. Each

members profile can be maintained with a security password assigned for accessing OPAC.

### **Circulation System**

It is used by Circulation staff to charge, discharge, reserve, renew, recall, and block circulation of resources. A simple digital Circulation Desk is provided with easy access to members, the resources charges, reserved in their name and those picked by the member. It also provides circulation using Barcode Enabled circulation and integrated circulation.

### **Serial Control System**

Serial Control System is to manage information on Journals. Here we can subscribe, renew subscription, check in issues receive, claim for the missing issues and maintain articles. This module is accessible only to the librarian and those library staff permitted by Admin.

### **Online Public Access Catalogue (OPAC)**

The members and guests of the library can access the resources using this module, only. Here, one can reserve or pick resources and can also suggest new resources.

### **Learning resource centre**

MKJC Library house is located in new block (Sri Roop Rajat Block) having 10304 sq. feet with adequate Seating Capacity. There is a separate section for UG, PG & RESEARCH and Educational Technology Lab. The library building has a provision for both individual and group study making room for interaction, discussion and quiet studies. Adequate space is provided for internet browsing.

### **Library highlights**

- Rich reference section
- Inter library linkage facility
- RYA Book Bank Service
- Delnet
- Inflibnet
- British council library
- Educational Technology Lab
- Readers club
- Reprography facility
- Open access system

| <b>File Description</b>    | <b>Document</b>               |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### **4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

**Response:**

We strongly believe that immersion in the library collections and engagements with our staff and their services transforms the intellectual and academic level of our students and staff.

**Special and Rare Collections**

- Encyclopedia Britannica - 63
- Special books – 10
- Theses – 8
- Dissertation – 196
- Architectural Manuscripts – 29
- Tamil Medicinal Manuscripts – 551
- Siddha Traditional Operational Tools Album
- Old Hero Stone Photos Album

Encyclopedia Britannica volumes expose our students to various branches of knowledge. Special subject books donated by our senior staff members are classified and shelved according to their subjects. Theses and Dissertations arranged in PG & RESEARCH Section for the reference of scholars. Architectural Manuscripts, Medicinal Manuscripts, Siddha Traditional Medicinal Tools Album, Old Hero Stones Album with a write up are displayed in New Arrivals Rack. These collections are preserved from insects, fire, water and dust.

**Other Knowledge Resources for Library Enrichment**

Our library is not only enriched with books and journals, it's also shaped with various articles, which include Encyclopedia Britannica, Career Guidance materials, Atlas periodicals, newspapers, question bank, periodical back volumes etc. Educational Technology Lab equipped with PROJECTOR, DVD PLAYER, COMPUTER, CDs and DVDs. To inculcate reading habit among the students every year we conduct book exhibition in our college.

**LIBRARY COLLECTIONS**

- Books – 24409
- E- Books -97000
- Journals – 60
- E- Journals -6000
- Magazines – 16
- Periodical Back Volumes
- CDs and DVDs -1146
- Computers - 26
- Colour TV- 02
- DTH (Set of Box)
- News papers -12
- Maps, Atlas
- Printer - 1
- Colour printer – 1

- Xerox Machine – 1
- Scanner - 1

### Library Services & Facility

- Orientation programme is regularly conducted for the first year UG & PG students.
- Air – conditioned Educational Technology Lab is available for the Library.
- Barcode Facility- The entire Library collection has been bar-coded.
- Current Awareness Services - The information related to Placements, Competitive Examination are displayed in the notice board.
- OPAC –Online Public Access Catalogue can be accessed anywhere from the college campus.
- Reprographic Service – Photocopying and scanning are done in the Library at reasonable cost.
- Daily important news is displayed in the notice board of the library.
- Print out services – Staff and students are allowed to download online information and take print out.
- Question Bank Service – University question papers are kept separately for reference.
- Institutional Membership Services – Inter library loan service is available through an institutional membership with DELNET and BRITISH COUNCIL LIBRARY.
- Wi-Fi facilities are available in the Library.
- Suggestion Box / Suggestion Register – Staff and Students can recommend the books and journals and they can drop their suggestions in the suggestion box.

### E- RESOURCES

Teaching and Research methods are changing in many ways, so we update our users with digital electronic resources like, INFLIBNET, DELNET, NPTEL content EDUSAT programme like VYAS, GYAN DARSHAN and NDL (National Digital library).

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** B. Any 3 of the above

| File Description   | Document                      |
|--|-------------------------------|
| Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### **4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 4.35

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 8.63    | 4.01    | 2.99    | 4.10    | 2.01    |

| File Description  | Document                      |
|---|-------------------------------|
| Details of annual expenditure for purchase of books and journals during the last five years | <a href="#">View Document</a> |
| Audited statements of accounts  | <a href="#">View Document</a> |

#### **4.2.5 Availability of remote access to e-resources of the library**

**Response:** Yes

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### **4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 25.52

4.2.6.1 Average number of teachers and students using library per day over last one year

| Response: 663              |                               |
|----------------------------|-------------------------------|
| File Description           | Document                      |
| Any additional information | <a href="#">View Document</a> |

## 4.3 IT Infrastructure

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

#### Response:

MKJC has 319 systems which includes Dual core processor and Core i3 processor. Student computer ratio is 1:1 for Computer courses and 1:9 for non computer courses also.

#### Computing Facilities:

Computer UGLab1 has 50 systems, UGLab2 has 50 systems, MCALab1 has 50 systems and MCALab2 has 44 systems. Well Equipped English lab has 48 systems with ETNL software, Net facility is established for the benefit of students to develop the fluency and accuracy of their communication skills.

#### WIFI Facility:

MKJC has WIFI network in SRI ARIHANTH and SRI ROOP RAJAT Block.

#### Server, Open Source software and Proprietary Software's:

Our college maintains three servers for UG and PG courses which is maintained by the system Admin. We have separate server room. Higrade software of Rs.2,00,000 installed in the college office for office automation and academic support for the various departments. We have Tally ERP9, K7 and quick heal Antivirus. Our college is using open source softwares PHP and OS such as Ubuntu 12.04. UPS room is maintained separately in second floor of SRI ROOP RAJAT BLOCK. Computer Lab provides other facilities like typing, printing, scanning and CD/DVD writing also. Library Information Resource Centre uses eBlis 2.0 software, for the maintenance of library activities. eBlis (Electronic Bosco Library Information System) which is designed to automate the administrative and management functionalities of a library. Computers are upgraded from CRT to LCD Monitors.

#### Internet Facility:

All the departments, Office, Exam cell, Library, Hostel, Principal office, Vice-Principal Office and PRO office are provided with well equipped internet connection with air way communication (69 computers with access to internet) with bandwidth of leased line condition 11Mbps and LAN configuration speed of 100Mbps.

#### Smart Board and LCD:

We are having Smart Board facility in Seminar Halls. We have a total of 8 Projectors in the class rooms and 6 Projectors are in seminar halls. Our institution adopts ICT enabled teaching learning process

through LCD, Smart class, Interactive videos, Recorded Video Conferencing Lectures and Mann ki baat programme also telecasted.

#### **Bio-Metric:**

Bio-Metric system is fully systemized in our campus for staff attendance and students entry in the library. Library is well equipped with Internet, OPAC, INFLIBNET and DELNET services.

#### **CCTV Facility:**

Our entire campus is equipped with CCTV cameras providing electronic surveillance and safety. It gives the importance of safety to our students, faculty and all the Stakeholders. CCTV camera is monitored regularly by the CCTV monitoring section.

| <b>File Description</b>         | <b>Document</b>               |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

#### **4.3.2 Student - Computer ratio**

**Response:** 9.06

| <b>File Description</b>    | <b>Document</b>               |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### **4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** >=50 MBPS

| <b>File Description</b>    | <b>Document</b>               |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### **4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**



|   |                               |
|---|-------------------------------|
| <b>Response:</b> Yes  |                               |
| <b>File Description</b>   | <b>Document</b>               |
| Facilities for e-content development such as Media Centre, Recording facility,LCS | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |
| Link to photographs   | <a href="#">View Document</a> |

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 74.24

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

| 2017-18   | 2016-17   | 2015-16   | 2014-15   | 2013-14   |
|-----------|-----------|-----------|-----------|-----------|
| 330.28690 | 277.81439 | 228.85427 | 242.27822 | 208.29218 |

|  |                               |
|--|-------------------------------|
| <b>File Description</b>  | <b>Document</b>               |
| Details about assigned budget and expenditure on physical facilities and academic facilities | <a href="#">View Document</a> |
| Audited statements of accounts.  | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

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

**Response:**

##### ISO

MKJC is an ISO 9001:2015 Certified Institution. Our pride institution having, Quality Protocol, Process Protocol, forms and formats, procedure manual for academic, office and library activities. This institution frequently scheduled internal and external audits, two internal audits are conducted by the trained faculty members of our college and one external audit audited by the ISO members from BSI and the reports are maintained by the quality co-ordinator.

### **Maintenance of the campus**

Cleaning services is regularly done for all laboratories, library, restrooms, and bath rooms in hostel and college premises by contingency staff.

### **Trouble shooter**

The college has installed one generator with the capacity of 125kW. The voltage and power supply is regularly checked by the electrician.

### **Class rooms**

Adequate classrooms are available. If any furniture is needed, Internal Communication form given to Maintenance Supervisor to fulfil our needs soon. End of the every academic year all the department HOD's are ask to submit forthcoming requirement in the Resource Requirement Form to the principal.

### **Laboratories**

Laboratories in our college have a huge collection of equipments to carry out their practical Instruments and are calibrated by available technician. All the equipments are maintained by respective Lab in-charges.

### **Computer Services**

Our system admin maintains IT enabled and computer aided services regularly.

### **Library**

Our College library books are accessed, sealed and the arranged based on Dewey decimal classification. To prevent the damage of books, periodic book binding is done. The excellent operating and development of services acts by Library Advisory Committee. Library is monitored by CCTV.

### **Sports**

MKJC ensures a healthy, holistic lifestyle within the student community by encouraging students to participate in sports. A number of facilities have been provided to facilitate physical education and sports activities. Sports activities are well planned and implemented by the physical education department. Expert coaching is provided for promising athletes/sports persons. Sports room and play ground are maintained by Contingency Staff. Emergency care is always available inside the campus.

### **Water Management**

The RO water plant is established in the premises to supply purified drinking water and monthly once maintained by RO plant incharge.

### **Canteen**

Canteen is periodically verified by our Principal and Quality Co-ordinator, Management members. PRO and Trust Co-ordinator monitor frequently. During ISO Internal audit canteen is audited by our college

internal auditors and External Audit is audited by BSI External Auditor members.

### **Biometric**

Every day Biometric report is taken by the software incharge and also monthly report is maintained.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 10.89

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 117     | 301     | 273     | 311     | 249     |

| File Description   | Document                      |
|--|-------------------------------|
| Upload self attested letter with the list of students sanctioned scholarships  | <a href="#">View Document</a> |
| Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 7.22

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 292     | 157     | 152     | 147     | 99      |

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

| File Description  | Document                      |
|---|-------------------------------|
| Details of capability enhancement and development schemes | <a href="#">View Document</a> |
| Any additional information                                | <a href="#">View Document</a> |
| Link to Institutional website                             | <a href="#">View Document</a> |

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 43.18

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1340    | 1420    | 850     | 683     | 759     |

| File Description  | Document                      |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0

## 5.1.5.1 Number of students attending VET year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 15.85

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 231     | 136     | 82      | 93      | 69      |

| File Description  | Document                      |
|---|-------------------------------|
| Self attested list of students placed                   | <a href="#">View Document</a> |
| Details of student placement during the last five years | <a href="#">View Document</a> |

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 34.94

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 269

| File Description                                   | Document                      |
|--|-------------------------------|
| Upload supporting data for student/alumni          | <a href="#">View Document</a> |
| Details of student progression to higher education | <a href="#">View Document</a> |
| Any additional information                         | <a href="#">View Document</a> |

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 16.9

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 14      | 4       | 4       | 4       | 6       |

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 40      | 45      | 42      | 36      | 30      |

| File Description  | Document                      |
|---|-------------------------------|
| Upload supporting data for the same   | <a href="#">View Document</a> |
| Number of students qualifying in state/ national/ international level examinations during the last five years | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 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) during the last five years.

**Response:** 10

5.3.1.1 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-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 3       | 2       | 0       | 2       | 3       |

| File Description   | Document                      |
|--|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years | <a href="#">View Document</a> |
| e-copies of award letters and certificates   | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

The college union is the community centre of the college serving students. The college union has student representatives representing the Clubs and the Departments. The role of the student council is to maintain overall discipline on the campus, coordinating various programmes and activities. Union work acts as a facilitator between the student and the Institution.

The student representatives were elected according to the following criteria:



- Academic performance
- Attendance
- Personality Traits /Leadership Quality
- Co-curricular Activities
- Extra -curricular Activities
- Sports
- Communication skills / public speech

The college union committee contains the following Office Bearers:

- Union Chairman
- Vice Chairman
- Secretary
- Joint Secretary
- Department Secretary
- Club Secretary

The members for the various bodies are selected by the respective faculty coordinator and activities are initiated for their effective functioning for the academic year. Execute and formulate policy to manage the day today running by the club. The Club controls the finance aspect also determine the number and appoint the signatories to manage the club's financial affairs. Arrange sponsorship and fund raising activities. Hold monthly meetings of the committee and convene special meetings as and when required.

Student representation and participation has been an integral part of academic and also various activities of the college. Student representation is on the following committees:

- College Union
- Reader's Club
- Rotaract Club
- Citizen Consumer Club
- Fine Arts and Cultural Committee
- Karuna Club
- Red Ribbon Club
- Youth Red Cross
- Science and Nature Club
- Magazine Committee
- Student Help Line & Grievance Redressal Committee
- English Literary and Theatre Club
- Women Entrepreneurship Development Cell
- Eco Awareness Club
- Humour Club
- Philately Club
- Sports
- NSS
- NCC
- Career Guidance Cell
- Sevottam
- Innovation Cell

Department secretaries actively participate with faculty members to organize seminars, conferences and workshops, cultural events, sports etc., All Department association activities and Annual festivals are organized by the students.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 111.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 108     | 124     | 115     | 104     | 105     |

| File Description   | Document                      |
|--|-------------------------------|
| Report of the event  | <a href="#">View Document</a> |
| Number of sports and cultural activities / competitions organised per year | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The Alumni Association brings all the alumni students together on a single platform to develop Synergistic plans for improving Institutional endeavors. Ties between the Institution and the alumni, so that the alumnus can participate in various activities including cultural and social activities. Institution also have a focal point of contact among alumni to interact and network with website **www.mkjc.in**

An alumnus and coordinator who keeps record of the alumni members communicate through mail .The Alumni Association conducts regular meetings wherein the members freely and closely interact with each

other on issues pertaining to the development of the college and also their role and contribution. On this meeting all the alumni and parents are invited to visit the college and interact with the staff. Their ideas and suggestions are duly recognized and implemented by the college administration. The HOD's also interact with the members of Alumni association especially on the matters of curriculum design and development of value – added programmes. To ensure that programmes are initiated and developed for the benefit of the Alumni. To preserve and promote the interest of the Alma Mater through Alumni involvement in its future and governance. All passing out graduates who completes their course from the college shall be eligible for the membership of the Association. Alumni Coordinator shall prepare an Annual Plan for alumni programmes and activities, and shall jointly develop a budget that allocates appropriate resources to support the Plan.

#### **Registration Fee Rs.100/-**

#### **Alumni association fund run in two criteria:**

##### **Financial contribution:**

- Alumni members contribute funds to old age homes, orphanages, Herbal garden , Sapling plantation inside and outside the campus, Books to library and students.

##### **Non- Financial contribution:**

- The alumna contributes in various activities such as referring the Resource person to our college and information about job offer to final year students.
- Alumni students are actively participating in inter-collegiate cultural events ( Art Smart ), seminars, competitions, College Day, MKJC Bazaar ,Parents worship Day and Book Fair.
- Alumna contributes their clothes to orphanage.
- Alumni students deliver motivational talk to all the students in the college union inauguration and promote activities in organizing awareness programme for students.

| <b>File Description</b>         | <b>Document</b>               |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

#### **5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

**? 5 Lakhs**

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response:** 1 Lakh - 3 Lakhs

| File Description                      | Document                      |
|---------------------------------------|-------------------------------|
| Any additional information            | <a href="#">View Document</a> |
| Alumni association audited statements | <a href="#">View Document</a> |

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 10

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1       | 2       | 3       | 2       | 2       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of Alumni Association / Chapters meetings conducted during the last five years | <a href="#">View Document</a> |
| Report of the event   | <a href="#">View Document</a> |

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Our institution has realised the significance of able governance. All the decisions are taken properly by well-defined system which is reflected by an effective leadership system.

Marudhar Kesari Jain College for Women strives to empower the students, especially those from inclusive society with RIGHT KNOWLEDGE and make them self-sufficient to develop holistic personality and excellence in their walks of life, thereby contributing for rural societal development.

Vision of MJKC shall be obtained through the mission undertaking in our college. Our mission is to develop MKJC into a campus of Academic Excellence. Our college obtain Academic Excellence through introduction of various new courses, new technologies in teaching and learning etc., Continuous Academic Excellence strives for continuous improvement.

We are having various committees /clubs which motivate the students to obtain excellence in entrepreneurship, leadership, communication skills and increases the knowledge of students ethically, socially and to gain knowledge and values towards well being. We organize various conferences, seminars, symposium, workshop and making our students and staff to participate, present and publish papers which make the students to acquire them to face the challenges of the global competition.

Our aim is to uplift the students of inclusive society and thereby towards rural development. We have perspective plans and which is properly governed by governing body and all the employees are the participants in the plans derived. All the decisions are derived from the vision and the mission of our college and it undertakes various course of action which uplift the knowledge of the students community.

##### **Perspective plans and participation of teachers in decision making bodies.**

- To give the Teachers involvement in various committees, clubs, cells, Association councils as members for overall decision making to attain objectives of the college.
- To provide opportunities of education and skills through varied branches of knowledge of Arts, Science and Commerce.
- To enhance employability of the students through innovative educational environment.
- To enable students to develop a sense of culture and morality and develop a spirit of social commitment.
- To give edge to the global competence of the students through well equipped infrastructure and Activity Based Learning.
- To encourage students to exhibit their artistic talents & skills through extracurricular activities.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Decentralization is followed in our college in many aspects, some of the powers are decentralized from Principal to Vice Principal, such as authorizing work diary, cumulative mark statement, Students Attendance Signing, conducting class committee meeting every month.

Principal powers are delegated to HODs such as Monitoring the Department, Teacher's performance appraisal, Subject allotment, Allotting class in charges etc.,

HOD's powers are decentralized to department staff members like class teachers in-charge, subject teachers, Tutor ward and value added course in-charge.

Tutor ward system is followed in our college and they have decentralized powers to the tutors and mentors. They collect leave letters from the students and they are aware of the reason for the leave taken by them. They act as mentors and guide their students in various aspects for upliftment of their education and make them participate in various competitions and events. In the need they also act as counselors and they are trying to solve the problems faced by the students

Participative Management involves the employees in decision making process of the management .In our college, we have different committees and they work for the benefit of the college development. Cultural committee, IQAC, ISO, QC, Prayer committee, Library Advisory committee, sports advisory committee, etc are following the participative management system. The heads of the committee will be nominated by the Principal every year and the functions are decentralized to the committee members.

#### Description of a case study: Library Advisory Committee

Library Advisory Committee formed in our college, the committee members are selected by a team of Professors from various discipline and all the HODs are the members of library advisory committee. They work for the establishment of library as per the requirements like new book procurement, NPTEL, video lectures and CD/DVD display to the students, British council library membership etc., Advisory committee members discusses through meeting regarding e-gate scanner for in and out library users, OPAC login facility, e-learning centre, furniture requirement for library, college magazine, marudhar-vani in-house journal, calendar, syllabus etc.,

Library Advisory committee involve themselves towards preparing library budget, library orientation programme, activity register and monitor monthly reports, and prepare book donors list.

They Arrange Book exhibition journal subscription for each department, annual report of the library, library feedback, library visitor register, suggestion register journal list for M.Phil./ Ph.D., in-house magazine, in-house journal published by the staff members are prepared and submitted it to the Principal

by the librarian.

Library Advisory committee suggest needed changes in library and they involve themselves towards purchase of books, journals, articles, magazines, CD Collection ,vyas channels, Internet and INFLIBNET and hence it is best example for participative management.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

After the NAAC First cycle, our college started ISO 9001:2000 in the year 2008-2009 through Quality Management System. ISO system ensures customer satisfaction and also all the compliance are prioritized every day. ISO First standard 9001:2000 was established in the year 2008, second standard of ISO is 9001:2008 followed by third standard 9001:2015 was established in the year 2017. ISO system brings out the uniformity throughout the college. ISO System meet quality program and consumer expectation, conform with certification system and it meets customer satisfaction. ISO Certification guarantees that the organization is fulfilling the global quality standards. ISO documentation is very useful to prove each and every activity conducted in our college and that can be done with uniform procedures.ISO documents are useful for the NAAC purpose. ISO function is decentralized from the Principal to QC (Quality Controller). All functions of ISO are done by QC and MRC members. They monitor and check all the forms and formats as per the records followed in ISO Quality manual and procedure manual.ISO forms and formats are prepared for each activity and to be authorized by the Head of the Institution. ISO forms and formats are prepared with authorization along with reference number and Issue date. QC will arrange for MRC meeting twice in a year along with MRC members. In that meeting they discuss about development of college, feedback from students and parents, introduction of new course etc. Internal Audit will be conducted by QC every year with authorization from the Principal. Internal audit schedule will be given to internal auditors. As per the schedule the internal auditors will audit respective departments, Academic resources support, Exam committee, Library, Office, System Administration, Web master and Distance education courses twice in a year. External audit will be conducted every year by BSI. Re-certification will be done once in a three years and new ISO Certificate will be provided by External auditors.

| File Description                                       | Document                      |
|--|-------------------------------|
| Any additional information                             | <a href="#">View Document</a> |
| Strategic Plan and deployment documents on the website | <a href="#">View Document</a> |
| Link for Additional Information                        | <a href="#">View Document</a> |

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

Sri Marudhar Kesari Jain trust is governed by governing council and followed by Academic Advisory Bureau. Academic Advisory Bureau is then centralized their function to the Principal of our college. Principal function is again divided into QC (ISO) functionaries, IQAC function, Hostel function, Academic sources, College council, Office Administration, Campus maintenance and various study centre Administration. QC (ISO) function is divided into two function, they are Internal Auditors functionaries and MRC members. IQAC functions are divided into Academic Promotion wing and Research Promotion wing. Hostel Administration is handled by Hostel Warden and Mess Manager. Hostel Warden Activity is followed by Deputy Warden, Supervisor and Resident tutor. Mess Manager Activity is followed by Mess Staff. College council activities are followed by Vice Principal, HOD, Staff and Students. HOD function is to recruit staff with proper procedures and service rules and they are responsible for department association like Grievance Redressal, Promotional activities and to select student's secretary and also to undergo Co-curricular activity through club secretary. Office Administration is carried by Accounts Manager and Office Superintendent. Accounts Work is divided by Cashier, Accountant and Assistant Accountant under the supervision of Accounts Manager. Office function is carried by clerk, Junior clerk and Receptionist under the supervision of Office Superintendent. College campus is maintained by Engineers. Study centre function is maintained by Co-ordinators, Faculties and clerical staff. Academic sources are responsible for Women Entrepreneurship Development Cell, Industry Institute Interface Activity and Placement and Career Guidance cell activity.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support



**5.Examination****A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** A. All 5 of the above

| <b>File Description</b>   | <b>Document</b>               |
|---|-------------------------------|
| Screen shots of user interfaces   | <a href="#">View Document</a> |
| ERP Document  | <a href="#">View Document</a> |
| Details of implementation of e-governance in areas of operation Planning and Development,Administration etc | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions****Response:**

NPTEL Course is very important one for every library. Library advisory committee conduct meeting at the beginning of every academic year. The members of Library advisory committee are Principal, Vice Principal, Ms.S.Sakthi Head, Department of Tamil, Ms.A.Sumyirra Head, Department of English, Ms.C.B. Sumathi Head, Department of Mathematics, Ms.L.Hemalatha Head, Department of computer science, Ms.S.Abirami Head, Department of computer application, Ms. B. Vasanthi Head, Department of commerce, Dr.C.Nithya, Head, Research Department of commerce, Ms.M.Ashtalakshmi Head, Department of commerce CA, Dr.G.Deepalakshmi, Head, Department of Business Administration, Ms.M.Deepa, Head, Department of Physics, Ms.R.Malarkodi, Head, Department of Biochemistry, Dr.M.Gomathi, Head, Department of Biotechnology, Ms.N.Vijayalakshmi, Head, Department of Interior Design and Décor, Ms.R.Mahalakshmi, Head, Department of Nutrition, FSM and Dietetics, Ms.S.Yogapriya, Head, Department of Physical Education and Ms.K.Suganya, Head, Department of Chemistry. In the Library advisory committee meeting various resolutions will be discussed and approved by the Principal. One of the successfully implemented activities of Library advisory committee through its minutes of meeting is “Introduction of NPTEL” in MKJC. After the resolution approved librarian taken a measure to bring hard disk from IIT Chennai and implement in our college. In our college NPTEL course is handled in Educational Technology lab (ET LAB). All the students and staffs are eligible to enroll in NPTEL course. The NPTEL course eligibility is equivalent to completion of course in IIT. We have successfully implemented NPTEL course in MKJC and our students are benefited out of it. Good members of students have enrolled in NPTEL online course and they completed successfully.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

## 6.3 Faculty Empowerment Strategies

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

#### Response:

Management has provided various welfare measures. They are

- The institution encourages the faculty to pursue the Ph.D programme and Rs.1000 increment for Ph.D., completion and Rs.500 increment for who clears NET/SET
- College offers various facilities like internet & Library . Also supports the teaching staff to attend the training programmes, seminar, conference ,workshop and paper presentation.
- 50% publication amount will be reimbursed.
- 50% Concession in bus fees for teaching staff and free for non teaching staff members.
- If staff have more than one year experience and seeks admission for their daughter/sister (blood relation) then 50% fee concession will be availed in fees amount for staffs.
- 12 days casual leave shall be provided, unavailed CL can be Encashed.
- One day CL per month is eligible for staffs who has less than one year experience.
- Two 1 hour permission can be availed per month.
- Two RCL is eligible for staffs who have more than 6 month experience.
- Maternity leave with full salary for staff who have more than 3 years experience and half month salary who have above 1 year of service in the college.
- The staff members are entitled for 20 days examination and curricular OD in an academic year.
- Our Principal has given chance to act as Academic council member for Thiruvalluvar University.
- Faculty development programmes are periodically conducted to teaching staff like preservice and in service at free of cost.
- Yearly bonus is provided to all non teaching staff members.
- Tally training and software training is given to non teaching staff members.
- 50% Fees concession to teaching and non teaching staff members for doing additional Courses in Mother Teresa women's university.
- Hostel facilities are available at free of cost for staff
- On duty for staff to participate in seminar, workshop and to act as examiner, external and resource person etc.,
- All leave facilities are given to staff as per government rules and regulations.
- Several staff members are allowed to work as examiner in Autonomous colleges.
- Several staff members are permitted to be a speaker in outside colleges.
- Several staff members have given a chance to be a chair person for various seminar and conference.
- Some staff members are Advisory board members for seminars and conferences
- Provident fund given to all staff.
- Free uniforms along with stitching charges and lunch is given for drivers .

- Free uniforms along with stitching charges for contingency staff, security and mess staffs is provided.
- Group Insurance for all staff and students is provided.
- Uniform saree concession for all the staff members.
- Free Uniform saree for staff members those who have above 7 years experience .
- House rent allowance for all the staff.
- Several staff members are in Question paper scrutiny board.
- Several staffs are board of study members in Autonomous College.
- Financial assistance is provided by Management for the staff tour.
- Principal is provided with fully furnished housing facility and also with travelling facility.
- Transport facility is provided to staff members for official purpose.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 21.54

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 87      | 41      | 20      | 6       | 3       |

| File Description   | Document                      |
|--|-------------------------------|
| Details of teachers provided with financial support to attend conferences,workshops etc during the last five years | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 5.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 3       | 7       | 3       | 9       | 6       |

| File Description  | Document                      |
|---|-------------------------------|
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).  | <a href="#">View Document</a> |
| Reports of Academic Staff College or similar centers  | <a href="#">View Document</a> |
| Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

#### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 54.15

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 73      | 50      | 8       | 119     | 97      |

| File Description   | Document                      |
|--|-------------------------------|
| IQAC report summary  | <a href="#">View Document</a> |
| Details of teachers attending professional development programs during the last five years | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

Performance appraisal has become very important to assess faculty members and develop staff members'

competences and to allocate rewards as per their performance The college has an adequate Performance Appraisal system for both teaching and non-teaching staffs. This system posters the power to attract the youth, gives more confidence and to create positive environment inside the Institution.

**Performance appraisal is characterized by:**

1. Mere evaluation
2. Overall performance
3. Quality of output rating by Principal, Vice-principal and HOD's.

The faculty members are evaluated periodically through enriched self-appraisal system through which all teaching and non-teaching staff members are evaluated in our Institution.

We follow 3 feedbacks analysis system by which P.A will be carried forward.

i) Student Institute feedback form

ii) Parent institute feed back form

iii) Student staff feedback.

In Students-Institute Feedback Form various components are admission process, administrative office, teaching staff, co-curricular aspect, canteen facilities, housekeeping and drinking water facility availability.

In Parents-Institute Feedback Form various components are admission process, administrative office, canteen facilities, housekeeping, transport, college rules and regulation and students study interest.

In Student Staff Feedback Form various components are basic instructional practice like regularity, punctuality, clarity of speech and preparedness for class, organization, method of presentation and using teaching aids, ability to motivate the students evoke interest, impact high knowledge and innovativeness in the subject, making most of the students in the class to understand the subject, ability to control the class and handle situation professionally, way of handling questions from students and kindness, covering the syllabus, conducting tests, preparing students for University exam and impartially in dealing with students.

All the faculty members are assessed and their strength and limitation are analysed. Performance appraisal system helps the faculty members to improve in their area of specialization.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The institution has a pre-defined mechanism for internal and external audit. Internal audit is performed twice in a year. Internal audit conducted by the Accounts Manager and Accountant of the institute as per advice of the external qualified auditor. Once in year External statutory audit is conducted by the associate of Chartered Accountant. At the end of every academic year stock of every department is verified by the team of faculty members from other departments who act as internal auditors. The qualified remarks if any, given by the auditor are taken into consideration for future course of actions. Based on external audit report of every financial year we prepare the annual budget of the Institution for the next year.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description   | Document                      |
|--|-------------------------------|
| Details of Funds / Grants received from non-government bodies during the last five years | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

Fee collected from students is the major funds of the Institution. The audited Income and Expenditure statement for all the previous years are available with accounts section of our college.

Optimal utilization of funds is ensured by allocating proper funds to the concerned areas. Stake holders from the respective departments are involved in the budgeting process. Internal and External audits play an important role in controlling the financial activities.

The financial resources of the Institute are managed in a very effective manner. There is fully computerized accounts department in the Institution. Each and every transaction is supported by the vouchers. All the collections are remitted in the bank and all expenditure, recurring and non-recurring, are incurred through cheques / Net Banking. Only duly authorized persons can operate the bank account.

Department heads prepare the budget proposal based on their requirements and submit to the management every academic year. The top management reviews the budget proposals and approve accordingly. The purchase will be made strictly following the given budget proposal. If any deviation occurs in the budget, respective in-charges have to address the issue and give justification so that subsequently the same will be approved. Following this procedure, unnecessary purchases are avoided and the available funds are effectively utilized.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC of our college enhance the quality of the faculty members. It ensures the quality of the staff members through conducting various programmes such as Faculty Development Program, Orientation Programme, Refresher Course, Research Programme for research scholars through Research Promotion Wing, Skill Programme for the development of students, Community Development Programme, Rural Youth Programme, Workshops, Seminars and Conferences.

#### Aims of IQAC

- The Primary aim of the IQAC is to develop a system for conscious and consistent action to improve the academic and administrative performance of the institution.
- Ensuring efficient and progressive performance of academic, administrative and financial tasks.
- Equitable access and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.

#### Functions of IQAC

- Development and application of quality parameters for various academic and administrative activities of the Institution.
- Dissemination of information on the various quality parameters of higher education.

- Organizing workshops, seminars and other activities for quality improvement and to promote quality circle.
- Acting as a nodal agency of the institution for all quality related activities.

### **The best two practices Institutionalized as a result of IQAC**

**Initiatives are**

#### **1. Faculty Development Programme**

#### **2. Conceptual Understanding Session**

#### **1. Faculty Development Programme. (FDP)**

FDP aims at attaining sustainable development and achieving higher growth rates on education system and enable faculty towards transmission and dissemination of knowledge. FDP enhance the faculty to develop their intellectual talents and motivate them to approach the students optimistically. Participation in FDP would enable faculty members to update their research and pedagogical skills.

#### **IQAC conducts various Faculty Development programmes such as**

1. Self Development Programme.
2. Lifeshop on personal productivity.
3. National level FDP Programme.
4. Performance Enhancement Programme.
5. Lessons and Values for life.
6. Research craft.
7. Workshop on counseling skills.
8. Think Tank on Teaching and research.
9. ICT academy organized two days FDP Programme.
10. FDP conducted by IBS-ICFAI.
11. INVESTOR AWARENESS Programme.
12. Outcome Based Education.
13. Participating various FDP'S organized by other colleges.

#### **2. Conceptual Understanding Sessions.**

Traditionally the teaching and learning process was undertaken through Chalk and Talk method. Now it has transmitted like Power Point Presentation, Online, OHP, Smart board teaching and that has enable the students to adopt latest Teaching and Learning methodology towards modernization. Latest Teaching and Learning methods transmitted the knowledge and skill of the staff to students and that brings out good and reputed results of the students and outcome has come as University Rank holders and to get Distinction. Our college facilitate other teaching learning resources such as

1. ICT enabled Teaching and Learning
2. Video conferencing



3. Video session
4. E-resources
5. E-learning session in Library
6. E-copy of text books
7. E-journals
8. Educational CD's and DVD's

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Link for Additional Information | <a href="#">View Document</a> |

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

#### Teaching Learning Process

Teaching Learning process of MKJC follows various reforms to make the students to understand the concept of education system in such a way to improve the overall results of the students. IQAC contribute for establishing innovative plans for teachers, checking the execution of lesson plans (schemes) provided by the faculty members, Examine the Teaching Learning Process by collecting feedback from the students. Students are tracked through Unit test, Mid, Model and Semester exams.

Various departments of the college organize Academic seminars and workshop to update the students in their subjects through Industrial visit, Exhibitions, Trade Fairs etc., helps to enhance their knowledge to participate and present papers in symposiums, Conferences, Displaying their Project etc., helps to exhibit their talents

#### Teaching Learning Methodologies & Review

Various methodologies of teaching learning's are

- Projectors
- Smart board
- Vyas channel
- Audio Visual Room
- Language lab for English
- Maths learning centre
- Tamil learning centre
- Commerce learning centre
- Business administration learning centre

Major outcome of Teaching & Learning reforms is visualized in the student's behavior. There is a positive behavioral change in every individual through Teaching Learning process.

### Teachers Review based on Teaching, Learning Process

Teacher's reviews are done through Self Appraisal report, Staff Dairy is provided to every teacher during the starting of the Academic year. All the staff members are asked to prepare scheme for the papers handled by them. The Principal and the Head of Department monitors the performance of the staff members by making an analysis after every examination

The teachers make an analysis of the performance of students after every internal test in departmental meetings, and it is discussed in class committee meeting along with students, Principal, Vice Principal and HOD's. Slow learners are identified and given the extra coaching. As per the University norms, syllabus is completed by the staff in a stipulated period. The class teachers interact with the students to know the syllabus completion and the availability of study materials for current subjects. Junior faculty members are self trained by observing the classes taken by the senior staffs to know the concepts, presentations, teaching methodology on their subjects.

The overall performance of the staff and the students are observed by the HOD, Vice Principal, Principal

### Students Review based on Teaching, Learning Process

Students reviews are done through internal exam like CIA, MID-Semester, MODEL Exam and the students are well exposed towards University examination. Review of the students are periodically checked by Principal, Vice Principal, HOD's, Class Teacher, Tutor and Subject Teacher.

### Outcome of the Teaching learning reforms.

IQAC guides the importance of learning centre approach. Outcome of modern teaching methods are monitored periodically by Principal through examination results. Outcome of the Teaching and Learning results optimistically increase through Rank holders and Distinction holders. Through teaching learning behavioral changes occurs among the students.

Student's reviews are done through various internal exams. Internal marks for University examination will be given on the basis of marks taken in their three internal examinations.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 2.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 1       | 2       | 1       | 5       | 4       |

| File Description   | Document                      |
|--|-------------------------------|
| Number of quality initiatives by IQAC per year for promoting quality culture | <a href="#">View Document</a> |
| Any additional information   | <a href="#">View Document</a> |
| IQAC link  | <a href="#">View Document</a> |

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** A. Any 4 of the above

| File Description  | Document                      |
|---|-------------------------------|
| e-copies of the accreditations and certifications           | <a href="#">View Document</a> |
| Details of Quality assurance initiatives of the institution | <a href="#">View Document</a> |
| Any additional information                                  | <a href="#">View Document</a> |
| Annual reports of institution                               | <a href="#">View Document</a> |

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

Describe quality enhancement initiatives in the academic and administrative domain successfully implemented during the last five years within a maximum of 500 words each.

**Incremental improvements**

- New Courses Introduced
- ISO Certification for 9001:2008
- Now Certified to 9001:2015
- MOU with Mother Teresa Women's University in 2015-2016
- Tamil Nadu Physical Education and Sports University 2016-2017
- Institute of Company Secretaries of India (ICSI)
- ICTACT member - ICT Academy of Tamil Nadu
- Implemented ISO Software
- Introduced Bio metric system to Teaching and non Teaching
- Created mails to all the MKJC faculties
- 6 M.Phil Courses introduced
- Ph.D is Introduced in 2017-2018 in commerce department.

**NEW COURSES INTRODUCED**

- B.Sc Chemistry
- B.Sc. Statistics
- M.Sc Foods & Nutrition
- M.Com CA
- M.Sc Physics
- M.Sc Biotechnology
- Ph.D. Commerce

**ISO CERTIFICATION**

Certified to 9001 : 2015

**SOFTWARE**

- ISO software introduced by BOSCO.
- Biometric system to all teaching and non teaching.
- Created mail id's for all the MKJC Faculties.

**IQAC**

- New IQAC committee formed.

**CLUBS & ASSOCIATIONS**

- College Union

- Fine Arts & Cultural Committee
- Career Guidance & Placement Cell
- Research Promotion Wing
- Alumni Association
- Women Entrepreneurship Development Cell
- Innovation Cell
- Sevottam
- NCC
- NSS
- YRC & RRC Club
- Karuna Club
- Citizen Consumer club
- Science and Nature Club
- Philately Club
- Rotaract Club
- Literary and Theatre Club
- Readers Club
- Eco Awareness Club
- Humour Club
- Magazine committee

#### **Memorandum of Understanding (MOU)**

- Everyone Talking Nobody Listening (ETNL)
- Institute of Company Secretaries of India (ICSI)
- Information and Communication Technology (ICT Academy)
- Tamilnadu Physical Education and Sports University (TNPESU)
- Information and Library Network Centre (INFLIBNET)
- National Programme for Technology Enhanced Learning (NPTEL)
- Oak Ridge Automatic Computer and Logical Engine (ORACLE)
- Tata Consultancy Services Limited (TCS)
- Shree Jain Sahayak Samiti, Shree Mahila Jain Sahayak Samiti (vocational course)
- Rajasthan Youth Association (RYA)
- Mother Teresa Womens University
- British Council Library
- Developing Library Network (DELNET)

#### **PhD, SET/NET Faculty**

- 8 Faculty completed their Ph.D Degree.
- 11 Faculty registered their Ph.D
- 15 Faculty passed SET Examination
- 13 Faculty passed NET examination

#### **UNIVERSITY RANK HOLDERS**

- In 2013, our students secured 36 university ranks
- In 2014, our students secured 32 university ranks

- In 2015, our students secured 30 university ranks
- In 2016, our students secured 21 university ranks
- In 2017, our students secured 42 university ranks.
- In 2018, our students secured 34 university ranks.

## INFRASTRUCTURE

- Campus area 24.35 Acres,
- 2 Seminar Hall
- Lift for new building
- Ramp

## Laboratories

### UG & PG LAB

- Interior Design and Decor
- Foods & Nutrition
- Chemistry
- Physics
- Bio technology
- Bio chemistry
- Maths Learning Centre
- English Language Lab
- Tamil Learning Centre
- Commerce Learning Centre
- Business Administration Resource Centre
- M.Com CA Lab

## LIBRARY

- Our college has centralized Library with Automation services
- Biometric implemented for staff attendance
- Library Educational Technology Lab

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 22

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 7       | 5       | 6       | 1       | 3       |

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

#### Response:

As our Institution is exclusively meant for women, we have no gender sensitivity. To protect and promote women in rural area we provide facilities such as:

#### Safety and Security

Our Institution has taken enormous effort in providing safety and security. The Institution focuses on empowerment of women through education on moral and ethical values. Awareness to the staff and students towards sensitized issues of gender and socially relevant problems about gender discrepancy are provided. Women's day celebration, Women empowerment training and value education are provided to all individuals.

- Bus facility is provided to the students coming from in and around Vellore and Krishnagiri district. 39 Buses are available for students with trained and experienced drivers accompanied by Staff in-charge. College Campus is monitored and secured by CCTV Camera, intercom and Public Announcement system throughout the college.

- Fire extinguisher is installed at each floor of the college building.
- Visitors pass are provided to protect the students from unwanted issues.
- Gate security system is maintained by trained Security for 24 hours.
- One RO water plant facility is available everywhere in the college campus
- The college has a good hostel with all amenities. Good hygienic vegetarian food is provided to the students. 134 students are presently residing in the hostel.
- Students who are sick given first aid and informed to their parents through phone to take their ward.
- Students are provided with coat and sufficient space to protect them from chemicals in Science lab hours. Students are not allowed to use concentrated acids directly. It is used with the aid of lab assistants. Students are instructed about usage of chemicals.
- Pipes are checked and replaced frequently to avoid Gas leakages in Science lab & proper air ventilation exists in lab for air circulation.

**Counselling:**

- Institution has tutor ward system and Grievance Redressal cell where faculties' counsel the students both academically & personally and also provides counselling to the parents to encourage their children.
- Parents are informed about the student's academic performance and their problems faced by the students through tutor ward system.
- Every year Parents Teachers meeting is organised in our college to inform the parents about the student's academic performance. Feedback and suggestions are invited from the parents and follow-up actions are taken.

**Common Room:**

- Common recovery room at each block exists for the students who are in sick.
- First aid boxes are available in each block.
- A Nurse is appointed to provide medical treatment to the sick students.
- In case of emergency or severe health issue, vehicle facility is provided. Staff along with the sick students will be carried to hospital immediately.
- Physically challenged students are allowed to write their centralised exams in ground floor and also we provide lift, ramp and washroom facility to them.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

**7.1.3 Alternate Energy initiatives such as:**

**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 15.17



| 7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)   |                               |
|---|-------------------------------|
| Response: 26400   |                               |
| 7.1.3.2 Total annual power requirement (in KWH)                                 |                               |
| Response: 174000  |                               |
| File Description  | Document                      |
| Details of power requirement of the Institution met by renewable energy sources | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |
| Link for Additional Information   | <a href="#">View Document</a> |

| <b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b> |                               |
|---|-------------------------------|
| <b>Response: 28.57</b>  |                               |
| 7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)            |                               |
| Response: 300   |                               |
| 7.1.4.2 Annual lighting power requirement (in KWH)                                  |                               |
| Response: 1050  |                               |
| File Description  | Document                      |
| Details of lighting power requirements met through LED bulbs                        | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

|   |
|---|
| <p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p><b>Waste Management</b></p> <p>Total Quality Management (TQM) in MKJC has created awareness on green initiatives. Keeping this goal in focus, we make the students to follow plastic free campus, reduction of water and energy consumption.</p> <p><b>Solid Waste Management</b></p> |
|---|

- In our Institution, incineration is used for disposal of solid waste and it is practically used to dispose solid waste.
- Wastages are categorised as organic and inorganic waste.
- Organic wastes are used as fertilizer for plantation.
- Inorganic wastes are disposed immediately.
- MKJC has adopted separation of toxic waste from other wastes like batteries etc. Those toxic wastes were left to mix with landfill to contaminate soil, air and water.

### Solid and sludge waste:

#### Glass:

Bottles containing chemicals are sold after usage of chemicals. Empty reagent bottles in good condition may be re-used within the laboratory after thorough cleaning and removal of old labels.

#### Acids:

Acids are neutralized using washing soda or bicarbonates and discharged in the drain. The drain is sent to a large pit which is closed at a later stage.

### Liquid Waste Management

- Waste chemicals from chemistry laboratory are disposed by diluting chemical waste with more water.
- Faculties and students are instructed not to waste water unnecessarily in order to avoid situations like water scarcity.
- Proper drainage disposal system is prevailing in our Institution.
- Liquid wastes are disposed through pipelines to a well constructed for this purpose.

### E- Waste Management

- UPS batteries are recharged and repaired.
- Electronic instruments in poor conditions are exchanged by dealers.
- In order to manage e-waste such as used printers, computers, DVDs, CDs, UPS etc... The scrap value (Residual Value) of the above are sold and cash received by the management through System administrator.
- Our college students are encouraged to utilize the waste materials for product making.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Rain water harvesting is a simple low-cost technique that requires minimum specific expertise or knowledge it offers many benefits. Rainwater harvesting is a process or technique of collecting, storing and using rainwater for irrigation and used for much purpose. Rainfall is a very important natural mechanism for purification of atmospheric air. Roof top rain water harvesting is a good practice to collect rain water and inject it directly in the ground without much contamination and we are make it as practice. Rainwater harvesting is an easy and economical way to preserve natural water. We take more responsibility to be eco- conservative and to preserve natural water resources.

Rain Water harvesting system provides sources of soft, high quality water. It reduces dependence on well and other sources and it is economical. This rain water system is economically cheaper in construction compared to other sources, i.e. well, canal and dam.

To overcome water shortage, MKJC introduces the concept of rain water harvesting in the year 2004. Rain water harvesting relieved us from various crisis of water scarcity and financial burden in the time of summer season. The rain water is collected and transferred through the pipes to the well. The common components of a rainwater harvesting system are catchment surface, delivery system, and storage reservoirs.

The college has an herbal garden, with varieties of medicinal, herbal and ornamental plants. In the garden, there are varieties of ornamental plants. To ensure green campus, Nature club along with other students undertake maintenance and plantation of trees in the campus with help of rain water harvesting. Millets (Ragi), banana, mint, green chillies, lemon, fruits and vegetables are harvested using this rainwater system.

The depth, width and water capacity of the rain water well is 50 feet, 20 feet and 15,707.96 cubic feet. Bricks, Jelly, sand and huge broken granite is used for this construction. The cost of the entire rainwater harvesting system is Rs 3 lakhs.

The rain water is collected and used for gardening and other secondary purposes. Sprinkling water system is used in the garden. Plumbing maintenance is done on regular basis to prevent the wastage of water. This will greatly reduce the monetary burden and over dependence on water tankers. Our Institution ensures green campus, All clubs are actively participating along with students towards maintenance and plantation.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

#### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

## **Bicycles**

Bicycles provide numerous benefits in comparison with motor vehicles, including the sustained physical exercise involved in cycling easier parking, increased maneuverability and access to roads, bike paths and rural trails. Non-teaching, teaching, skilled workers, menial staff are using Bicycle within the campus.

## **Public Transport**

Common transport system is prevailing in MKJC for different places. Thirty nine buses are operated on all working days around Vellore and Krishnagiri district with regular boarding stages on the way to college. Most of the students are using public transport for their convenience.

## **Pedestrian Friendly Roads**

The Institution has pedestrian friendly Environment which helps for more multimodal transportation.

## **Plastic free campus**

Eco Club organized a programme which focuses in plastic free zone and pollution control. These made awareness to students and faculties to avoid plastic bottles and plastic related materials etc., in our college. 1200 students from our college participated in Swachh Bharat Clean India on 2.10.2017 at Jolarpet and rendered cleanliness service. Since, Tamil Nadu Government restricted to use disposable plastics from January 2019, the same was passed in the assembly.

## **Paperless office**

In our Institution official information to the staff members are transferred through intercom to reduce more usage of papers. Hi Grade software is used in our college to reduce paper work. Work diary, Timetable, Mark entry etc., are done in the software. Seminars and class teachings are given for awareness on waste disposal.

## **Green landscaping with trees and plants**

The students and faculty are encouraged by the NSS unit to keep the campus green by planting more trees and making the campus plastic free zone. The entire campus of the Institution is designed by the architect in considering the maximum utilization of the natural resources. We have various herbal plants and trees in our campus such as Cannonball, Azadisachta Indicia, Phyllanthus emblica, terminalia tomerntosa, etc., All the class rooms are well lit with natural light and very well ventilated. Tree plantation is the major concern of the management to maintain the pristine purity and beauty of the college to provide a congenial atmosphere for the academic and non-academic pursuits. The greatest fine art of the future will be the making of a comfortable living from a small piece of land. So we aim to promote the medicinal values of the plants. We have herbal garden with good maintenance by Eco-Club members.

## **Energy Conservation**

Implementing energy saving techniques is ensured that the lights and fans are switched off by office assistants and staff after completion of the last lecture of the day. Further, all the air conditioners are with Five star rating in Power saving. Classrooms are made with sufficient cross ventilation and light so that the

use of electricity can be minimized. We are also utilizing solar energy for power generation. This shows the Institution's commitment towards energy conservation.

### Hazardous waste management

There are no hazardous chemicals used in the college laboratory. The minimal wastage is drained after reasonable treatment so as to make it non hazardous.

| File Description                | Document                      |
|---------------------------------|-------------------------------|
| Any additional information      | <a href="#">View Document</a> |
| Link for Additional Information | <a href="#">View Document</a> |

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 1.49

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6.0963  | 4.6115  | 4.3731  | 5.3     | 5.24    |

| File Description  | Document                      |
|---|-------------------------------|
| Details of expenditure on green initiatives and waste management during the last five years | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** C. At least 4 of the above

| File Description                                       | Document                      |
|--|-------------------------------|
| Resources available in the institution for Divyangjan  | <a href="#">View Document</a> |
| Any additional information                             | <a href="#">View Document</a> |
| link to photos and videos of facilities for Divyangjan | <a href="#">View Document</a> |

#### **7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

| File Description  | Document                      |
|---|-------------------------------|
| Number of Specific initiatives to address locational advantages and disadvantages | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

#### **7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 23

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 3       | 4       | 5       | 4       | 7       |

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Report of the event        | <a href="#">View Document</a> |
| Any additional information | <a href="#">View Document</a> |

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

| File Description   | Document                      |
|--|-------------------------------|
| Any additional information   | <a href="#">View Document</a> |
| URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics | <a href="#">View Document</a> |

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

| File Description                                 | Document                      |
|--|-------------------------------|
| Any additional information                       | <a href="#">View Document</a> |
| Provide URL of website that displays core values | <a href="#">View Document</a> |

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

| File Description  | Document                      |
|---|-------------------------------|
| Details of activities organized to increase consciousness about national identities and symbols | <a href="#">View Document</a> |
| Any additional information  | <a href="#">View Document</a> |

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** Yes

| File Description   | Document                      |
|--|-------------------------------|
| Any additional information   | <a href="#">View Document</a> |
| Provide link to Courses on Human Values and professional ethics on Institutional website | <a href="#">View Document</a> |

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 47

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 21      | 13      | 4       | 4       | 5       |

| File Description   | Document                      |
|--|-------------------------------|
| List of activities conducted for promotion of universal values | <a href="#">View Document</a> |
| Any additional information                                     | <a href="#">View Document</a> |

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**



Our Institution organizes many National Festivals like Republic Day, Independence Day. During these occasions, we hoist flag and salute our nation and exhibit the importance of our country through various events.

Our Institution celebrates Birth /Death anniversaries of great Indian personalities.

1. **Dr. Radhakrishnan** birthday – “**Teachers Day**”
2. **Dr. A.P.J. Abdul Kalam** – birthday – “**World students Day**”

**Dr. Radhakrishnan** birthday is celebrated every year as Teachers Day. Our College students conduct many competitions for the teachers.

**Dr. A.P.J. Abdul Kalam** birthday is celebrated as World students Day. Students of our college have taken an initiative to draw his picture in the sports Ground in Mass Level. And on his death day we honour him using lightening candles and flowers.

On December 9th 2016, we paid our sincere condolence and deepest sympathy for the death of former Chief Minister **Dr. J.Jayalalitha**.

**Narendranath Datta**, popularly known as **Swami Vivekananda**. His birthday is celebrated as **Youth Awareness Day** every year. We conduct rally to give awareness.

**Our students had participated in various competitions towards birth anniversaries of various great Indian personalities.**

- On 22nd January 2013 ( **Netaji Subash Chandrabosh** birthday) our students had participated in essay competition.
- On 31st July 2016 (**Perarignar Anna’s** birthday) our students had participated in elocution competition.
- On 2nd September 2016, ( **Mahathma Gandhi Elaighnar Vizha**) our students had participated in poem competition.
- On 29th August 2016 towards 70th Independence Day **Kaviarasar Kannadasan Kalai Tamizh Sangam** conducted state level poem writing, essay and drawing competitions our students had participated.
- On 27th September 2016, (**Gandhi Jayanthi Kamarasar Dhina Vizha**) our students had participated in essay and hand writing competition.
- On 19th October 2016 (**Swami Vivekanandha elaingnane Vizhithiru**) our students had participated in essay competition.
- On 10th July 2017 (**Kamarasar Kalvi valarchi Thina Vizha**) our students had participated in essay writing competition.
- On 21st July 2017 ( **Kamarajar Kalvi Thirunaal**), our students had participated in poem, essay writing and drawing competition and won Memorial award for the competition.
- On 5th August 2017, ( **Perarignar Anna’s** birthday) our students had participated in Elocution competition.
- On 15th September (**Dr.M.G.R. Noorandu Vizha**) Our students had participated in poem and essay competition and won 3rd prize.
- On 30th October 2017 (**Gandhi Jayanthi and Kamarasar Thina vizha**) Our students had participated in Speech, poem and handwriting competition and won complementary prize of

Rs.1,500.

- On 23rd January 2018, towards (**Dr. Ambedkar** Birthday) our students had participated in essay competition.

Every year all religious festivals (Diwali, Pongal, Christmas, New Year, Navratri) are celebrated to promote secularism among students. During ramzan festival, Muslims students are allowed to pray inside the class and they are allowed to go home before by 2:40 P.M by College bus.

To mark the celebration, Students are participated in the Tamil speech competition in Sri Chandra prabhu Jain College at Chennai on the topic “Jain samuthayathil mannitthal enbathin saramsam” and won 10,000 cash price in 2017 and 2018.

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Any additional information | <a href="#">View Document</a> |

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

#### Financial

- Every year financial statements of our institution is duly audited by a professional qualified auditor and reported to Income tax Department.
- All records are maintained as per ISO.
- Each department is providing requisition letter with budget proposal to the management for organising programmes.
- Various Scholarships, grants are communicated to the students and offered to the poor students.
- We place order and purchase books, lab chemicals, equipments and sports equipments.

#### Academic

- The college undergoes every year ISO auditing by the experienced ISO auditors represented by BSI.
- Our Institution is affiliated to Thiruvalluvar University; we follow the regulations and syllabus framed by Thiruvalluvar University.
- We are transparent in evaluating internal examinations.
- Valued added classes are offered to the students in order to enrich the students’ knowledge in addition to academic.

#### Auxiliary

- All activities and events such as seminars, Workshops, Conferences (State, National & International) are uploaded in the college official website as per ISO Manuals.
- National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by

Honourable Minister of Human Resource Development on 29th September 2015. Since 2016 we applied NIRF for our college level and overall ranking by uploading the details of admission, teaching and non-teaching details.. The framework broadly covers “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”.

- Our Institution has got approval with AICTE for MCA course in the year 2002. All India Council for Technical Education (AICTE) was set up in November 1945 as a national-level Apex Advisory Body to conduct a survey on the facilities available for technical education and to promote development in the country in a coordinated and integrated manner.

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## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### BEST PRACTICE – I

#### TITLE OF THE PRACTICE

**Quality Management System (QMS) developed through ISO 9001:2015 and (BSI certified)**

#### OBJECTIVES

- Promoting education - By developing our educational Institution.
- 50% of paperless work.
- Protect the Stakeholder - through quality education with standards and norms.
- MKJC is ISO 9001:2015 certified Institute, having adopted Quality Management System (QMS) focused on achieving Quality Objectives to meet requirements of all stake holders through continual improvement.
- MKJC strongly believes that Quality is not merely an act but it is a habit to be cultivated. Our College has implemented Quality Management System (QMS) which aims at imparting quality education in the field of Arts and science to meet expectations of our customers (students, parents and society as a whole) with a focus on all round development of students.
- To help the students acquire traits that helps them to face the challenges of the global competition
- To maintain transparency in academic and administration by our management.

#### The Context

The QMS adopted by MKJC focuses primarily on documenting the processes that address the issues mentioned above in a systematic manner. Quality parameters are decided, processes are documented and implemented, and review of implementation is done in periodic audits. The system and the processes have

been developed by the active participation of management and faculty to develop MKJC into a Campus of academic excellence, strive for continuous improvement, upliftment of inclusive society and rural development, verification of admission process, transportation and infrastructure.

### **The Practice**

The purpose of QMS is to assure transparency of any educational service and maintain the quality in all activities that the institute undertakes. QMS brings in the culture of Internal Quality Audits & Self-Assessment.

A Quality Manual is prepared to document the Quality objectives, processes and standard forms and is in the custody of the Quality Co-ordinator (QC). Management Review Committee (MRC) meeting is conducted to verify whether the Quality objectives have been achieved and suggest changes for achieving the same. The institutional performances are audited once in every semester by internal ISO qualified auditors. They are auditing:

- Objective set and its indicators to achieve excellence in education.
- Improvement of teaching.
- Analysis of the teaching and learning process.
- Development of teaching – learning materials (Audio visual aids).
- Overall improvement towards academic and administration.
- And one external audit yearly by BSI members.

### **Evidence of Success**

#### **QMS brings the Internal Quality Audits /Self-Assessment.**

- Every three years once we hold the ISO certificate and operate a quality management system.
- Every year Regular audit is conducted, once in a semester for the quality improvement.
- Verification and maintenance of records are done.
- Consistent documentation.
- We use forms and formats for all internal works. 135 forms are used for all internal purposes.
- We select the internal auditors through orientation programme, train them and appointed them as an internal auditor.
- Development of cognitive knowledge and skills about ISO is achieved.
- QMS have helped in standardizing and implementing academic as well as administrative processes.
- QMS have helped newly joined faculty to get easily tuned to the quality processes after orientation programme. Quality objectives for departments help in setting targets and audits help monitor their attainment.

### **Problems Encountered and Resources Required**

When the outcome of the audit is presented in the form of Non Conformities (NC) and observations, Corrective action is effected by NC closure through re-audit activity.

**Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution (about 150 words)**

In our Institution we are collecting and analyzing students –staff feedback, students – Institute feedback and parents- Institute feedback. These feedbacks are discussed with management through MRC meeting, the same would be discussed with staff. Through ISO audit we identify the Issues, Risk and Opportunity and discuss how to overcome them. For paperless work, we installed Higrade software where we maintain semester plan, work diary and internal mark documents through ISO Procedure for all protocol followed by heads of the department, staff and students.

## **BEST PRACTICE – II**

### **Title of the Practice**

#### **Sports Activity for Students:**

A sport is a vital role in modern contemporary society. It is an integral part of life essential for the physical and mental well being of individuals. Not only it is a physical activity but also an area where people socially interacts. It creates opportunities for employments and business to flourish, fostering team work and fair competition contributing to the cross cultural dialogue and ensures peaceful co-existence. The College organizes a series of sports activities beyond curriculum. It is a consistent practice for the students.

#### **Objectives of Practice:**

- 

Individualistic Improvements.

To make the students physically fit and improve the Sense of Responsibility.

- To encourage participants to work as components of a team.  
To learn skills and become knowledgeable about sports.
- To reduce monotony in academy.  
To make substantial use of time and energy of students.
- Improvement in Life-Style and Social Relationship.

#### **The Context:**

Sports activities provides platform to the students to ensure better physical and mental health. Students form a linkage with better established social organizations working at national and international level. For sports activities two coaches are enough to train the students but MKJC has six coaches to train our students in the sports activities. The physical education changes the students to participate in developmentally appropriate activities. Our students get reinforced and cooperative behavior and will teach to establish lifelong fitness goals.

**The Practice:**

In our Institution six coaches are there to train the students for various sports activities such as Volley ball, Kabadi, Hockey, Football, Archery and Karate and two trainers for athletics and Kho- Kho. Indoor games such as Chess, Table Tennis and Badminton are trained by a coach. We have separate well experienced coach for yoga. In our Institution sufficient infrastructure (4 Play grounds) for sport exists and utilized for sports activities. Students had participated in National (All India level) state level, District & Divisional level, Zone level matches. This year our Institution started NCC and training is being given to students. We have safety measures to protect the students from injury.

**5. Evidences of Success:**

Many students had participated in National (All India level) Inter University, Intercollegiate, District & Divisional level, Zonal level sports activities.

**6. Problems Encountered and resources required:**

- Parents are not much encouraging the students for their involvement in sports.
- Students are allowed to practice only during the hours allotted for sports, time available for sports activities is less.
- Transportation facility for accompanying the students for sport activities outside the campus is not sufficient. They have to depend on college bus only.

**Resource required:**

- Awareness regarding sports can be imparted among parents to promote their child to participate in sports.
- Duration for Sports hours can be maximized.

**Any other information that may be relevant and important to the reader for adopting/implementing the Best Practice in their institution (about 150 words)**

K.Sandhiya, III B.Sc. CS., had got cross country award in the year 2017-2018 at National level. A. Soniya, III B.A English in the year 2017-2018 had won Foot ball runner at National level. Sivasankari III BBA., had been the winner of the Foot ball conducted in the year 2016-2017. S.Pooja, III B.Com CA. had got cross country award at National level in the year 2016-2017. In the year 2014-15 C.Sandhiya, III B.A English had won cross country award at National level. S. Sandhiya , III B.Sc. CS., in the year 2013-2014 had won cross country Award at National level. V. Sharmila III B.Sc. CS., had been the runner in the Foot ball at National level in the year 2013-2014. S. Maheshwari III B.Sc. CS had won cross country award at National level in the year 2013-2014.E. Dayaa vaishnavi , III B.A English in the year 2017, Participated in Republic Day Parade at Newdelhi.

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|----------------------------|-------------------------------|
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### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

**The Mission of MKJC is to upliftment of women with Right Knowledge in economically backward rural areas and to develop holistic personality and excellence in their walks of life.**

Our Institution Sri Marudhar Kesari Jain College was started in the year of 1994 for the motive to give priority to women education, empowerment and safety. Our Institution is the first women's college in and around area of Vaniyambadi, Tirupattur and Ambur. This College provides a congenial atmosphere for the girls who enroll here. The birth of this college has without doubt, altered the social landscape of this region evoking a great deal of public interest and enthusiasm, from all the sections of the society irrespective of religion, caste, creed or colour.

##### Our Institution's philosophy is:

- Upliftment of rural women-empowerment through women's education
- Right Faith, Right Knowledge and Right Conduct
- Strong values enriched with strong morals and sound character

The college which was started with just 4 UG courses and 146 students has grown to the level of offering 15 UG Courses, 11 PG Courses, 6 M.Phil Research Programmes and 1 Ph.D Programme. Now the college is having 2669 students. The vision of our college is to emerge as premier learning center of excellence for women emancipation. The college was Re-accredited with "A" Grade by the NAAC in the year 2013 and is an ISO 9001:2015 certified Institution. The Students from various streamline have trained in soft skills activities and students got placed in various companies.

- MKJC aims and gives priority to women education in rural areas.
- This Institution also strives for continuous improvement to make them self sufficient.
- This Institution helps to develop holistic personality and excellence in their walks of life.
- We conduct prayer everyday in which students and staff members are informed about Current News, General information, Thought for the day and Thirukkural to enhance the knowledge, Spritual and Moral values in students.
- MKJC enhances employability of the student's through innovative educational environment
- Our Institution plays a vital role in developing and motivating women entrepreneurs. Women Entrepreneurship Development Cell (WEDC) organizes special meetings and MKJC Bazaar to give a platform for our students to show off their hidden talents in business marketing with enhanced profit and experience.
- Our college offers value added courses for development and to encourage students to exhibit their artistic talents & skills.
- Our college provides safety & security to every girl's student and satisfies the parent's expectations.
- The College empowers young women to be leaders in all walks of life.
- 20% Fees Concession given to students of PG and M.Phil, if they have completed their Graduation in our college.

- The students of our college get employment opportunity in our college itself as an Assistant Professor and Non-teaching staff.
- Our college management gives 25% fees concession for meritorious sports students.
- The Management gives financial support to poor students who are economically weak.
- Our Institution has obtained more university ranks consistently. To appreciate those students, cash Prizes are awarded to the University Rank Holders by the Management every year.
- The Institute aims at instilling a sense of self-discipline and accountability to the students and developing a respect for democratic, ethical, and moral values.
- The Management gives much importance for the development and betterment of the young women college education.
- The placement cell of our Institution trains the students by the placement officer and prepares them to face their campus interviews effectively.
- The Institution hosts fully equipped grounds for Athletics, Tennis, Basketball, Indoor Badminton Courts, and Volleyball Courts. The students have performed well in state and national level sports events and secured many medals.
- Our Institution has 6 coaches to train our students.
- Every year Nutrition Department organizes Food Carnival. Students prepare themselves nutritious food and sell it in the Food Carnival Day.
- Our college offers Distance Education Course through Mother Teresa Women's University, Kodaikanal, Tamilnadu Sports University and ICSI Professional Courses. Through this facility, students can undergo dual degree at the same time and get better employment opportunity.
- Our College has adopted and organized a camp in Chinnakammiyampattu village to develop its facilities by constructing the toilet, distributing sanitary items and planting saplings. Free Health check up, Eye camp was organized for the village people. Our Institution has contributed free books and Electric fans for the development of school.
- Our students visit and make their contribution of clothes to the needy and donated notebooks to the nearby tribal village school students.
- We organized programme in Puthurnadu near Mattrapalli for the tribal people on Community Nutrition Survey against malnutrition.

### **Donations and Relief Funds**

For the Prime Minister Relief Fund our Institution has collected the amount of **Rs.30, 00,000** from students, staff and the management, which was given directly to the Prime Minister. Our college student has donated Rs. 14,000 to Sri Jain Goshala, Vellore and **Rs. 15,000** which includes one time lunch to Society for rural development promotion services at Tirupattur. Our Institution has sent our college drivers to give their helping hands for the **Thane Cyclone storm**.

### **Centre and State Government bodies**

Our college is acting as an Electoral Voting Booth with counting centers and centre for online exams. We provide venue for conducting government body meetings. Our institution has commenced Sevottam (Legal Aid Centre) in the year 2017-18 to provide legal service towards all issues faced by young women. Our college campus is used as meeting centre for Rotary club (District) and Government teachers.

### **School Outreach Programmes – Career Guidance**

Our college has been organizing and providing guide lines on Career based outreach programmes to



twelfth girl students. The Academicians who are renowned and expertise share their sessions with motivational speeches.

| <b>File Description</b>    | <b>Document</b>               |
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| Any additional information | <a href="#">View Document</a> |

## 5. CONCLUSION

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### Additional Information :

#### The Institution Implemented Recommendations of Peer team members (2nd Cycle) for Quality Enhancement:

- Thiruvalluvar University granted Permanent Affiliation for our Institution.
- Submitted documents and awaiting to obtain 2f and 12B status from UGC.
- Launched interdisciplinary/Job Oriented/Career Oriented courses such as Commerce (Computer Applications), Statistics, Chemistry, MBA(HRM), etc.
- Five M.Phil courses started in the Academic year 2012 – 2013 in the Department of Commerce, English, Biochemistry, Computer Science and Mathematics, started M.Phil in Biotechnology in the Academic year 2018 – 2019.
- From the Academic year 2017 – 2018 onwards Ph.D in Commerce is commenced.
- Privileged by receiving financial assistants from Ministry of Corporate Affairs to organize Investor Awareness Programme for ICSI course.
- Faculty members are encouraged to publish in reputed Journals.
- The college library is well established with e-Blis software and e-Resources such as Delnet, Inflightnet, NPTEL, British Council Library, National Digital Library, AV Lab are available in our sophisticated library.
- Preparatory classes for state/national level administrative exams like TNPSC, Probationary Officers exams, UGC/CSIR NET Coaching, Tally are given through value added programmes.
- Smart board, OHP, Projectors, Educational Technology Lab, Language Lab are established in our college for enhancing ICT enabled campus and other features such as virtual class room is under process.
- Self Financing NCC unit is actively functioning.

### Concluding Remarks :

MKJC is marching towards Empowerment Excellence. Our Vision and Mission is to empower the women students, make them self sufficient and to help the students acquire traits that helps them to face the challenges of the global competition. The suggestion of the NAAC peer team on 2nd cycle of recommendation has been implemented. Strength of the students is consistently increasing every year. Committees, clubs, extension activities are implemented and executed well for the welfare of the students and society. Moreover, quality initiatives are enlarged by IQAC. The students who did UG in our college are given with 25% fee concession to continue their higher studies.

Students are exceptional in quality of behavior as they complete graduation. The college provides a good platform for research activities through enriched seminars and conferences. In the past five years, the college has the greater achievements such as good number of University rank holders, staff members with the qualification of Ph.D and NET/SLET.

To conclude, the thirst of knowledge is fulfilled by providing more discipline every year. The college has the pleasing and peaceful infrastructure, fulfilling the expectations of the students. Outcome Based Education plays a vital role education terminology. On the whole, we are proud that our students and faculties are fond of

democratic pattern of society.

Our future goal is to eliminate the ignorance of mind of poor and rural women and enlight them with the knowledge.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification   |         |         |         |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
|-----------|---|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.2.2     | <p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented.<br/>           Answer before DVV Verification : 29<br/>           Answer after DVV Verification: 30</p> <p>Remark : Since all the courses offered in the university follows CBCS pattern, input updated accordingly.</p>   |         |         |         |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 1.4.1     | <p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise<br/>           Answer before DVV Verification : A.Any 4 of the above<br/>           Answer After DVV Verification: D. Any 1 of the above<br/>           Remark : No relevant document enclosed to substantiate the metric</p>  |         |         |         |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 1.4.2     | <p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken<br/>           Answer After DVV Verification: C. Feedback collected and analysed<br/>           Remark : Action taken report not provided</p>  |         |         |         |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2.1.3     | <p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>958</td> <td>835</td> <td>884</td> <td>903</td> <td>790</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>661</td> <td>576</td> <td>610</td> <td>623</td> <td>545</td> </tr> </tbody> </table> <p>Remark : The given number is the total number of students admitted in a particular year. As per the reservation policy, the number of students admitted from the reserved categories should be along the lines of the updated input</p> | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 958 | 835 | 884 | 903 | 790 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 661 | 576 | 610 | 623 | 545 |
| 2017-18   | 2016-17   | 2015-16 | 2014-15 | 2013-14 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 958       | 835   | 884     | 903     | 790     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 2017-18   | 2016-17   | 2015-16 | 2014-15 | 2013-14 |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |
| 661       | 576   | 610     | 623     | 545     |         |         |     |     |     |     |     |         |         |         |         |         |     |     |     |     |     |

| 3.1.1   | <p>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 468 1046 602"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0.80598</td> <td>0.65250</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 680 1046 815"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : No grants have been provided for research projects</p> | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 0.80598 | 0.65250 | 0  | 0  | 0  | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 0 | 0 | 0 | 0 | 0 |
|---------|--|---------|---------|---------|---------|---------|---------|---------|----|----|----|---------|---------|---------|---------|---------|---|---|---|---|---|
| 2017-18 | 2016-17  | 2015-16 | 2014-15 | 2013-14 |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 0.80598 | 0.65250  | 0       | 0       | 0       |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 2017-18 | 2016-17  | 2015-16 | 2014-15 | 2013-14 |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 0       | 0  | 0       | 0       | 0       |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 3.1.3   | <p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years</p> <p>Answer before DVV Verification : 59</p> <p>Answer after DVV Verification: 0</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years</p> <p>Answer before DVV Verification : 666</p> <p>Answer after DVV Verification: 666</p> <p>Remark : Input changed accordingly</p>  |         |         |         |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 3.2.2   | <p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1688 1046 1823"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>19</td> <td>15</td> <td>13</td> <td>13</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1901 1046 2036"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>5</td> <td>2</td> <td>4</td> <td>4</td> </tr> </tbody> </table>  | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 26      | 19      | 15 | 13 | 13 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 4 | 5 | 2 | 4 | 4 |
| 2017-18 | 2016-17  | 2015-16 | 2014-15 | 2013-14 |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 26      | 19   | 15      | 13      | 13      |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 2017-18 | 2016-17  | 2015-16 | 2014-15 | 2013-14 |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |
| 4       | 5  | 2       | 4       | 4       |         |         |         |         |    |    |    |         |         |         |         |         |   |   |   |   |   |

Remark : Only orkshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices included and input changed accordingly

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : No proof given for incentives provided to teachers who receive state, national and international recognition/awards

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 181     | 58      | 52      | 23      | 18      |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 128     | 29      | 10      | 2       | 0       |

Remark : Only research papers in UGC approved journals considered and input changed accordingly.

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 181     | 61      | 55      | 23      | 19      |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 32      | 28      | 18      | 16      | 15      |

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 13      | 7       | 2       | 3       | 0       |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 12      | 7       | 2       | 3       | 0       |

Remark : SC/ST scholarships can't be considered as MoU

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : e-ShodhSindhu and Shodhganga memberships not present

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2405    | 2374    | 738     | 797     | 690     |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : VET is not the same as diploma or certificate programs. Data provided for diploma and

certificate programs. Hence input changed accordingly.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0.3838  | 0.264   | 0.3152  | 0.1962  | 1.20601 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : Adequate proofs not provided. hence input changed to 0

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6       | 6       | 6       | 4       | 7       |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0       | 0       | 0       | 0       | 0       |

Remark : None of the initiatives focus specifically on locational advantages and disadvantages

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6       | 6       | 6       | 4       | 7       |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
|         |         |         |         |         |



|   |   |   |   |   |
|---|---|---|---|---|
| 3 | 4 | 5 | 4 | 7 |
|---|---|---|---|---|

Remark : Only initiatives taken to engage with and contribute to local community included. Input changed accordingly.

## 2.Extended Profile Deviations

| ID        | Extended Questions  |           |           |           |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
|-----------|---|-----------|-----------|-----------|---------|---------|-----------|-----------|-----------|-----------|-----------|---------|---------|---------|---------|---------|------|-----|-----|-----|-----|
| 1.1       | <p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 30</p> <p>Answer after DVV Verification : 810</p>  |           |           |           |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 2.2       | <p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1501</td> <td>1380</td> <td>1287</td> <td>1287</td> <td>1212</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1036</td> <td>952</td> <td>888</td> <td>888</td> <td>836</td> </tr> </tbody> </table> | 2017-18   | 2016-17   | 2015-16   | 2014-15 | 2013-14 | 1501      | 1380      | 1287      | 1287      | 1212      | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 1036 | 952 | 888 | 888 | 836 |
| 2017-18   | 2016-17   | 2015-16   | 2014-15   | 2013-14   |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 1501      | 1380  | 1287      | 1287      | 1212      |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 2017-18   | 2016-17   | 2015-16   | 2014-15   | 2013-14   |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 1036      | 952   | 888       | 888       | 836       |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 3.2       | <p>Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>428.49496</td> <td>344.63958</td> <td>304.23854</td> <td>350.23353</td> <td>299.50162</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>430</td> <td>340</td> <td>300</td> <td>350</td> <td>310</td> </tr> </tbody> </table> | 2017-18   | 2016-17   | 2015-16   | 2014-15 | 2013-14 | 428.49496 | 344.63958 | 304.23854 | 350.23353 | 299.50162 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 430  | 340 | 300 | 350 | 310 |
| 2017-18   | 2016-17   | 2015-16   | 2014-15   | 2013-14   |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 428.49496 | 344.63958   | 304.23854 | 350.23353 | 299.50162 |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 2017-18   | 2016-17   | 2015-16   | 2014-15   | 2013-14   |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |
| 430       | 340   | 300       | 350       | 310       |         |         |           |           |           |           |           |         |         |         |         |         |      |     |     |     |     |