



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		MARUDHAR KESARI JAIN COLLEGE FOR WOMEN
• Name of the Head of the institution		Dr .M. INBAVALLI
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04174224300
• Mobile no		9442825147
• Registered e-mail		principal@mkjc.in
• Alternate e-mail		mkjcprincipal@gmail.com
• Address		MARUDHAR NAGAR, CHINNAKALLUPALLI VILLAGE
• City/Town		VANIYAMBADI
• State/UT		TAMILNADU
• Pin Code		635751
2.Institutional status		
• Affiliated /Constituent		AFFILIATED
• Type of Institution		Women
• Location		Rural

• Financial Status	Self-financing																								
• Name of the Affiliating University	THIRUVALLUVAR UNIVERSITY																								
• Name of the IQAC Coordinator	M. ASHTALAKSHMI																								
• Phone No.	04174224300																								
• Alternate phone No.	04174225300																								
• Mobile	9789565577																								
• IQAC e-mail address	iqac@mkjc.in																								
• Alternate Email address	mkjciqac@gmail.com																								
3.Website address (Web link of the AQAR (Previous Academic Year)	http://mkjc.in/download/downloads/0505211106151559.pdf																								
4.Whether Academic Calendar prepared during the year?	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mkjc.in/academics/academic_calendar/																								
5.Accreditation Details																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>82.50</td> <td>2006</td> <td>17/10/2006</td> <td>16/10/2013</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.27</td> <td>2013</td> <td>05/01/2013</td> <td>04/01/2018</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.01</td> <td>2019</td> <td>15/07/2019</td> <td>14/07/2024</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	82.50	2006	17/10/2006	16/10/2013	Cycle 2	A	3.27	2013	05/01/2013	04/01/2018	Cycle 3	A	3.01	2019	15/07/2019	14/07/2024	
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Cycle 3	A	3.01	2019	15/07/2019	14/07/2024																				
6.Date of Establishment of IQAC	17/11/2006																								
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NAAC	NAAC Sponsored Seminar	NAAC	2020-2021	75000
AICTE	AICTE sponsored National Level Virtual Conference	AICTE	2020-2021	50000
YRC & RRC	RRC Activities	RRC	2020-2021	7704

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	4		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes		
<ul style="list-style-type: none"> If yes, mention the amount 	75000		
11. Significant contributions made by IQAC during the current year (maximum five bullets)			
144 Webinars/Seminars/FDPs & 13 Alumni Webinars organised, 445+ youtube Videos in MKJC Official Channel and e-notes in MKJC official website available, 13 batches of Smart Girl programmes organised.			

1 faculty received Patent, 30 faculty members published Books and Book chapters, 68 Journal were published in Scopus, Web of Science, UGC care list & Peer reviewed journal, 97 papers were presented, 3 faculty members acted as Associated Editor, 15 faculty members acted as Editorial Board member, 1 faculty book editing committee member and faculty participation - 4780 participation in Webinars/FDP/Conference, 72 faculty received 221 awards and recognition and 23 faculty members completed short term courses.

100% University results in all programmes, 5 Gold medals in Tiruvalluvar University exams, students participation - 4614 in webinars/seminars/conferences/competitions and 515 students placed in 27 companies, schools, hospitals, cooperative banks, Indian Railways

Government scholarships Rs.12,63,535, Private scholarship Rs.4,09,700, MKJC Management scholarship Rs.17,10,875, Alumni scholarship Rs.50000, Rs.42,850 Nisvartha Scholarship were provided to 651 students

Institution infrastructure utilised for NET/TRB/JEE/AIIMS/Police Exams 2021 & NEET Exam 2020, Institution infrastructure for Tamilnadu State Assembly Election Voting Counting centre 2021, Tirupattur district and MKJC campus provided to Farmer Market during Covid - 19 period. .Rs.25 lakhs contributed to Tamilnadu Chief Minister Public Relief Fund and donated 25 Cots and Beds to Government Hospital, Vaniyambadi

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

Plan of Action	Achievements/Outcomes
Planned to apply for NIRF	Submitted on 04.02.2022
Planned to apply for AISHE	Submitted on 27.02.2022
Planned to apply for IIC	Certificate of Star Rating Award received on 22-09-2020
Planned to apply for ARIIA	ARIIA established at the Institute during the Academic year 2020-2021
Planned to design News letter for the Academic Year 2020-2021	All MKJC activities for the Academic year 2020-2021 summarised in the College News letter Amrutvani 2020-2021 link: http://mkjc.in/download/downloads/2610211235564915.pdf
Planned to conduct webinars/seminar/conferences/FDPs	144 Webinars Organised, 13 Alumni Webinars organised during the Academic year 2020-2021.
Planned to apply for Patenting	1 patent Approved by Government of India on 02.07.2021
Planned to publish papers by faculty members	68 Paper Published in Scopus, Web of Science, UGC Care list, Peer Reviewed Journal in the Academic Year 2020-2021
Planned to publish Book & Book Chapters by faculty members	30 Books & Chapters Published in the Academic Year 2020-2021
Planned to update e-resources in the you tube channel and college website	445+you tube videos and 6.16K subscribers
Planned to Present papers	97 papers presented in the Academic Year 2020-2021
Faculty to act as Editorial Board Members	15 Faculty members acted as editorial board members
Faculty Awards & recognition	72 Faculty got 221 awards and recognition
Staff Seminar,Webinar,Workshop Participation	4780 participation in seminars/webinars/workshops/conferences by the staff members

Planned for 100% Results in all programmes	100% Result & 5 Gold Medals secured in the Academic year 2020-2021
Students Seminar, Webinar, Workshop Participation	4614 participation in seminars/webinars/workshops by students
Planned for 100% placement	515 students placed in industries/IT companies/schools/hospitals.
Planned to apply for scholarship to needy students	Rs.17,10,875 Management 1263535 Government 50000 Alumni 42850 Nisvartha 409700 Private scholarships provided to 651 students.
Planned to apply for Green Campus & Best College award	Received Green Campus Award Received Best College Award
Planned to Apply for Sponsored Seminar	Rs 75000 Received from NAAC Rs 50000 Sanctioned by AICTE, YRC & RRC received
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC Governing Body	09/10/2020
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	27/02/2022

Extended Profile

1. Programme

1.1

776

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2834

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 917

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 937

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 181

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 32

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	776
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2834
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	917
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	937
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	181
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	32
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	119
Total number of Classrooms and Seminar halls	
4.2	27432860
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	389
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College regards effective delivery of curriculum as the most vital curricular aspect. The College follows the curriculum prescribed by the University. The College ensures effective curriculum delivery through systematic and strategic transparent mechanism:

- The Heads of Departments allot the workload and subjects to their department staff, plan the activities of the department and also review the completion of syllabus.
- The College constitutes the Time Table committee. The Time Table is prepared by respective departments.
- Teaching plan is prepared by every Faculty Member at the beginning of the Academic Year.
- They record the conduct of teaching and practical in the Staff Work Diary.
- Periodic Assessment of curriculum delivery is conducted through HODs.

- There is Effective utilization of well-equipped Laboratories for curriculum delivery of practical.
- The Faculty handle the Online Classes through Zoom and Google Meet App and also the recorded lecture is always streaming in our College Official YouTube Channel.
- Google Classroom is created through which the Study Materials, and Assignments are given to the Students.
- e-Notes of each Subject are uploaded in the College website after getting approval from HOD's.
- The College encourages the faculty and students to participate and organize Workshop, Seminar, Conference, FDP, Webinar, Orientation and Refresher Courses to update their knowledge.
- Methodologies like Seminar, Group Discussion, Quiz, Case Study, Group Projects, are given to students for effective delivery of curriculum.
- Guest Lectures, Expert lectures are given to students through ZOOM and YouTube channel.
- Internet, Computer, LCD Projectors and other Audio- Visual Aids are utilized on regular basis.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mkjc.in/download/downloads/1702221529344842.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- An Academic Calendar is prepared in advance for planning the syllabus completion and overall College events.
- The Institute follows the University Calendar for planning CIA I, CIA II & CIA III.
- Preparation of Master Time Table of the College, Departmental Time Table and Individual teachers' Time Tables are prepared in advance using Academic Calendar of the College.
- Scheme of syllabus completion is prepared by staff members well in advance using Academic Calendar of the College.
- CIA I, CIA II & CIA III Test are planned in advance in the Academic Calendar and we conduct the Exam as per the Calendar Schedule.
- Guest Lectures, Expert Lectures, Seminar, Workshop,

Conference, Faculty Development Programme, Webinar, Extension Activity are planned in advance in the Academic Calendar

- Google Forms created by subject teachers for conducting CIA I, CIA II & CIA III Online Tests.
- With reference to University Calendar, Tentative Commencement of University Theory and Practical Examinations were noted in the Academic Calendar for the students reference.
- College Rules and Regulations, University Fee Structure, Time Line for payment of Fee is given in the Academic Calendar.
- College timings, Office timings, Mail id's of various departments and communication details are printed in College Calendar for parents and students reference.
- Holidays are planned earlier.
- All Important Commemoration Days are celebrated.
- Execution of the Activity was carried out based on the Government SOP's due to Pandemic COVID -19.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mkjc.in/download/downloads/2504221422059477.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

44

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2595

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Institution has a vision of being a centre of excellence renowned for its quality. It provides quality education to aspire younger generation through the best of teaching and learning opportunities. It plans to achieve its objective by developing total personality of the individual and emphasizing programmes related to professional ethics, Gender, Human values and Environment Sustainability to meet growing challenges in all fields.

Human Values and Professional Ethics:

Curriculum is enriched through various initiatives relevant for each stream. The University curriculum is supported by integrating cross cutting issues such as human rights, value education and Environmental studies. Ethical responsibilities and social concerns are inculcated through value education courses.

Students are constantly exposed to informative discourses through Professional and communicative English to develop their interpersonal skills. The students are motivated to take part in social commitment by organizing blood donation camps, health care and awareness campaigns, visits to orphanages and old age homes through various clubs & Departments such as Rotract club, Physical education, Tamil, Commerce, Com.CA, Interior Design and Décor.

Smart girls programmes for all students are conducted by IQAC to develop their Professional ability. Department of English & Union donated fund, Clothes, Stationary and provisions to Saranalayam Karunai Illam which is done as a part of promoting human values. NSS & Nutrition, FSM & Dietetics jointly organized covid awareness programme. Student donated fund to District Collector at Tirupattur for Covid-19 affected people.

Gender Sensitization:

A Women Entrepreneur Development Cell has been effectively functioning to address issues relating to gender discrimination and creating awareness on women safety and women empowerment .Women's health programme is conducted by Department of Nutrition FSM & Dietetics to motivate students about health care and hygiene .Department of Physical Education conducted Yoga programme for fitness. Department of psychology organized programmes related to mental strength and life skills.

Environmental Awareness and Sustainability:

Institutional practices enforce eco-friendliness and environment conservation. The campus is a plastic-free zone. Go-green association and Department of English collected 186 kg of e-waste from students and handed over it to TESS-AMM,Chennai for Re-cycling and gave awareness on usage of less plastics. Department of BBA, Bio- technology and Maths organised programme and gave awareness on Environmental conservation and planted saplings. Our College received GO GREEN CAMPUS Award for maintaining Eco-friendly environment and tree plantation in our campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

513

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://mkjc.in/download/downloads/2504221302051490.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mkjc.in/download/downloads/2504221302051490.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

990

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

822

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are counseled and Orientation program is organized. Immediately after admission a Bridge Course is arranged for first

year students to improve their grammar and communication skills. Soft skills, value-added courses, Library hours and language lab are provided to all the students.

SLOW LEARNERS:

Slow learners are given motivational programs by alumni and faculty members. Special Remedial coaching classes, YouTube recorded classes and e-notes are arranged. Counselling are given by the Psychology counselor & also by Psychology department faculty.

If the students are slow in their learning process, the mentor nurtures and motivates them in a friendly way to achieve academic goals.

ADVANCED LEARNERS:

The advanced learners are given seminars and assignments on innovative topics. They are motivated to create innovative projects, participate & publish research work in national and international forums. Students are guided to excel in Competitive exams like UPSC, TNPSC, Banking and NPTEL courses. Various personality development workshops are organized by career guidance cell. Digitalized Library with INFLIBNET, DELNET and well equipped laboratories are available. Alumni were selected as Board of Study members in Thiruvalluvar University.

The management helps economically needy and physically challenged students by giving fees concession.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0206221012316027.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2834	181

File Description	Documents
Any additional information	View File

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

At MKJC, the pedagogical thrust with facilitators, caters to the diversified needs of students and forms the foundation of learning. The faculty plans the methodology of teaching, learning and evaluation based on the new innovative skills. Student centric methods focus on the students learning concepts through participative tools. Use of online tools like Google Classroom, ZOOM APP provides a springboard to enhance creative activities for the students.

Experiential learning enhances the skills of the students. The students learn the concepts through Hands on Training in the laboratories / industries, Language Labs, Workshops, Peer Teaching, Field Visits/ Projects, Surveys, Internships, Virtual Labs, Audio Visual learning, Report Writing, Extension activities, Paper Presentations and Research Projects.

Participative Learning is encouraged through Group Discussion, Seminars, Debates, Meeting eminent personalities, Activity Based Learning, Learning through Games, etc., Independent electives help the students to gain additional knowledge beyond the boundaries of the mandatory course work.

Problem solving skills is encouraged through Analytical skill training, Data analysis, Case studies, use of software for resolving challenging computations and visualisations. Mandatory research project for PG, M.Phil and Ph.D programme and optional research work at the under graduate programme encourages the students to apply their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/02062210_14352549.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in

maximum of 200 words

In MKJC teaching-learning process is made more effective and accessible. Though traditional teaching-learning has its own popularity, the intervention of ICT has enhanced the learning process among students. It is beneficial for both teachers and students - teachers explore better ways to make the courses interesting and also find appropriate tools to instruct, assign and evaluate submissions and examinations. On the other hand, the students find greater ease and access to a variety of online courses, creating a self-paced learning environment with evaluations which are fair and transparent to them. Web services like Zoom, Google Meet, Youtube and Google Classroom are widely used. These have also enabled wider levels of networking with various individuals, industries and institutions at the national and international levels, thus providing an opportunity for interactions and knowledge exchange through webinars. E-notes are provided to the students and is available in college website too. Recorded video classes / Youtube classes are given to the students. Several National and International Webinars are organized through online via Zoom and Youtube platform. The national and International accessing of Resource person is viable through ICT.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

181

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

181

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1000 years 7 months

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is accomplished to determine the appreciation and comprehension of each topic by the students, hence it is conducted periodically as per the recommended syllabus by the University to ensure the holistic development of the students. Question paper is being made ready and coordinated by the class in-charge based on the syllabus covered and the same is verified by the Heads of the Department which is being approved.

Syllabus for the internal Assessment will be communicated to the students well in advance providing space to integrate the learning process. Internal mark is calculated by averaging CIA, MID and MODEL marks adding up to the assignment marks as well.

The Pandemic Education has exacerbated the learning crisis globally, Odd semester Examination and the Evaluation is conducted online. Evaluated sheets of the internal Examination are distributed and are asked to endorse by the parents. Answer keys are provided to ensure the overall understanding of the content. Cumulative marks are recorded and maintained by the class teachers. Based on the differentiation, Average achievers are easily spotted based on the analysis of marks and the remedial measures are taken by the facilitator. Students are identified and differentiated as High Achievers, Average Achievers and Slow Achievers and they are trained accordingly. The internal marks are maintained by class incharge. The Internal Assessment is purely transparent.

File Description	Documents
Any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/0206221020492566.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Portions for the Formative and Summative exams are well planned in advance and the question papers are set as per the demand of curriculum of the University.

The Semester examinations are conducted by norms of Thiruvalluvar University. The students are given space to express their grievances any time with regard to their examination in the exam cell. The students are informed formally to apply for photocopy of the answer script, revaluation and Supplementary Examinations incase of any clarification or need. Any issues and the difficulties regarding University Examinations are regularly updated to the Chief Superintendent.

Timetable for the internal Assessment is formulated precociously and it is intimated to the students. The same procedure is followed for all the three internal assessment tests that to be conducted in each semester. The examinations are conducted without any issues and most care is given to transparency and fairness. The question papers for internal examinations are prepared by the respective subject teachers and are verified by the HOD. The marks obtained by the students in internal assessment tests are uploaded periodically in the ISO software and are maintained properly. Cummulative mark list of all the students are maintained in their respective Departments. Change of the Examination is informed to all the students through SMS. Temporary ID card is issued to students incase of any need. Buses are operated to interior places during Examination to ensure the 100% attendance. Classes in ground floor are allocated for the physically challenged and medically unfit students during Examinations.

File Description	Documents
Any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/0206221021569477.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

MKJC is permanently affiliated to Thiruvalluvar University. After receiving the syllabus from the university Curriculum is analyzed by the heads of department with all the faculties and scheme of syllabus based on objectives is communicated to faculty members.

We are offering the COs of each course in the Brochure, prospectus and College website itself. At the beginning of the academic year, freshers and their parents are briefed about POs during the common orientation programme and POs and COs at the departmental level. Course in-charges are entrusted with the responsibility of briefing the students about the features of COs.

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. Students are specially taken care for their betterment in quality and personality. The internal assessment results and the University semester examination results are communicated to the parents personally through sms and in Parents-Teachers meeting.

Due to effective monitoring mechanisms followed in the Institution, students improved their knowledge and skills. Five University Gold Medals are obtained by students during the academic year 2020-2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mkjc.in/academics/programme_outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluation of attainment of POs for Direct assessment Method is obtained by the grade system. Grading of the courses and

programmes is described in Regulation and Syllabus.

The attainment of POs and COs are monitored and systematically analyzed during the Formative and Summative Assessments.

For Formative Assessment a question bank has been prepared along with 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 calculate the accomplishment of POs and COs. Feedbacks from the students are also obtained after the completion of the course and analyzed. The setbacks are discussed in the Department meetings, remedial measures are suggested and follow up actions are taken.

The summative assessment is measured by conducting Continuous Internal Assessment (CIA) at the periodical intervals. The students are evaluated on the basis of the performance in the exams and the result of each student is reviewed.

The COs are measured by number of studnets registered in higher education, research course, number of university ranks, placements of students (On campus and Off campus), publication of research papers, field visit report and internship report.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mkjc.in/download/downloads/2103221145481685.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

937

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://mkjc.in/download/downloads/1703221159436309.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mkjc.in/download/downloads/2504221237394198.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

18

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research and Development Cell enhances More Innovative thinking activities like research workshops, Faculty Development Programmes, Conference paper Presentation, Publication of research Work and Special Meetings. It aims to achieve many funded projects through various sectors. More Innovative thinking activities are promoted.

The Institution Innovation Council (IIC) is approved by Innovation Cell, Ministry of Education, and Government of India to kindle innovation and start-ups. IIC has initiated venture capital funding for student start-ups. IIC acted as think tank to promote start up thought among students.

ARIIA ranking builds ecosystems to encourage high quality research, innovation and entrepreneurship. More than quantity, ARIIA focuses on quality of innovations and tries to measure the real impact created by these innovations nationally and

internationally.

Women Entrepreneurship Development Cell conducts various activities such as, MKJC Bazaar, Business Plan Workshops and Women Entrepreneurs Meet to promote practical exposure of entrepreneurship. Youtube channels, own business run by the students.

Conferences, Seminars and Special Meetings are organized by various departments for enhancement of knowledge among staff and students. This inculcates a research environment.

Value Added Courses and Skill Development Courses in various fields with innovative practices enhances the students' knowledge and employment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mkjc.in/news_events/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

116

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	http://www.mkjc.in/life_mkjc/staff/77/h/29
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

68

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

29

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our Institution is undertaking extension activities inside and outside the campus for the benefit of neighbourhood community through various clubs. Extension activities like village cleaning,

Tree Plantation, educating the school children in the nearby villages donating umbrella and dresses are done. E-waste collected and given for the recycling and medical Camp for nearby village people. Our Institution gave 25 cots to government hospital. Rs. 25 Lakhs was given to Chief Minister fund for Corona Relief activities. Students gave Corona awareness to 5 adopted villages also. MKJC was allotted venue for the vegetable market during the lockdown period. Provided venue to the government exams like, NEET exam, Police exam, etc. Our Institution is selected as counting centre for Tamilnadu State assembly election 2020-2021. Awareness on voting was given to ensure 100% voting in the district. Our Institution donated dress, Groceries to Orphanage. By organizing various webinars, awareness is given on Nutritious foods, Naturopathy, Yoga and meditation .Through extension and outreach programs, the Institution sensitize the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them in joining hands with the community people. Through this, we establish a good relationship with society.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/life_mkjc/student/6/h/1
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

8

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

75

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2700

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

40

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

41

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

1. Classroom Facilities

There are 99 well-ventilated and spacious classrooms with well-resourced furniture to accommodate all the students.

Accessibility to all floors is provided through elevator in Sri Roop Rajat Block, broad staircases and corridors. Multiple exit points address the footfall needs of the institution.

There are 12 LCD projectors are equipped in Classrooms and LAN connectivity. Laptops are available for staff learning.

Notice boards are available in all the classrooms.

Wi-Fi access points in all floors of all the buildings.

2. Laboratories

Domain-specific laboratories with state-of-the-art equipment pave the way for enriching learning Experiences.

Department of Computer Science has two labs consisting of 100 Systems.

Department of Computer Applications has two labs consisting of 98 Systems.

Humanities and Social Science lab has 37 Systems.

Language lab has 50 Systems.

Department of Biotechnology has 2 Workstations.

3. Computing facilities

Adequate facilities are available to carry out practical courses in the computer labs, access digital content and pursue online courses.

The College has passive and active IT infrastructure, licensed and open software for the teaching learning and co-curricular and extra-curricular activities.

We have Wi-Fi and Network connectivity, Intercom, Smart board system, Video capturing facility, YouTube Channel and Blog facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221451157164.pdf

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

1.SPORTS FACILITIES

1.1. Our college has 4 multipurpose playgrounds and 1 Indoor Stadium.

GAMES AREA

NAME

AREA SQFT

GAMES CONDUCTING

YEAR OF ESTABLISHMENT

GROUND 1

78624 sqft

KHO-KHO (27m x 16m)

1997

LONG JUMP (9mx3m)

GROUND II

77080 sqft

ATHLETICS

1997

HOCKEY (91.4mx55m)

FOOT BALL (90x45m)

GROUND III

61184 sqft

BASKET BALL (28mx15m)

2000

BALL BADMINTON (24mx12m)

TENNIKOIT (12.2mx5.5m)

THROW BALL (18.3mx12.20m)

VOLLEY BALL (18mx9m)

GROUND IV

5763 sqft

KABADDI (12mx8m)

2003

INDOOR STADIUM

(AUDITORIUM)

9600 sqft

BADMINTON (13.4mx6.10m)

1997

TABLE TENNIS (2.74mx1.525m)

1.2. An exclusive Yoga Centre (1440 sqft) was set up inside the campus.

2.CULTURAL FACILITIES

2.1. College Auditorium is the most ideal place on Campus for large gatherings, the closed-roofed structure is well equipped to easily accommodate a crowd of 2000 students.

2.2. The cultural programmes within the College such as College day, Inter-department competitions and inter-collegiate events like Art smart are conducted in the auditorium.

2.3. The Institution has 2 well furnished Seminar halls for conducting various cultural events.

NAME

AREA SQFT

SEATING

CAPACITY

YEAR OF ESTABLISHMENT

AUDITORIUM

9600

2000

1997

SEMINAR HALL 1

1500

200

2004

SEMINAR HALL 2

4914

700

2014



File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221456498266.pdf

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

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/2704221426436319.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

191.93283

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Response: Partially Automated

Introduction

e-Blis is an user-friendly solution to take care of all the administrative and management functions of a Library. e Blis is fabricated with seven modules each serving a function

Administration

Admin module is meant to manage the Library calendar, register and assign accessibility rights to other library staff.

Support Data

This module helps to fix up the classification scheme, subject terms, possible list of authors, publishers, vendors and other such information.

Document Catalogue

This module helps to maintain the bibliographic information of books, CDs, cassettes and other resources.

Members

Here, we can categorize and assign rights to members. The category can be like staff and students.

Circulation System

It is used by Circulation staff to charge, discharge, reserve, renew, recall, and block circulation of resources.

Serial Control System

Serial Control System is to manage information on Journals. Here we can subscribe, renew, check in issues, claim for the missing issues and maintain articles.

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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://mkjc.in/download/downloads/0106221458449918.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.50193

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1009

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. LAN and Wi-Fi

MKJC has WI-FI network in SRI ARIHANTH and SRI ROOP RAJAT Block.

Structured Network Cabling is in place to manage the entire network.

Campus is networked through 1 Gbps (LAN) and backbone connectivity is through 10 Gbps fiber.

The Institution has Layer-3 switches installed with 256 Gbps throughout and also supports 10G ports to segregate the networks for the provision of regularized distribution of resources throughout the campus.

All the Computer labs are connected with 1 Gbps network switches.

Network Access list restricts to respective LANs only at the switching level.

All Access Points supports 100+ concurrent users with 2.4/5.0 GHz bandwidth.

Wi-Fi connectivity is ensured through access points from a centralized access controller.

Wi-Fi speed of 1 to 2.5 Gbps throughput is available in each AP.

2. IT Facilities Updation

Up-gradation to Techroutes Layer - 3 switch and Gigabite switch in 2020.

OFC installed College campus in 2021,Wi-Fi access point newly installed IQAC Room and Principal Room.

Number of Wi-Fi devices have been increased to 2.

Library server has been upgraded to access online resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221503468955.pdf

4.3.2 - Number of Computers

389

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

298.88175

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Committees/Personnel for Monitoring Utilisation of Facilities and Maintenance

The Administrative sections adhere to the standard operating procedures and plan the schedule of maintenance of physical infrastructure and campus facilities.

The administrative section is responsible for budgeting, acquiring and inventory of necessary furniture, equipment, electrical and electronic gadgets and other infrastructural requirements.

Infrastructure maintenance section inspects, updates, and repairs various facilities in the campus.

Library Advisory Committee plans and monitors infrastructure for library and information centre.

Sports Advisory Committee monitors the upgradation and maintenance of sports facilities and equipment.

Maintenance of classrooms and academic spaces

The supervisors oversee the classrooms to assess the furniture, ICT needs and suggest improvements if needed.

Verification and maintenance of the auditorium and Seminar halls furniture, functionality of audiovisual, ICT and other facilities are done periodically by the technical staff.

Maintenance of Libraries

The library personnel are responsible for the effective functioning and maintenance of the libraries.

The integrated library management system is used for stock verification.

Maintenance of Laboratories

Maintenance of laboratories, equipment and other facilities are taken care by the lab technicians and supporting staff. Inventory registers are maintained in the labs for the periodic stock verification.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/2103221118114472.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

326

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

325

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.mkjc.in/news_events/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

937

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

937

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

512

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

294

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

20

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

MKJC endeavors to provide them with opportunities to participate in various academic and administrative bodies.

- The Representatives are selected according to the following Criteria:

Academic performance, Attendance, Personality Traits, Co-curricular Activities, Extra -curricular Activities, Sports and Communication skills.

- The College Union committee comprises the following Office Bearers:
 - Chairman
 - Vice Chairman
 - Secretary
 - Joint Secretary
 - Department Secretaries
 - Club Secretaries

Students are given exposure to involve in academic, administrative, co-curricular and extracurricular activities by including them as member of the committees.

College Union, Reader's Club, Rotaract Club, Citizen Consumer Club ,Fine Arts and Cultural Committee , Karuna Club, YRC & RRC, Science and Nature Club , Grievance Redressal Committee , English Literary & Theatre Club, Women Entrepreneurship Development Cell, Eco Awareness Club , Humour Club , Philately Club ,Sports ,NSS ,NCC ,Career Guidance Cell ,Placement cell ,Sevottam ,Innovation

Cell and Anti ragging cell

The above said committees provide a relationship between management, teaching fraternity, student body and other stake holders.

MKJC provides necessary support to the student representatives in organizing & coordinating the events. It encourages the students to develop leadership skills and become competent in future through these activities.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/student_life/clubs_cells/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

822

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Marudhar Kesari Jain College for Women, Alumni Association was registered as MKJC Alumni Connect on 24th January 2020, to enrich the lives of alumni and strengthen their bond with the

Institution.

1. Financial Support

- MKJC Alumni contributed Rs.50,000/- Scholarship to help 10 needy and deserving students of our College.
- The contribution of the alumni is utilised for various Institutional development purposes.
- Registration fee of Rs.100 is collected from Alumni during the Graduation day to help the economically deserving students.
- They empower the Socially and Economically Disadvantaged Groups through scholarships.

2. Non-financial Support

- The Alumni Association escorts all the alumni together in a single forum.
- Notable alumni serve as Chief Guests, resource persons and keynote speakers for conferences, seminars and Academic enrichment activities.
- They provide orientation and employability training for placements.
- They facilitate placement opportunities for students by referring potential employers to Centre for Employability and Corporate Relations.
- They provide their services at a subsidised rate for the organisation and conduct of events.
- They render service as trainers in skill development courses
- Alumni serve as recruiters for their companies.
- The alumnus can participate in social, cultural and Institutional activities through the association.
- The coordinator uses WhatsApp for communication, website and email (alumniassociation@mkjc.in) to interact with alumnus.
- MKJC Alumni connect office bearers monitors the alumni's progress, so that alumni can reach out for mentorship and placements. 38 alumni were invited as a Resource Person/Chief Guest for Webinars and Women's Day Celebration.
- Alumni Association along with all the HODs organizes a meet for the alumni and their parents. The suggestion given by alumni are considered and implemented by the College administration and we plan the Curriculum design, Webinars and Value-added Programmes through this meet.
- Alumni Association collected 4500 students' data base in various sectors such as Academician, IT fields, Banking, Industry, Health care, Entrepreneur, Government sector etc.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/alumni/about_alumni_association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

Mission of the college 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 student's community.

Perspective plans and participation of teachers

- 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.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/about_us/vision_mission/
Upload any additional information	View File

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

Decision making is a vital process in the organization. Our Management members always facilitate all the faculty to involve in the decision making process. The process of decision making has been carried out and delegated from the top management to Principal, Principal to Vice Principal, Vice Principal to HOD's and then to Faculty.

Delegation of authority from Principal to the Faculty is followed in all places.

The Institute has different clubs, cells and committees to encourage and to build students' self confidence and make them involve.

VICE PRINCIPAL ENDORSEMENT

HODs are acting as Vice Principal in a weekly routine basis and carry out the administrative duties for the development of the Institution under the guidance of the Principal through which they obtain Administrative Skill. A Vice Principal should display leadership qualities, determination, confidence, and strong decision-making abilities.

COMMITTEE AND CELL CO-ORDINATORS

ISO Coordinator plays a vital role in quality assessment and control of the Institution. The various functioning/ activities which is carried out in the Institution includes organising Faculty Induction Programme, Training Programme, Staff work diary, Monitoring the execution of the standards and Quality manual.

Internal Auditing, Feedback analysis and action plan taken with the prior approval of the Principal.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221412423190.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The Institutional perspective plan aligns with the vision and mission of the Institution various bodies and committees that constitute the Organogram of the Institution, chalk out the strategic plan of events and activities which will support the growth and development of the Institution
- Faculty Induction Programmes is conducted for new faculty to know about the Institution.
- Online Webinars, Seminars and Conferences are organized by various departments, Clubs and committee to give an exposure to both faculty and students about the recent trends in academics, industry, sciences and environment.
- Bridge Course and virtual orientation programme for the first year student is conducted to bridge the Gap between transformations of school to College education.
- Regular classes are taken to the students as per the schedule either in offline or online during the pandemic situation Using Zoom, Google platform, WebEx etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mkjc.in/download/downloads/1502221503251168.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sri Marudhar Kesari Jain trust is governed by governing council and followed by Academic Advisory Bureau. Academic Advisory Bureau is centralized and functioned by the Principal. Principal function is again divided into QC (ISO) functionaries, IQAC, Hostel, Academic sources, College council, Office Administration, Campus maintenance and various study centre Administration. QC (ISO) function is divided into Internal Auditors functionaries and MRC members. IQAC functions are divided into Academic Promotion wing and Research Promotion wing. Hostel Administration is divided into 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's 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 Manager Work is divided among Cashier, Accountant and Assistant Accounts. Office Superintendent function is divided among clerk, Junior clerk and Receptionist. College campus is maintained by Engineers. Study centre function is maintained by Co-Ordinators, Faculties and clerical staff. Academic sources are also responsible for the Institutional Development.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/academics/academic_calendar/
Link to Organogram of the institution webpage	http://mkjc.in/download/downloads/1101221412346272.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

I Academic Enhancement

- OD Facility is provided to all Staffs
- FDP Program is conducted regularly
- Faculties are allowed to be External, Board of study, Question paper setting, Scrutiny
- Various Training programs conducted for Non Teaching staffs and Drivers

II Monetary Benefits

- Increments for NET/SET/Ph.D
- 50% Fees concession in college fees for blood relative for all staffs
- 50% Fess concession in bus fees for staff members
- HRA and PF benefits for all staff members
- Leave encashment for unavailed Leave

III Medical Benefits:

- Casual Leave for Teaching and Non - Teaching staffs
- Special Leave, Medical Leave, permission for all staffs
- Insurance for all Staffs

IV Other Benefits

- Hostel Facility for staff members
- Uniform for all Staffs
- Staff Tour is provided every year

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221516386653.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

18

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

134

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Performance appraisal is characterized by (i) Mere evaluation (ii) Overall performance (iii) Quality of output rating by HoD's
- Confidential reports of Principal and HoDs enable to find

out and identify

Performance Appraisal system.

The College has an effective Performance Appraisal System (PAS) for facilitating the Professional development and growth of staff members.

The different forms of evaluation are

1. Staff Evaluation by the Students:

This evaluation is carried out once a year. The evaluation criteria touch on topics like professional equipment, methods of teaching, teaching qualities, student development and evaluation.

2. Peer Evaluation:

Performance of the new staff members are evaluated by senior faculty on parameters like teacher quality, academic excellence and support extended to college.

3. Staff evaluation by the HOD and vice versa:

The staff and their superiors are allowed to assess one another on their strengths and weaknesses.

4. Self Evaluation:

The faculties answer a questionnaire comprising questions on Teaching methods, use of e-gadgets, service to the College and SWOC analysis.

5. Parent-Teacher Meet

Besides the regular student evaluations, the College also gathers information related to the performance of the staff through the parents Teachers Meeting. This is an annual feature of the Institution to solicit feedback from the parents about the academic programmes, quality of teaching and evaluation, sufficiency of infrastructure, etc.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/2504221500283411.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has a pre-defined mechanism for conducting internal and external audit on the financial transactions every year to ensure financial compliance.

Internal audit is performed twice in a year. It is conducted by the Senior Account professionals of the Institution. The accounts are maintained by the account section, guided and coordinated by the Administrator of the Management. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. Internal auditor verifies the income and expenditure details and the compliance report of internal audit which are presented to the board of management during the Trust board meeting by the Principal. If any discrepancy is found, it is brought to the notice of the Principal and accounts department.

Once in a year External statutory audit is conducted by the Professional Chartered Accountant for the accounts maintained by the College. The accounts of the College are audited as per the government rules. The auditor ensures that all payments are duly authorized after the audit and whenever there are audit objections, systematic follow-up actions are initiated to resolve the audit objection. The qualified remarks if any, given by the auditor is taken into consideration for future course of actions.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0206221652027802.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10.11479

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fee collected from students is the major source of fund. The College mobilizes resources through avenues such as Interest on Fixed deposits, alumni contributions and other grants. Funds generated are principally used for maintenance and development of the Institution.

Optimal utilization of funds is ensured by allocating proper funds through Budgeting to meet regular operational, administrative expenses and maintenance of fixed assets. Stakeholders are involved in the budgeting process. Department heads prepare the budget proposal and submit to the management annually. The management reviews the budget proposals and approve accordingly. The fund will be allocated strictly following the budget proposal. If any deviation occurs, respective members will address it and provide justification for approval. By adhering the budget the available funds are effectively utilized.

This Optimum utilization ensures that funds are allocated for effective teaching - learning practices that include various Orientation programs, Induction programs, Workshops, Conferences, Seminars, Inter-disciplinary activities, Training programs and Refresher courses.

The funds received from Alumni and Philanthropists is optimally utilized for the deserving students' Education through various scholarships.

Requisite funds are utilized every year for augmentation of library facilities and also allocated for extension activities as a part of social responsibility through various clubs and associations.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221526249399.pdf
Upload any additional information	View File

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

Faculty Empowerment

Our College IQAC organizes various training programmes to the faculties like Induction programme, Pedagogical, motivational training, FDP and workshops. Our faculty members are acting as board of study member for other Autonomous Colleges and Thiruvalluvar University and acting as coordinators in various clubs and committees in our College. They also publish books and papers in reputed and high indexed journal to enhance their research knowledge.

Our faculty received various awards and recognitions from reputed Organization and also acted as resource persons.

Our College provides platform for effective learning and developing faculty skills.

Student Empowerment

Students are motivated to participate in Co Curricular and Extra Curricular activities. Fee concession is provided for the meritorious sports students who possess certificate under all level. Alumni fees concession is provided to the students admitted in the PG. Students are motivated to present and publish papers in conference and seminars and given various training by the experts from Institutions and Industries.

Bridge courses for the fresher's and Value added courses for all the students are conducted. Training in Soft skill, Communicative

skills and Aptitude is given along with UGC sponsored Skill Development course, MOOC and NPTEL. Additional degree is offered under Mother Theresa University, Tamil Nadu Physical Education and Sports University and University of Madras.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/2403221054043550.xlsx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Online classes

Due to the pandemic situations IQAC has taken initiatives to teach through online by Google meet, zoom app, WebEx etc. All the online teaching is interlinked with YouTube. E-notes are uploaded in the MKJC Website, students can access college website for their reference. For easy understanding of the students faculties prefer presentations and live video session for taking class. CIA test and assignments was conducted through online and evaluation also done through Google forms.

Value Added Classes

The Institute provides opportunities to enrich themselves through value added courses. The Value Added courses includes Personality Development, Skill for Employment, Phonology for Effective Communication, TNPSC Coaching, Space Science, Medical Physics & Chemistry, Clinical Biochemistry, Meal Management in Nutrition, Cryptography ICT general paper, Frontier Research Areas in Computer Science, Aptitude Skill, Bank Management, Tally and life skill in psychology. The syllabus for Value Added is drafted by the faculties and Head of the various departments which is career and life oriented. Later it is recognized by the College Academic Advisory Council of the Institution. Separate hours are allotted to the students. After the completion of the syllabus students are evaluated by conducting test. Certificates are issued to the qualified students.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/facilities/library/4
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://mkjc.in/download/downloads/1703221159436309.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Action Plan:

As our Institution is exclusively meant for women, the Institution provides many co- curricular and extracurricular aspects for which the Institution conducts various programmes for Women Safety and Empowerment.

Internalisation and Institutionalisation of Gender Equity

MKJC is meant for Women. Our Institution's Vision, Mission and

Objectives are to ignite the Women Empowerment and Excellence. The College is administered by Women. Principal, HoD, Coordinators of clubs/Committees/ Association, Office administrator are managed by women. The Institution appoints women candidate even in non teaching wing to promote women community.

Gender Sensitization

Our Institution organises several programmes like Women's day, Women empowerment training such as Smart Girls programme, NSS and NCC camp, Sports related activities like karate, Archery and value education and webinars to create awareness to the staff and students towards sensitized issues of gender and socially relevant problems.

Safety and Security

- Safety is ensured to the students through the following facilities:
- Bus facility
- Compulsory ID Cards to students
- Hostel facility with visitors pass, Gate security system and supervising every one hour at night.
- First Aid facility
- CCTV Surveillance.
- Biometric impression for staff and students to ensure the arrival and departure.

Counseling

- Tutor ward system to counsel the students both academically and personally
- Grievances Redressal Cell to handle grievance of students both personally and academically.
- Our Institution has been providing counselling through Counselling cell with external and internal resources to the students both personally and academically.

Common Room

- Common recovery room is allotted with first aid boxes and a nurse

File Description	Documents
Annual gender sensitization action plan	http://mkjc.in/download/downloads/2104221231414723.xlsx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://mkjc.in/download/downloads/2504221509266878.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management

MKJC initiated several techniques on green initiatives like

Solid waste management : Kitchen wastes are collected and separated as degradable waste and non degradable waste .The Degradable waste are decomposed and reused. Empty reagent glass bottles in good condition are reused. Furniture waste are collected and reused.

Liquid waste management: RO waste water is used for restroom and irrigation. Rainwater is collected

seasonably and used for laboratories.

Solid waste management: PG & Research Department of English, Science and Nature club and Eco club

Collected 186 kilogram of e waste and handed over to Municipality Corporation and TSS -Amm Chennai for recycling. E-Waste donations are done every year.

Department of Chemistry and Physics conducted FDP for laboratory supporting Staffs on general guidelines for laboratory management. IQAC & Department of Biotechnology organised awareness program on recycling of waste. The water conservation facilities are deployed across the campus to harvest rainwater, monitor water levels in tanks and recycle the waste water.

Recycled water is used for gardening. Hazardous chemicals are not used in the college. The used Chemicals are properly diluted.

Plastic Free Campus is encouraged. Vehicle free Drive Day and power shut down once in a week is regularized.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

3. Pedestrian-friendly pathways**4. Ban on use of plastic****5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. The socio-economic conditions are different from other developed regions of Tamil Nadu. The College is playing an effective role of catalyst in the town to maintain the peace and national integration.

The Institution celebrated International Yoga Day, Independence Day, Swami Vivekananda Birth Anniversary as National Youth Day, Republic day and Mahatma Gandhiji's Birthday with various virtual competitions.

Voters Day Awareness Rally and Pledge taking was organized by the Institution on 25.01.2021, 1500 students and Faculties participated. Go Green Association conducted Plantation program on 10.02.2021. Fire Safety Awareness Programme was conducted on 24.02.2021, 800 students participated. Science day was celebrated on 27.02.2021. Recognizing the International Women's Day the College Union was inaugurated. Our Institution conducted extension activity from 12.03.2021 to 14.03.2021. III UG students with College Union Office Bearers visited "SARANALYAM - KARUNAI ILLAM" along with faculty and donated Rs.10, 000, clothes, note books and provisions.

UBA and NSS of the Institution adopted a village named Chinnamottur and conducted awareness programme from 17.03.2021 to 18.03.2021, around 125 students and faculty members from NSS and various departments actively participated in it.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Values

Rights, Duties and Responsibilities of citizens

Our Institution organizes various programmes to make the students aware of the fundamental duties and rights, Citizen's Charter, legislations in India. Various Clubs in the Institution organizes programmes to address the issues related to problems of women and consumers on the topics such as Judicial support to consumer and Women's right , Legislation towards Consumer Laws and Women Rights, Voter's Day Awareness, International Yoga Day, Legal Literacy day etc.

To inculcate values among students Thirukural, News, Thought for the day, National Anthem and Pledge on voters awareness, Suicide awareness, social responsibility are orated through Public announcement system during the prayer.

Celebrating Independence Day, Republic Day, International Youth day and Birth and Death anniversaries of great leaders are the best contributions of our College to make our students aware of the constitution laws.

NSS and NCC of our Institution organises camp where the student visits nearby villages and do services like donating food ,cloth to the needy, cleaning the village and school and teaching elementary school students.

MKJC Union is an association where the office bearers were selected to enable the students to learn and develop their leadership beyond the walls of classrooms and promote unity for coordinating the activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://mkjc.in/download/downloads/1101221019339438.xlsx
Any other relevant information	http://mkjc.in/download/downloads/2504221445076853.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution helps student to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. Institute pays tribute to all the National heroes on their Birth and Death anniversaries. The College organizes activities on those days of National importance to recall the events or contribution of our leaders.

Dr.L.Thenmozhi, Sky Yoga Professor, Tirupattur acted as the chief guest for the Webinar conducted on International Yoga day. The College celebrated our country's 75th Independence Day to pay tribute to the freedom fighters. Mahatma Gandhiji's 151st Birthday was Celebrated on 09.10.2020 and conducted various virtual competitions such as Drawing, Speech and Essay Writing Competitions. Swami Vivekananda's Birth Anniversary was celebrated as National Youth Day on 12.01.2021. Pongal was celebrated on 12.01.2021 to reflect the Tamil tradition and culture to the youngster. National Voters Day was conducted on 25.01.2021, 1500 students and all the Faculty members participated in Rally and took Pledge, District Collector, DSP, District RDO, Tasildar and Vaniyambadi officials acted as Guests. Republic day was celebrated on 26.01.2021.

The International Women's Day was celebrated on 8.03.2021. The grand Celebration was led by Srimathi. Priyanka Singhvi, Dr.A.Dhanalakshmi, Wenzhou University, China and Ms.Meghna Jain, Bharatiya Jain Sanghatana, Ms.S.Ratnamala, Tata Consultancy, Services (TCS) on the Significance of Women Empowerment and quoted about famous Woman leaders.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1

Title of the Practice

Waste Management and Green Campus Activities

MKJC has created awareness on green initiatives. Keeping this goal, importance was given to less plastics usage, less usage of water during summer, and excess energy consumption. Such

initiatives are possible only by cooperation of involved members.

Objectives of the Practice

To motivate employees and students to implement green initiatives, usage of less plastic, to reduce the usage of fair conditioners, switching off lights/fans when not in use and use of eco-friendly methods of transportation etc. in minimal ways.

To reduce energy consumption

To ensure standard indoor air quality, and to improve energy efficiency on campus

To separate degradable and non degradable wastage

To use the wastage as manure for plantation in herbal garden

To sell plastic and glass bottles for recycling process

To prevail proper drainage disposal system in our Institution.

The Context

MKJC is an eco-friendly Institution. Many methods are undertaken and implemented with secured involvement of the Community with valid evidence, and resources, along with man power to make the Institution Eco-friendly and pollution free. Firstly, rain water was harvested. This harvesting was properly utilized. The rain water is utilized for irrigation.

Plastic free campus is also initiated and so the students are asked to use cloth bags. To develop the eco friendly zone the solid wastes are collected and separated as renewable and non renewable source for which the students are asked to drop the garbage on allotted dustbin for segregation. Addition to this, more samplings are planted and for which the kitchen wastages are used as manure. Solar energy is also utilized to save the over consumption of the power. These initiatives helped the Institution to fetch "One District One Green Champion Award".

4. The Practice

Campus-wide initiatives are reducing, reusing and recycling, that helps in achieving a green code of living which includes:

Energy Conservation: The policy on energy conservation highlights on developing a proactive and progressive approach in providing energy efficient, responsibility, and cost-effective operations on campus. LED lighting, false ceilings are avoided to reduce heat load.

Water harvesting: MKJC introduces the concept of rain water harvesting in the year 2004. Rain water harvesting system was taken up to overcome water shortage with pipes going to 50 feet below ground level to supply water for gardening. Rain water harvesting relieved us from various crises 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.

Plantations: The College has an herbal garden, with varieties of medicinal herbs 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.

- **E-waste management:** Disposal of e-waste is an emerging global environment and a public health issue. All loosely discarded e-waste is collected, handed over to external vendors. UPS batteries are recharged and repaired. 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.

It will help students and faculties to experience good atmosphere in research studies and developmental activities.

Evidence of Success

- **Swachhta Ranking 2021:** MKJC has been ranked Second among the Cleanest Higher Educational Institutions in the University (Non Residential) Category. 6200 institutions of Higher Education across the country participated in the Ranking out of which 51 institutions were given the award, continuing with our legacy of maintaining a high standard of cleanness in our campus. The award has been given for maintaining, promoting and encouraging THE CULTURE OF "SWACHHTA", in Higher Education Institutions.

6. Problems Encountered and Resources Required

- 1) Good public transport in the neighbourhood is needed, so the use of cars can be discouraged.
- 2) Water Scarcity is more difficult to handle and to maintain green initiatives.
- 3) The campus needs more support from NGO's for taking many green initiatives like installing more solar panels, installing automatic switches for saving electricity, equipment for measuring air quality and Recycling machines.
- 4) To reduce the consumption of Electricity solar lights and panels are to be increased.
- 5) Motivation among students and faculty is needed to avoid the usage of plastic. Hence regular awareness programmes need to be conducted.

Best practice 2

Title of the practice: Corporate Social Responsibilities

Inculcating the culture of social service assumes prime importance in the development of our nation. The practice enables us to accomplish the mission, Vision and Motto of our Institution and also it is dually beneficial to the public. The activities include emerging issues related to COVID.

Objectives of practice:

To support infrastructure to community.

To support the deserving people in the society financially.

To motivate the students to do service to the society.

To give awareness to pursue Higher Education.

Contexts

To inculcate the social responsibilities in the students the Institution conducts various Awareness Camps, Vaccination Camps, Blood Donation Camp, Eye Camp and Higher Education Awareness programme to the school students. The Institution also acted as

the Centre for Vote Counting, centre for Governmental Exams. The Institute has adopted 5 villages through NSS and UBA and makes several Awareness programme.

Practice

Planning of community activities at the beginning of each academic year facilitates its implementation. NSS, YRC, RRC and Rotaract clubs carry out the community service activities with the fullest cooperation of student and faculty members of the College. This service is provided to the public and parents on occasion whenever it is possible. This exchange is done by the following manner:

Our College has adopted 5 villages by Unnat Bharat Abhiyan scheme, during to the first wave.

Also donated 25 lakhs to our Chief Minister of Tamilnadu as COVID 19 Relief Fund. 25 cots are given to Vaniyambadi Government Hospital for COVID affected people.

Our college acted as exam Centre for UGC/NEET exam on 24.09.2020 for 60 candidates and 13.09.2020 for 900 students.

Our college has given place for Uzahavar Santhai during the COVID pandemic situations to help the nearby villages from 24.06.2020 to 04.10.2020 in which 200 farmers got benefitted.

AIMS Examination was held on 20.11.2020 with 66 candidates.

Tamilnadu Police Examination held on 13.12.2020 with 1600 candidate.

CSIR NET Examination was held on 30.12.2020 with 52 candidates.

It has been chosen for centre for counting votes for Tamilnadu State Legislative Assembly election which was held on April, 2021.

Polytechnic TRB exam was held on 8,11,12 of December,2021 with 200 candidates per day.

TNPSC Departmental Exam was held on 16.08.2021 with 80 candidates.

Kowsalya of B.Sc.Computer Science donated Rs.10,000 for corona relief fund to our Tirupattur District through District Collector.

III year students andcollege Union Barriers visited Saranalyam

Karunai Illam from 12.03.2021 to 14.03.2021. Rs.10, 000 funds was donated along with the clothes, notebooks to the orphanage. The main objective of the visit was to give students the chance to interact with elders and show their humanity and learn from their experiences along with giving the joy contribution to the needy.

Maths department faculty donated 25 umbrellas to the local workers.

Various Webinars, seminars, conferences, and Motivational speeches were organized for the students for their unbreakable learning pedagogy.

6. Evidence of Success

The success of this practice can be evaluated by the over whelming response of the students and public. To popularize the practice and as part of social responsibility, efforts were taken to distribute money, clothes etc. to the people. The building maintenance also has been as a cause for the Institution to be the Voting centre for the fourth time. The success was well covered by local newspaper, and College documentation. This also leads to fetch Best College Award from Tamilnadu State Private Colleges Association, Chennai.

7. Problems encountered and resources required

As the college offers infrastructural support, it is difficult to maintain during suchtime, this also leads to inadequate usage of Laboratory.

Difficult to manage crowd.

The students of NSS felt difficulties during pandemic issues regarding the transport facility.

Difficulties faced in getting approval for conducting awareness on Higher Education from authorities.

The Institution prioritizes to empower the women students from the rural society.

To acclimatize the rural students and bridge the language gap, communication classes are organized.

The students are well equipped with soft skill and other Technical

Training. The Institution organises 144 Webinars, seminars, workshops, FDPs and other orientation programmes.

Among the programmes the College organized 2 weeks Women Entrepreneurship Development Training Programme sponsored by VIT University, Vellore in collaboration with the Department of Science and Technology, Govt. of India and CSRD & RS and received the Certificate of appreciation.

To support the students from rural area and their career a separate unit of Placement and Career Guidance Cell is functioning.

To have a rapport with Alumni and to motivate the students, the Institution has the registered Alumni Association called MKJC Alumni Connect. Alumni's are invited as the Guest Speaker for the orientation programmes.

As the Institution is marching towards the betterment of Women students it was recognized with various awards like "Best College Award for Excellence in Education" from Tamil Nadu State Private Colleges Association, "New Code of Education Awards 2021" from Wheebox, "Mun Muyarchi Viruthu" from Yaavarum Kelir and Certificate of Appreciation from National Centre for Financial Education.

File Description	Documents
Best practices in the Institutional website	http://mkjc.in/download/downloads/2704221433474829.pdf
Any other relevant information	http://mkjc.in/download/downloads/2104221438232481.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution prioritises to empower the women students from the rural society.

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Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College regards effective delivery of curriculum as the most vital curricular aspect. The College follows the curriculum prescribed by the University. The College ensures effective curriculum delivery through systematic and strategic transparent mechanism:

- The Heads of Departments allot the workload and subjects to their department staff, plan the activities of the department and also review the completion of syllabus.
- The College constitutes the Time Table committee. The Time Table is prepared by respective departments.
- Teaching plan is prepared by every Faculty Member at the beginning of the Academic Year.
- They record the conduct of teaching and practical in the Staff Work Diary.
- Periodic Assessment of curriculum delivery is conducted through HODs.
- There is Effective utilization of well-equipped Laboratories for curriculum delivery of practical.
- The Faculty handle the Online Classes through Zoom and Google Meet App and also the recorded lecture is always streaming in our College Official YouTube Channel.
- Google Classroom is created through which the Study Materials, and Assignments are given to the Students.
- e-Notes of each Subject are uploaded in the College website after getting approval from HOD's.
- The College encourages the faculty and students to participate and organize Workshop, Seminar, Conference, FDP, Webinar, Orientation and Refresher Courses to update their knowledge.
- Methodologies like Seminar, Group Discussion, Quiz, Case Study, Group Projects, are given to students for effective delivery of curriculum.
- Guest Lectures, Expert lectures are given to students through ZOOM and YouTube channel.
- Internet, Computer, LCD Projectors and other Audio-Visual Aids are utilized on regular basis.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mkjc.in/download/downloads/1702221529344842.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- An Academic Calendar is prepared in advance for planning the syllabus completion and overall College events.
- The Institute follows the University Calendar for planning CIA I, CIA II & CIA III.
- Preparation of Master Time Table of the College, Departmental Time Table and Individual teachers' Time Tables are prepared in advance using Academic Calendar of the College.
- Scheme of syllabus completion is prepared by staff members well in advance using Academic Calendar of the College.
- CIA I, CIA II & CIA III Test are planned in advance in the Academic Calendar and we conduct the Exam as per the Calendar Schedule.
- Guest Lectures, Expert Lectures, Seminar, Workshop, Conference, Faculty Development Programme, Webinar, Extension Activity are planned in advance in the Academic Calendar
- Google Forms created by subject teachers for conducting CIA I, CIA II & CIA III Online Tests.
- With reference to University Calendar, Tentative Commencement of University Theory and Practical Examinations were noted in the Academic Calendar for the students reference.
- College Rules and Regulations, University Fee Structure, Time Line for payment of Fee is given in the Academic Calendar.
- College timings, Office timings, Mail id's of various departments and communication details are printed in College Calendar for parents and students reference.
- Holidays are planned earlier.
- All Important Commemoration Days are celebrated.
- Execution of the Activity was carried out based on the Government SOP's due to Pandemic COVID -19.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://mkjc.in/download/downloads/2504221422059477.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

44

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2595

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The Institution has a vision of being a centre of excellence renowned for its quality. It provides quality education to aspire younger generation through the best of teaching and learning opportunities. It plans to achieve its objective by developing total personality of the individual and emphasizing programmes related to professional ethics, Gender, Human values and Environment Sustainability to meet growing challenges in all fields.

Human Values and Professional Ethics:

Curriculum is enriched through various initiatives relevant for each stream. The University curriculum is supported by integrating cross cutting issues such as human rights, value

education and Environmental studies. Ethical responsibilities and social concerns are inculcated through value education courses.

Students are constantly exposed to informative discourses through Professional and communicative English to develop their interpersonal skills. The students are motivated to take part in social commitment by organizing blood donation camps, health care and awareness campaigns, visits to orphanages and old age homes through various clubs & Departments such as Rotract club, Physical education, Tamil, Commerce, Com.CA, Interior Design and Décor.

Smart girls programmes for all students are conducted by IQAC to develop their Professional ability. Department of English & Union donated fund, Clothes, Stationary and provisions to Saranalayam Karunai Illam which is done as a part of promoting human values. NSS & Nutrition ,FSM & Dietetics jointly organized covid awareness programme. Student donated fund to District Collector at Tirupattur for Covid-19 affected people.

Gender Sensitization:

A Women Entrepreneur Development Cell has been effectively functioning to address issues relating to gender discrimination and creating awareness on women safety and women empowerment .Women's health programme is conducted by Department of Nutrition FSM & Dietetics to motivate students about health care and hygiene .Department of Physical Education conducted Yoga programme for fitness. Department of psychology organized programmes related to mental strength and life skills.

Environmental Awareness and Sustainability:

Institutional practices enforce eco-friendliness and environment conservation. The campus is a plastic-free zone. Go-green association and Department of English collected 186 kg of e-waste from students and handed over it to TESS-AMM, Chennai for Re-cycling and gave awareness on usage of less plastics. Department of BBA, Bio- technology and Maths organised programme and gave awareness on Environmental conservation and planted saplings. Our College received GO GREEN CAMPUS Award for maintaining Eco-friendly environment and tree plantation in our campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

513

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://mkjc.in/download/downloads/2504221302051490.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mkjc.in/download/downloads/2504221302051490.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

990

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

822

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are counseled and Orientation program is organized. Immediately after admission a Bridge Course is arranged for first year students to improve their grammar and communication skills. Soft skills, value-added courses, Library hours and language lab are provided to all the students.

SLOW LEARNERS:

Slow learners are given motivational programs by alumni and faculty members. Special Remedial coaching classes, YouTube recorded classes and e-notes are arranged. Counselling are given by the Psychology counselor & also by Psychology department faculty.

If the students are slow in their learning process, the mentor nurtures and motivates them in a friendly way to achieve academic goals.

ADVANCED LEARNERS:

The advanced learners are given seminars and assignments on innovative topics. They are motivated to create innovative projects, participate & publish research work in national and international forums. Students are guided to excel in Competitive exams like UPSC, TNPSC, Banking and NPTEL courses. Various personality development workshops are organized by career guidance cell. Digitalized Library with INFLIBNET, DELNET and well equipped laboratories are available. Alumni were selected as Board of Study members in Thiruvalluvar University.

The management helps economically needy and physically challenged students by giving fees concession.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0206221012316027.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2834	181

File Description	Documents
Any additional information	View File

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

At MKJC, the pedagogical thrust with facilitators, caters to the diversified needs of students and forms the foundation of learning. The faculty plans the methodology of teaching, learning and evaluation based on the new innovative skills. Student centric methods focus on the students learning concepts through participative tools. Use of online tools like Google Classroom, ZOOM APP provides a springboard to enhance creative activities for the students.

Experiential learning enhances the skills of the students. The students learn the concepts through Hands on Training in the laboratories / industries, Language Labs, Workshops, Peer Teaching, Field Visits/ Projects, Surveys, Internships, Virtual Labs, Audio Visual learning, Report Writing, Extension activities, Paper Presentations and Research Projects.

Participative Learning is encouraged through Group Discussion, Seminars, Debates, Meeting eminent personalities, Activity Based Learning, Learning through Games, etc., Independent electives help the students to gain additional knowledge beyond the boundaries of the mandatory course work.

Problem solving skills is encouraged through Analytical skill training, Data analysis, Case studies, use of software for

resolving challenging computations and visualisations. Mandatory research project for PG, M.Phil and Ph.D programme and optional research work at the under graduate programme encourages the students to apply their knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/0206221014352549.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In MKJC teaching-learning process is made more effective and accessible. Though traditional teaching-learning has its own popularity, the intervention of ICT has enhanced the learning process among students. It is beneficial for both teachers and students - teachers explore better ways to make the courses interesting and also find appropriate tools to instruct, assign and evaluate submissions and examinations. On the other hand, the students find greater ease and access to a variety of online courses, creating a self-paced learning environment with evaluations which are fair and transparent to them. Web services like Zoom, Google Meet, Youtube and Google Classroom are widely used. These have also enabled wider levels of networking with various individuals, industries and institutions at the national and international levels, thus providing an opportunity for interactions and knowledge exchange through webinars. E-notes are provided to the students and is available in college website too. Recorded video classes / Youtube classes are given to the students. Several National and International Webinars are organized through online via Zoom and Youtube platform. The national and International accessing of Resource person is viable through ICT.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

181

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

181

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1000 years 7 months

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal Assessment is accomplished to determine the appreciation and comprehension of each topic by the students, hence it is conducted periodically as per the recommended syllabus by the University to ensure the holistic development of the students. Question paper is being made ready and coordinated by the class in-charge based on the syllabus covered and the same is verified by the Heads of the Department which is being approved.

Syllabus for the internal Assessment will be communicated to the students well in advance providing space to integrate the learning process. Internal mark is calculated by averaging CIA, MID and MODEL marks adding up to the assignment marks as well.

The Pandemic Education has exacerbated the learning crisis globally, Odd semester Examination and the Evaluation is conducted online. Evaluated sheets of the internal Examination are distributed and are asked to endorse by the

parents. Answer keys are provided to ensure the overall understanding of the content. Cummulative marks are recorded and maintained by the class teachers. Based on the differentiation, Average achievers are easily spotted based on the analysis of marks and the remedial measures are taken by the facilitator. Students are identified and differentiated as High Achievers, Average Achievers and Slow Achievers and they are trained accordingly. The internal marks are maintained by class incharge. The Internal Assessment is purely transparent.

File Description	Documents
Any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/0206221020492566.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Portions for the Formative and Summative exams are well planned in advance and the question papers are set as per the demand of curriculum of the University.

The Semester examinations are conducted by norms of Thiruvalluvar University. The students are given space to express their grievances any time with regard to their examination in the exam cell. The students are informed formally to apply for photocopy of the answer script, revaluation and Supplementary Examinations incase of any clarification or need. Any issues and the difficulties regarding University Examinations are regularly updated to the Chief Superintendent.

Timetable for the internal Assessment is formulated precociously and it is intimated to the students. The same procedure is followed for all the three internal assessment tests that to be conducted in each semester. The examinations are conducted without any issues and most care is given to transparency and fairness. The question papers for internal examinations are prepared by the respective subject teachers and are verified by the HOD. The marks obtained by the students in internal assessment tests are uploaded periodically in the ISO software and are maintained properly. Cummulative mark list of all the students are maintained in their respective Departments. Change of the Examination is informed to all the

students through SMS. Temporary ID card is issued to students incase of any need. Buses are operated to interior places during Examination to ensure the 100% attendance. Classes in ground floor are allocated for the physically challenged and medically unfit students during Examinations.

File Description	Documents
Any additional information	View File
Link for additional information	http://mkjc.in/download/downloads/0206221021569477.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

MKJC is permanently affiliated to Thiruvalluvar University. After receiving the syllabus from the university Curriculum is analyzed by the heads of department with all the faculties and scheme of syllabus based on objectives is communicated to faculty members.

We are offering the COs of each course in the Brochure, prospectus and College website itself. At the beginning of the academic year, freshers and their parents are briefed about POs during the common orientation programme and POs and COs at the departmental level. Course in-charges are entrusted with the responsibility of briefing the students about the features of COs.

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. Students are specially taken care for their betterment in quality and personality. The internal assessment results and the University semester examination results are communicated to the parents personally through sms and in Parents-Teachers meeting.

Due to effective monitoring mechanisms followed in the Institution, students improved their knowledge and skills. Five University Gold Medals are obtained by students during the

academic year 2020-2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mkjc.in/academics/programme_outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluation of attainment of POs for Direct assessment Method is obtained by the grade system. Grading of the courses and programmes is described in Regulation and Syllabus.

The attainment of POs and COs are monitored and systematically analyzed during the Formative and Summative Assessments.

For Formative Assessment a question bank has been prepared along with 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 calculate the accomplishment of POs and COs. Feedbacks from the students are also obtained after the completion of the course and analyzed. The setbacks are discussed in the Department meetings, remedial measures are suggested and follow up actions are taken.

The summative assessment is measured by conducting Continuous Internal Assessment (CIA) at the periodical intervals. The students are evaluated on the basis of the performance in the exams and the result of each student is reviewed.

The COs are measured by number of students registered in higher education, research course, number of university ranks, placements of students (On campus and Off campus), publication of research papers, field visit report and internship report.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://mkjc.in/download/downloads/2103221145481685.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

937

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://mkjc.in/download/downloads/1703221159436309.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mkjc.in/download/downloads/2504221237394198.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

18

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Research and Development Cell enhances More Innovative thinking activities like research workshops, Faculty Development Programmes, Conference paper Presentation, Publication of research Work and Special Meetings. It aims to achieve many funded projects through various sectors. More Innovative thinking activities are promoted.

The Institution Innovation Council (IIC) is approved by Innovation Cell, Ministry of Education, and Government of India to kindle innovation and start-ups. IIC has initiated venture capital funding for student start-ups. IIC acted as think tank to promote start up thought among students.

ARIIA ranking builds ecosystems to encourage high quality research, innovation and entrepreneurship. More than quantity, ARIIA focuses on quality of innovations and tries to measure the real impact created by these innovations nationally and internationally.

Women Entrepreneurship Development Cell conducts various activities such as, MKJC Bazaar, Business Plan Workshops and Women Entrepreneurs Meet to promote practical exposure of entrepreneurship. Youtube channels, own business run by the students.

Conferences, Seminars and Special Meetings are organized by various departments for enhancement of knowledge among staff and students. This inculcates a research environment.

Value Added Courses and Skill Development Courses in various fields with innovative practices enhances the students' knowledge and employment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mkjc.in/news_events/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

116	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File
3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
3	
File Description	Documents
URL to the research page on HEI website	http://www.mkjc.in/life_mkjc/staff/77/h/29
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
68	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

29

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our Institution is undertaking extension activities inside and outside the campus for the benefit of neighbourhood community through various clubs. Extension activities like village cleaning, Tree Plantation, educating the school children in the nearby villages donating umbrella and dresses are done. E-waste collected and given for the recycling and medical Camp for nearby village people. Our Institution gave 25 cots to government hospital. Rs. 25 Lakhs was given to Chief Minister fund for Corona Relief activities. Students gave Corona awareness to 5 adopted villages also. MKJC was allotted venue for the vegetable market during the lockdown period. Provided venue to the government exams like, NEET exam, Police exam, etc. Our Institution is selected as counting centre for Tamilnadu State assembly election 2020-2021. Awareness on voting was given to ensure 100% voting in the district. Our Institution donated dress, Groceries to Orphanage. By organizing various webinars, awareness is given on Nutritious foods, Naturopathy, Yoga and meditation .Through extension and outreach programs, the Institution sensitize the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them in joining hands with the community people. Through this, we establish a good relationship with society.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/life_mkjc/student/6/h/1
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

8

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

75

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2700

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

40

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

41

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

1. Classroom Facilities

There are 99 well-ventilated and spacious classrooms with well-resourced furniture to accommodate all the students.

Accessibility to all floors is provided through elevator in Sri Roop Rajat Block, broad staircases and corridors. Multiple exit points address the footfall needs of the institution.

There are 12 LCD projectors are equipped in Classrooms and LAN connectivity. Laptops are available for staff learning.

Notice boards are available in all the classrooms.

Wi-Fi access points in all floors of all the buildings.

2. Laboratories

Domain-specific laboratories with state-of-the-art equipment pave the way for enriching learning Experiences.

Department of Computer Science has two labs consisting of 100 Systems.

Department of Computer Applications has two labs consisting of 98 Systems.

Humanities and Social Science lab has 37 Systems.

Language lab has 50 Systems.

Department of Biotechnology has 2 Workstations.

3. Computing facilities

Adequate facilities are available to carry out practical courses in the computer labs, access digital content and pursue online courses.

The College has passive and active IT infrastructure, licensed and open software for the teaching learning and co-curricular and extra-curricular activities.

We have Wi-Fi and Network connectivity, Intercom, Smart board system, Video capturing facility, YouTube Channel and Blog facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221451157164.pdf

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

1. SPORTS FACILITIES

1.1. Our college has 4 multipurpose playgrounds and 1 Indoor Stadium.

GAMES AREA

NAME

AREA SQFT

GAMES CONDUCTING

YEAR OF ESTABLISHMENT

GROUND 1

78624 sqft

KHO-KHO (27m x 16m)

1997

LONG JUMP (9mx3m)

GROUND II

77080 sqft

ATHLETICS

1997

HOCKEY (91.4mx55m)

FOOT BALL (90x45m)

GROUND III

61184 sqft

BASKET BALL (28mx15m)

2000

BALL BADMINTON (24mx12m)

TENNIKOIT (12.2mx5.5m)

THROW BALL (18.3mx12.20m)

VOLLEY BALL (18mx9m)

GROUND IV

5763 sqft

KABADDI (12mx8m)

2003

INDOOR STADIUM

(AUDITORIUM)

9600 sqft

BADMINTON (13.4mx6.10m)

1997

TABLE TENNIS (2.74mx1.525m)

1.2. An exclusive Yoga Centre (1440 sqft) was set up inside the campus.

2.CULTURAL FACILITIES

2.1. College Auditorium is the most ideal place on Campus for large gatherings, the closed-roofed structure is well equipped to easily accommodate a crowd of 2000 students.

2.2. The cultural programmes within the College such as College day, Inter-department competitions and inter-collegiate events like Art smart are conducted in the auditorium.

2.3. The Institution has 2 well furnished Seminar halls for conducting various cultural events.

NAME

AREA SQFT

SEATING

CAPACITY

YEAR OF ESTABLISHMENT

AUDITORIUM

9600

2000

1997

SEMINAR HALL 1

1500

200

2004

SEMINAR HALL 2

4914

700

2014

NAAC

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221456498266.pdf

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

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/2704221426436319.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

191.93283

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Response: Partially Automated

Introduction

e-Blis is an user-friendly solution to take care of all the administrative and management functions of a Library. e Blis is fabricated with seven modules each serving a function

Administration

Admin module is meant to manage the Library calendar, register and assign accessibility rights to other library staff.

Support Data

This module helps to fix up the classification scheme, subject terms, possible list of authors, publishers, vendors and other such information.

Document Catalogue

This module helps to maintain the bibliographic information of books, CDs, cassettes and other resources.

Members

Here, we can categorize and assign rights to members. The category can be like staff and students.

Circulation System

It is used by Circulation staff to charge, discharge, reserve, renew, recall, and block circulation of resources.

Serial Control System

Serial Control System is to manage information on Journals. Here we can subscribe, renew, check in issues, claim for the missing issues and maintain articles.

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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://mkjc.in/download/downloads/0106221458449918.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.50193

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1009

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. LAN and Wi-Fi

MKJC has WI-FI network in SRI ARIHANTH and SRI ROOP RAJAT Block.

Structured Network Cabling is in place to manage the entire network.

Campus is networked through 1 Gbps (LAN) and backbone connectivity is through 10 Gbps fiber.

The Institution has Layer-3 switches installed with 256 Gbps throughout and also supports 10G ports to segregate the networks for the provision of regularized distribution of resources throughout the campus.

All the Computer labs are connected with 1 Gbps network switches.

Network Access list restricts to respective LANs only at the switching level.

All Access Points supports 100+ concurrent users with 2.4/5.0 GHz bandwidth.

Wi-Fi connectivity is ensured through access points from a centralized access controller.

Wi-Fi speed of 1 to 2.5 Gbps throughput is available in each AP.

2. IT Facilities Updation

Up-gradation to Techroutes Layer - 3 switch and Gigabite switch in 2020.

OFC installed College campus in 2021,Wi-Fi access point newly installed IQAC Room and Principal Room.

Number of Wi-Fi devices have been increased to 2.

Library server has been upgraded to access online resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/0106221503468955.pdf

4.3.2 - Number of Computers

389

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

298.88175

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Committees/Personnel for Monitoring Utilisation of Facilities and Maintenance

The Administrative sections adhere to the standard operating procedures and plan the schedule of maintenance of physical infrastructure and campus facilities.

The administrative section is responsible for budgeting, acquiring and inventory of necessary furniture, equipment, electrical and electronic gadgets and other infrastructural requirements.

Infrastructure maintenance section inspects, updates, and repairs various facilities in the campus.

Library Advisory Committee plans and monitors infrastructure for library and information centre.

Sports Advisory Committee monitors the upgradation and maintenance of sports facilities and equipment.

Maintenance of classrooms and academic spaces

The supervisors oversee the classrooms to assess the furniture, ICT needs and suggest improvements if needed.

Verification and maintenance of the auditorium and Seminar halls furniture, functionality of audiovisual, ICT and other facilities are done periodically by the technical staff.

Maintenance of Libraries

The library personnel are responsible for the effective functioning and maintenance of the libraries.

The integrated library management system is used for stock verification.

Maintenance of Laboratories

Maintenance of laboratories, equipment and other facilities are taken care by the lab technicians and supporting staff.

Inventory registers are maintained in the labs for the periodic stock verification.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mkjc.in/download/downloads/2103221118114472.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

326

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

325

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	http://www.mkjc.in/news_events/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

937

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

937

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

512

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

294

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

20

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

MKJC endeavors to provide them with opportunities to participate in various academic and administrative bodies.

- The Representatives are selected according to the following Criteria:

Academic performance, Attendance, Personality Traits, Co-curricular Activities, Extra -curricular Activities, Sports and Communication skills.

- The College Union committee comprises the following Office Bearers:
 - Chairman
 - Vice Chairman
 - Secretary
 - Joint Secretary
 - Department Secretaries
 - Club Secretaries

Students are given exposure to involve in academic,

administrative, co-curricular and extracurricular activities by including them as member of the committees.

College Union, Reader's Club, Rotaract Club, Citizen Consumer Club ,Fine Arts and Cultural Committee , Karuna Club, YRC & RRC, Science and Nature Club , Grievance Redressal Committee , English Literary & Theatre Club, Women Entrepreneurship Development Cell, Eco Awareness Club , Humour Club , Philately Club ,Sports ,NSS ,NCC ,Career Guidance Cell ,Placement cell ,Sevottam ,Innovation Cell and Anti ragging cell

The above said committees provide a relationship between management,teaching fraternity,student body and other stake holders.

MKJC provides necessary support to the student representatives in organizing & coordinating the events. It encourages the students to develop leadership skills and become competent in future through these activities.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/student_life/clubs_cells/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

822

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Marudhar Kesari Jain College for Women, Alumni Association was registered as MKJC Alumni Connect on 24th January 2020, to enrich the lives of alumni and strengthen their bond with the Institution.

1. Financial Support

- MKJC Alumni contributed Rs.50,000/- Scholarship to help 10 needy and deserving students of our College.
- The contribution of the alumni is utilised for various Institutional development purposes.
- Registration fee of Rs.100 is collected from Alumni during the Graduation day to help the economically deserving students.
- They empower the Socially and Economically Disadvantaged Groups through scholarships.

2. Non-financial Support

- The Alumni Association escorts all the alumni together in a single forum.
- Notable alumni serve as Chief Guests, resource persons and keynote speakers for conferences, seminars and Academic enrichment activities.
- They provide orientation and employability training for placements.
- They facilitate placement opportunities for students by referring potential employers to Centre for Employability

and Corporate Relations.

- They provide their services at a subsidised rate for the organisation and conduct of events.
- They render service as trainers in skill development courses
- Alumni serve as recruiters for their companies.
- The alumnus can participate in social, cultural and Institutional activities through the association.
- The coordinator uses WhatsApp for communication, website and email (alumniassociation@mkjc.in) to interact with alumnus.
- MKJC Alumni connect office bearers monitors the alumni's progress, so that alumni can reach out for mentorship and placements. 38 alumni were invited as a Resource Person/Chief Guest for Webinars and Women's Day Celebration.
- Alumni Association along with all the HODs organizes a meet for the alumni and their parents. The suggestion given by alumni are considered and implemented by the College administration and we plan the Curriculum design, Webinars and Value-added Programmes through this meet.
- Alumni Association collected 4500 students' data base in various sectors such as Academician, IT fields, Banking, Industry, Health care, Entrepreneur, Government sector etc.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/alumni/about_alumni_association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission

of the institution

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

Mission of the college 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 student's community.

Perspective plans and participation of teachers

- 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.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/about_us/vision_mission/
Upload any additional information	View File

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

Decision making is a vital process in the organization. Our Management members always facilitate all the faculty to involve in the decision making process. The process of decision making has been carried out and delegated from the top management to

Principal, Principal to Vice Principal, Vice Principal to HOD's and then to Faculty.

Delegation of authority from Principal to the Faculty is followed in all places.

The Institute has different clubs, cells and committees to encourage and to build students' self confidence and make them involve.

VICE PRINCIPAL ENDORSEMENT

HODs are acting as Vice Principal in a weekly routine basis and carry out the administrative duties for the development of the Institution under the guidance of the Principal through which they obtain Administrative Skill. A Vice Principal should display leadership qualities, determination, confidence, and strong decision-making abilities.

COMMITTEE AND CELL CO-ORDINATORS

ISO Coordinator plays a vital role in quality assessment and control of the Institution. The various functioning/ activities which is carried out in the Institution includes organising Faculty Induction Programme, Training Programme, Staff work diary, Monitoring the execution of the standards and Quality manual. Internal Auditing, Feedback analysis and action plan taken with the prior approval of the Principal.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221412423190.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The Institutional perspective plan aligns with the vision and mission of the Institution various bodies and committees that constitute the Organogram of the Institution, chalk out the strategic plan of events and

activities which will support the growth and development of the Institution

- Faculty Induction Programmes is conducted for new faculty to know about the Institution.
- Online Webinars, Seminars and Conferences are organized by various departments, Clubs and committee to give an exposure to both faculty and students about the recent trends in academics, industry, sciences and environment.
- Bridge Course and virtual orientation programme for the first year student is conducted to bridge the Gap between transformations of school to College education.
- Regular classes are taken to the students as per the schedule either in offline or online during the pandemic situation Using Zoom, Google platform, WebEx etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://mkjc.in/download/downloads/1502221503251168.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sri Marudhar Kesari Jain trust is governed by governing council and followed by Academic Advisory Bureau. Academic Advisory Bureau is centralized and functioned by the Principal. Principal function is again divided into QC (ISO) functionaries, IQAC, Hostel, Academic sources, College council, Office Administration, Campus maintenance and various study centre Administration. QC (ISO) function is divided into Internal Auditors functionaries and MRC members. IQAC functions are divided into Academic Promotion wing and Research Promotion wing. Hostel Administration is divided into 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's 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 Manager Work is divided among Cashier, Accountant and Assistant Accounts. Office Superintendent function is divided among clerk, Junior clerk and Receptionist. College campus is maintained by Engineers. Study centre function is maintained by Co-ordinators, Faculties and clerical staff. Academic sources are also responsible for the Institutional Development.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/academics/academic_calendar/
Link to Organogram of the institution webpage	http://mkjc.in/download/downloads/1101221412346272.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

I Academic Enhancement

- OD Facility is provided to all Staffs

- FDP Program is conducted regularly
- Faculties are allowed to be External, Board of study, Question paper setting, Scrutiny
- Various Training programs conducted for Non Teaching staffs and Drivers

II Monetary Benefits

- Increments for NET/SET/Ph.D
- 50% Fees concession in college fees for blood relative for all staffs
- 50% Fess concession in bus fees for staff members
- HRA and PF benefits for all staff members
- Leave encashment for unavailed Leave

III Medical Benefits:

- Casual Leave for Teaching and Non - Teaching staffs
- Special Leave, Medical Leave, permission for all staffs
- Insurance for all Staffs

IV Other Benefits

- Hostel Facility for staff members
- Uniform for all Staffs
- Staff Tour is provided every year

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221516386653.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

18

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

134

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Performance appraisal is characterized by (i) Mere evaluation (ii) Overall performance (iii) Quality of output rating by HoD's
- Confidential reports of Principal and HoDs enable to find out and identify

Performance Appraisal system.

The College has an effective Performance Appraisal System (PAS) for facilitating the Professional development and growth of staff members.

The different forms of evaluation are

1. Staff Evaluation by the Students:

This evaluation is carried out once a year. The evaluation criteria touch on topics like professional equipment, methods of teaching, teaching qualities, student development and evaluation.

2. Peer Evaluation:

Performance of the new staff members are evaluated by senior faculty on parameters like teacher quality, academic excellence and support extended to college.

3. Staff evaluation by the HOD and vice versa:

The staff and their superiors are allowed to assess one another on their strengths and weaknesses.

4. Self Evaluation:

The faculties answer a questionnaire comprising questions on Teaching methods, use of e-gadgets, service to the College and SWOC analysis.

5. Parent-Teacher Meet

Besides the regular student evaluations, the College also gathers information related to the performance of the staff through the parents Teachers Meeting. This is an annual feature of the Institution to solicit feedback from the parents about the academic programmes, quality of teaching and evaluation, sufficiency of infrastructure, etc.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/2504221500283411.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has a pre-defined mechanism for conducting internal and external audit on the financial transactions every year to ensure financial compliance.

Internal audit is performed twice in a year. It is conducted by the Senior Account professionals of the Institution. The accounts are maintained by the account section, guided and coordinated by the Administrator of the Management. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. Internal auditor verifies the income and expenditure details and the compliance report of internal audit which are presented to the board of management during the Trust board meeting by the Principal. If any discrepancy is found, it is brought to the notice of the Principal and accounts department.

Once in a year External statutory audit is conducted by the Professional Chartered Accountant for the accounts maintained by the College. The accounts of the College are audited as per the government rules. The auditor ensures that all payments are duly authorized after the audit and whenever there are audit objections, systematic follow-up actions are initiated to resolve the audit objection. The qualified remarks if any, given by the auditor is taken into consideration for future course of actions.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0206221652027802.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10.11479

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Fee collected from students is the major source of fund. The College mobilizes resources through avenues such as Interest on Fixed deposits, alumni contributions and other grants. Funds generated are principally used for maintenance and development of the Institution.

Optimal utilization of funds is ensured by allocating proper funds through Budgeting to meet regular operational,

administrative expenses and maintenance of fixed assets. Stakeholders are involved in the budgeting process. Department heads prepare the budget proposal and submit to the management annually. The management reviews the budget proposals and approve accordingly. The fund will be allocated strictly following the budget proposal. If any deviation occurs, respective members will address it and provide justification for approval. By adhering the budget the available funds are effectively utilized.

This Optimum utilization ensures that funds are allocated for effective teaching - learning practices that include various Orientation programs, Induction programs, Workshops, Conferences, Seminars, Inter-disciplinary activities, Training programs and Refresher courses.

The funds received from Alumni and Philanthropists is optimally utilized for the deserving students' Education through various scholarships.

Requisite funds are utilized every year for augmentation of library facilities and also allocated for extension activities as a part of social responsibility through various clubs and associations.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/0106221526249399.pdf
Upload any additional information	View File

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

Faculty Empowerment

Our College IQAC organizes various training programmes to the faculties like Induction programme, Pedagogical, motivational training, FDP and workshops. Our faculty members are acting as board of study member for other Autonomous Colleges and Thiruvalluvar University and acting as coordinators in various clubs and committees in our College. They also publish books and papers in reputed and high indexed journal to enhance their

research knowledge.

Our faculty received various awards and recognitions from reputed Organization and also acted as resource persons.

Our College provides platform for effective learning and developing faculty skills.

Student Empowerment

Students are motivated to participate in Co Curricular and Extra Curricular activities. Fee concession is provided for the meritorious sports students who possess certificate under all level. Alumni fees concession is provided to the students admitted in the PG. Students are motivated to present and publish papers in conference and seminars and given various training by the experts from Institutions and Industries.

Bridge courses for the fresher's and Value added courses for all the students are conducted. Training in Soft skill, Communicative skills and Aptitude is given along with UGC sponsored Skill Development course, MOOC and NPTEL. Additional degree is offered under Mother Theresa University, Tamil Nadu Physical Education and Sports University and University of Madras.

File Description	Documents
Paste link for additional information	http://mkjc.in/download/downloads/2403221054043550.xlsx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Online classes

Due to the pandemic situations IQAC has taken initiatives to teach through online by Google meet, zoom app, WebEx etc. All the online teaching is interlinked with YouTube. E-notes are uploaded in the MKJC Website, students can access college

website for their reference. For easy understanding of the students faculties prefer presentations and live video session for taking class. CIA test and assignments was conducted through online and evaluation also done through Google forms.

Value Added Classes

The Institute provides opportunities to enrich themselves through value added courses. The Value Added courses includes Personality Development , Skill for Employment, Phonology for Effective Communication, TNPSC Coaching, Space Science, Medical Physics & Chemistry, Clinical Biochemistry, Meal Management in Nutrition, Cryptography ICT general paper, Frontier Research Areas in Computer Science ,Aptitude Skill, Bank Management, Tally and life skill in psychology. The syllabus for Value Added is drafted by the faculties and Head of the various departments which is career and life oriented. Later it is recognized by the College Academic Advisory Council of the Institution. Separate hours are allotted to the students. After the completion of the syllabus students are evaluated by conducting test. Certificates are issued to the qualified students.

File Description	Documents
Paste link for additional information	http://www.mkjc.in/facilities/library/4
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://mkjc.in/download/downloads/1703221159436309.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Action Plan:

As our Institution is exclusively meant for women, the Institution provides many co-curricular and extracurricular aspects for which the Institution conducts various programmes for Women Safety and Empowerment.

Internalisation and Institutionalisation of Gender Equity

MKJC is meant for Women. Our Institution's Vision, Mission and Objectives are to ignite the Women Empowerment and Excellence. The College is administered by Women. Principal, HoD, Coordinators of clubs/Committees/ Association, Office administrator are managed by women. The Institution appoints women candidate even in non teaching wing to promote women community.

Gender Sensitization

Our Institution organises several programmes like Women's day, Women empowerment training such as Smart Girls programme, NSS and NCC camp, Sports related activities like karate, Archery and value education and webinars to create awareness to the staff and students towards sensitized issues of gender and socially relevant problems.

Safety and Security

- Safety is ensured to the students through the following facilities:
- Bus facility
- Compulsory ID Cards to students
- Hostel facility with visitors pass, Gate security system and supervising every one hour at night.
- First Aid facility
- CCTV Surveillance.
- Biometric impression for staff and students to ensure the arrival and departure.

Counseling

- Tutor ward system to counsel the students both academically and personally
- Grievances Redressal Cell to handle grievance of students both personally and academically.
- Our Institution has been providing counselling through Counselling cell with external and internal resources to the students both personally and academically.

Common Room

- Common recovery room is allotted with first aid boxes and a nurse

File Description	Documents
Annual gender sensitization action plan	http://mkjc.in/download/downloads/2104221231414723.xlsx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://mkjc.in/download/downloads/2504221509266878.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient

B. Any 3 of the above

equipment	
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management

MKJC initiated several techniques on green initiatives like

Solid waste management : Kitchen wastes are collected and separated as degradable waste and non degradable waste .The Degradable waste are decomposed and reused. Empty reagent glass bottles in good condition are reused. Furniture waste are collected and reused.

Liquid waste management: RO waste water is used for restroom and irrigation. Rainwater is collected seasonably and used for laboratories.

Solid waste management: PG & Research Department of English, Science and Nature club and Eco club

Collected 186 kilogram of e waste and handed over to Municipality Corporation and TSS -Amm Chennai for recycling. E-Waste donations are done every year.

Department of Chemistry and Physics conducted FDP for laboratory supporting Staffs on general guidelines for laboratory management. IQAC & Department of Biotechnology organised awareness program on recycling of waste. The water conservation facilities are deployed across the campus to harvest rainwater, monitor water levels in tanks and recycle the waste water.

Recycled water is used for gardening. Hazardous chemicals are not used in the college. The used Chemicals are properly diluted.

Plastic Free Campus is encouraged. Vehicle free Drive Day and power shut down once in a week is regularized.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. The socio-economic conditions are different from other developed regions of Tamil Nadu. The College is playing an effective role of catalyst in the town to maintain the peace and national integration.

The Institution celebrated International Yoga Day, Independence Day, Swami Vivekananda Birth Anniversary as National Youth Day, Republic day and Mahatma Gandhiji's Birthday with various virtual competitions.

Voters Day Awareness Rally and Pledge taking was organized by the Institution on 25.01.2021, 1500 students and Faculties participated. Go Green Association conducted Plantation program on 10.02.2021. Fire Safety Awareness Programme was conducted on 24.02.2021, 800 students participated. Science day was celebrated on 27.02.2021. Recognizing the International Women's Day the College Union was inaugurated. Our Institution conducted extension activity from 12.03.2021 to 14.03.2021. III UG students with College Union Office Bearers visited "SARANALYAM - KARUNAI ILLAM" along with faculty and donated Rs.10, 000, clothes, note books and provisions.

UBA and NSS of the Institution adopted a village named Chinnamottur and conducted awareness programme from 17.03.2021 to 18.03.2021, around 125 students and faculty members from NSS and various departments actively participated in it.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Values

Rights, Duties and Responsibilities of citizens

Our Institution organizes various programmes to make the students aware of the fundamental duties and rights, Citizen's Charter, legislations in India. Various Clubs in the Institution organizes programmes to address the issues related to problems of women and consumers on the topics such as Judicial support to consumer and Women's right , Legislation towards Consumer Laws and Women Rights, Voter's Day Awareness, International Yoga Day, Legal Literacy day etc.

To inculcate values among students Thirukural, News, Thought for the day, National Anthem and Pledge on voters awareness, Suicide awareness, social responsibility are orated through Public announcement system during the prayer.

Celebrating Independence Day, Republic Day, International Youth day and Birth and Death anniversaries of great leaders are the best contributions of our College to make our students aware of the constitution laws.

NSS and NCC of our Institution organises camp where the student visits nearby villages and do services like donating food ,cloth to the needy, cleaning the village and school and teaching elementary school students.

MKJC Union is an association where the office bearers were selected to enable the students to learn and develop their leadership beyond the walls of classrooms and promote unity for coordinating the activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://mkjc.in/download/downloads/1101221019339438.xlsx
Any other relevant information	http://mkjc.in/download/downloads/2504221445076853.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution helps student to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. Institute pays tribute to all the National heroes on their Birth and Death anniversaries. The College organizes activities on those days of National importance to recall the events or contribution of our leaders.

Dr.L.Thenmozhi, Sky Yoga Professor, Tirupattur acted as the chief guest for the Webinar conducted on International Yoga day. The College celebrated our country's 75th Independence Day to pay tribute to the freedom fighters. Mahatma Gandhiji's 151st Birthday was Celebrated on 09.10.2020 and conducted various virtual competitions such as Drawing, Speech and Essay Writing Competitions. Swami Vivekananda's Birth Anniversary was celebrated as National Youth Day on 12.01.2021. Pongal was celebrated on 12.01.2021 to reflect the Tamil tradition and culture to the youngster. National Voters Day was conducted on 25.01.2021, 1500 students and all the Faculty members participated in Rally and took Pledge, District Collector, DSP, District RDO, Tasildar and Vaniyambadi officials acted as Guests. Republic day was celebrated on 26.01.2021.

The International Women's Day was celebrated on 8.03.2021. The grand Celebration was led by Srimathi. Priyanka Singhvi, Dr.A.Dhanalakshmi, Wenzhou University, China and Ms.Meghna Jain, Bharatiya Jain Sanghatana, Ms.S.Ratnamala, Tata Consultancy, Services (TCS) on the Significance of Women Empowerment and quoted about famous Woman leaders.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1

Title of the Practice

Waste Management and Green Campus Activities

MKJC has created awareness on green initiatives. Keeping this goal, importance was given to less plastics usage, less usage of water during summer, and excess energy consumption. Such

initiatives are possible only by cooperation of involved members.

Objectives of the Practice

To motivate employees and students to implement green initiatives, usage of less plastic, to reduce the usage of air conditioners, switching off lights/fans when not in use and use of eco-friendly methods of transportation etc. in minimal ways.

To reduce energy consumption

To ensure standard indoor air quality, and to improve energy efficiency on campus

To separate degradable and non degradable wastage

To use the wastage as manure for plantation in herbal garden

To sell plastic and glass bottles for recycling process

To prevail proper drainage disposal system in our Institution.

The Context

MKJC is an eco-friendly Institution. Many methods are undertaken and implemented with secured involvement of the Community with valid evidence, and resources, along with manpower to make the Institution Eco-friendly and pollution free. Firstly, rain water was harvested. This harvesting was properly utilized. The rain water is utilized for irrigation.

Plastic free campus is also initiated and so the students are asked to use cloth bags. To develop the eco friendly zone the solid wastes are collected and separated as renewable and non renewable source for which the students are asked to drop the garbage on allotted dustbin for segregation. Addition to this, more saplings are planted and for which the kitchen wastages are used as manure. Solar energy is also utilized to save the over consumption of the power. These initiatives helped the Institution to fetch "One District One Green Champion Award".

4. The Practice

Campus-wide initiatives are reducing, reusing and recycling, that helps in achieving a green code of living which includes:

Energy Conservation: The policy on energy conservation highlights on developing a proactive and progressive approach in providing energy efficient, responsibility, and cost-effective operations on campus. LED lighting, false ceilings are avoided to reduce heat load.

Water harvesting: MKJC introduces the concept of rain water harvesting in the year 2004. Rain water harvesting system was taken up to overcome water shortage with pipes going to 50 feet below ground level to supply water for gardening. Rain water harvesting relieved us from various crises 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.

Plantations: The College has an herbal garden, with varieties of medicinal herbs 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.

- **E-waste management:** Disposal of e-waste is an emerging global environment and a public health issue. All loosely discarded e-waste is collected, handed over to external vendors. UPS batteries are recharged and repaired. 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.

It will help students and faculties to experience good atmosphere in research studies and developmental activities.

Evidence of Success

- **Swachhta Ranking 2021:** MKJC has been ranked Second among the Cleanest Higher Educational Institutions in the University (Non Residential) Category. 6200 institutions of Higher Education across the country participated in the Ranking out of which 51 institutions were given the award, continuing with our legacy of maintaining a high standard of cleanness in our campus. The

award has been given for maintaining, promoting and encouraging THE CULTURE OF "SWACHHTA", in Higher Education Institutions.

6. Problems Encountered and Resources Required

1) Good public transport in the neighbourhood is needed, so the use of cars can be discouraged.

2) Water Scarcity is more difficult to handle and to maintain green initiatives.

3) The campus needs more support from NGO's for taking many green initiatives like installing more solar panels, installing automatic switches for saving electricity, equipment for measuring air quality and Recycling machines.

4) To reduce the consumption of Electricity solar lights and panels are to be increased.

5) Motivation among students and faculty is needed to avoid the usage of plastic. Hence regular awareness programmes need to be conducted.

Best practice 2

Title of the practice: Corporate Social Responsibilities

Inculcating the culture of social service assumes prime importance in the development of our nation. The practice enables us to accomplish the mission, Vision and Motto of our Institution and also it is dually beneficial to the public. The activities include emerging issues related to COVID.

Objectives of practice:

To support infrastructure to community.

To support the deserving people in the society financially.

To motivate the students to do service to the society.

To give awareness to pursue Higher Education.

Contexts

To inculcate the social responsibilities in the students the

Institution conducts various Awareness Camps, Vaccination Camps, Blood Donation Camp, Eye Camp and Higher Education Awareness programme to the school students. The Institution also acted as the Centre for Vote Counting, centre for Governmental Exams. The Institute has adopted 5 villages through NSS and UBA and makes several Awareness programme.

Practice

Planning of community activities at the beginning of each academic year facilitates its implementation. NSS, YRC, RRC and Rotaract clubs carry out the community service activities with the fullest cooperation of student and faculty members of the College. This service is provided to the public and parents on occasion whenever it is possible. This exchange is done by the following manner:

Our College has adopted 5 villages by Unnat Bharat Abhiyan scheme, during to the first wave.

Also donated 25 lakhs to our Chief Minister of Tamilnadu as COVID 19 Relief Fund. 25 cots are given to Vaniyambadi Government Hospital for COVID affected people.

Our college acted as exam Centre for UGC/NEET exam on 24.09.2020 for 60 candidates and 13.09.2020 for 900 students.

Our college has given place for Uzhavar Santhai during the COVID pandemic situations to help the nearby villages from 24.06.2020 to 04.10.2020 in which 200 farmers got benefitted.

AIMS Examination was held on 20.11.2020 with 66 candidates.

Tamilnadu Police Examination held on 13.12.2020 with 1600 candidate.

CSIR NET Examination was held on 30.12.2020 with 52 candidates.

It has been chosen for centre for counting votes for Tamilnadu State Legislative Assembly election which was held on April, 2021.

Polytechnic TRB exam was held on 8,11,12 of December,2021 with 200 candidates per day.

TNPSC Departmental Exam was held on 16.08.2021 with 80

candidates.

Kowsalya of B.Sc.Computer Science donated Rs.10,000 for corona relief fund to our Tirupattur District through District Collector.

III year students and college Union Barriers visited Saranalyam Karunai Illam from 12.03.2021 to 14.03.2021. Rs.10,000 funds was donated along with the clothes, notebooks to the orphanage. The main objective of the visit was to give students the chance to interact with elders and show their humanity and learn from their experiences along with giving the joy contribution to the needy.

Maths department faculty donated 25 umbrellas to the local workers.

Various Webinars, seminars, conferences, and Motivational speeches were organized for the students for their unbreakable learning pedagogy.

6. Evidence of Success

The success of this practice can be evaluated by the overwhelming response of the students and public. To popularize the practice and as part of social responsibility, efforts were taken to distribute money, clothes etc. to the people. The building maintenance also has been as a cause for the Institution to be the Voting centre for the fourth time. The success was well covered by local newspaper, and College documentation. This also leads to fetch Best College Award from Tamilnadu State Private Colleges Association, Chennai.

7. Problems encountered and resources required

As the college offers infrastructural support, it is difficult to maintain during such time, this also leads to inadequate usage of Laboratory.

Difficult to manage crowd.

The students of NSS felt difficulties during pandemic issues regarding the transport facility.

Difficulties faced in getting approval for conducting awareness on Higher Education from authorities.

The Institution prioritizes to empower the women students from the rural society.

To acclimatize the rural students and bridge the language gap, communication classes are organized.

The students are well equipped with soft skill and other Technical Training. The Institution organises 144 Webinars, seminars, workshops, FDPs and other orientation programmes.

Among the programmes the College organized 2 weeks Women Entrepreneurship Development Training Programme sponsored by VIT University, Vellore in collaboration with the Department of Science and Technology, Govt. of India and CSRD & RS and received the Certificate of appreciation.

To support the students from rural area and their career a separate unit of Placement and Career Guidance Cell is functioning.

To have a rapport with Alumni and to motivate the students, the Institution has the registered Alumni Association called MKJC Alumni Connect. Alumni's are invited as the Guest Speaker for the orientation programmes.

As the Institution is marching towards the betterment of Women students it was recognized with various awards like "Best College Award for Excellence in Education" from Tamil Nadu State Private Colleges Association, "New Code of Education Awards 2021" from Wheebox, "Mun Muyarchi Viruthu" from Yaavarum Kelir and Certificate of Appreciation from National Centre for Financial Education.

File Description	Documents
Best practices in the Institutional website	http://mkjc.in/download/downloads/2704221433474829.pdf
Any other relevant information	http://mkjc.in/download/downloads/2104221438232481.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan of Actions for Next Academic Year.

1. Applying & getting funds from Government organization for Conducting Seminar\Conferences.
2. Applying for funded Minor\Major Projects.
3. More Publication in UGC Care list\Scopus.
4. Books\Book Chapters to be published.
5. 100% Placement to final year Students.
6. Applying for new Programs UG\PG\Research.
9. Enhancing the Employability skills of the Students.
10. The College plans to Invest on Increasing its green cover by enhancing the number of plants and protecting and preserving its existing flora.