Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2016 to 30th June 2017

of

MARUDHAR KESARI JAIN COLLEGE FOR WOMEN
Vaniyambadi

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072

TABLE OF CONTENT

The Annual Quality Assurance Report (AQAR) of the IQAC
For the Period 1st July 2016 to 30th June 2017
MARUDHAR KESARI JAIN COLLEGE FOR WOMEN
Vaniyambadi

Part – A

1. Details of the Institution

1.1 Name of the Institution

> MARUDHAR KESARI JAIN COLLEGE FOR WOMEN

1.2 Address Line 1

> MARUDHAR NAGAR

Address Line 2

> CHINNAKALLUPALLI

City/Town

> VANIYAMBADI

State

> TAMILNADU

Pin Code

> 635 751

Institution e-mail address

> principal@mkjc.in

Contact Nos.

> 04174-224300 04174-225300

Name of the Head of the Institution:

> Dr. M. SENTHILRAJ, M.Com., M.B.A., M.S.W.,M.Ed.,M.Phil(Com)., M.Phil(Edu).,Ph.D(Com)., D.Litt.,

Tel. No. with STD Code:

> 04174-225300

Mobile:

| 09976797135 |

Name of the IQAC Co-ordinator:

| Ms. M.Ashtalakshmi M.Com.,M.Phil,M.Com (CA),MBA., |

Mobile:

| 9789565577 |

IQAC e-mail address:

| mkjciqac@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| TNCOGN 14024 |

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

| EC/62/RAR/019, JAN 05 2013 |

1.5 Website address:

| www.mkjc.in |

Web-link of the AQAR:

| www.mkjc.in/downloads/AQAR2016-17 |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.5*	2006	5 YEARS
2	2nd Cycle	A	3.27	2013	5 YEARS

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

| 17.11.2006 |

*Institutional Score

1.8 AQAR for the year *(for example 2010-11)*

2016 - 2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

- i.   AQAR 2011-12 Submitted to NAAC on 30-09-2011
- ii.   AQAR 2012-13 Submitted to NAAC through Online
- iii. AQAR2013-14 Submitted to NAAC on 10-02-2015
- iv.   AQAR2014-15 Submitted to NAAC on 27-04-2016
- v.   AQAR2015-16 Submitted to NAAC on 23-04-2017

1.10 Institutional Status

University   State ✓ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐ No ✓

Autonomous college of UGC   Yes ☐ No ✓

Regulatory Agency approved Institution   Yes ✓ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐ Men ☐ Women ✓

Urban ☐ Rural ✓ Tribal ☐

Financial Status   Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ✓

1.11 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

TEI (Edu)　　Engineering ☐　　Health Science ☐　　Management ✓

Others　(Specify)

Approved Study Center of:
1. Mother Teresa University
2. Institute of Company Secretaryship of India
3. TamilNadu Physical Education and Sports University

1.12 Name of the Affiliating University *(for the Colleges)*　　THIRUVALLUVAR UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University　　NIL

University with Potential for Excellence　　NIL　　UGC-CPE　　NIL

DST Star Scheme　　NIL　　UGC-CE　　NIL

UGC-Special Assistance Programme　　NIL　　DST-FIST　　NIL

UGC-Innovative PG programmes　　NIL　　Any other (*Specify*)　　NIL

UGC-COP Programmes　　NIL

2. IQAC Composition and Activities

2.1 No. of Teachers　　5

2.2 No. of Administrative/Technical staff　　2

2.3 No. of students　　1

2.4 No. of Management representatives　　2

2.5 No. of Alumni　　1

2.6 No. of any other stakeholder and

    community representatives

| 1 |

2.7 No. of Employers/ Industrialists

| 2 |

2.8 No. of other External Experts

| 2 |

2.9 Total No. of members

| 16 |

2.10 No. of IQAC meetings held

| 4 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 2 |

    Non-Teaching Staff Students | 1 | Alumni | 2 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [✓]

    If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 93 | International | 7 | National | 4 | State | 2 | Institution Level | 80 |

    (ii) Themes | Business Trends and Revolution in India |

2.14 Significant Activities and contributions made by IQAC

1. Faculty Development Programmes, Orientation programmes, Refresher programmes.
2. Research programmes for research scholars through RPW (Research Promotion Wing).
3. Instill Skill Programme for the development of Student.
4. Community Development Programme
5. Programmes on "Enhancement of Rural Youth"

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Faculty Development Program	Achieved
Research Programmes for Research Scholars	Achieved
Instill Skill Programme	Achieved
Community Development Programme	Achieved
Programmes on "Enhancement of Rural Youth"	Achieved

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> 1. Conducted Faculty Development Programme, Orientation programmes and Refresher programme
> 2. Conducted Research programmes for research scholars through RPW (Research Promotion Wing).
> 3. Conducted Instill Skill Programme for the development of Student.
> 4. Conducted Community Development Programme
> 5. Conducted Programmes on "Enhancement of Rural youth"

Provide the details of the action taken

✓ IQAC submits the plan to the Management. Management discussed the same with IQAC members & extended their support for execution.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	8	2	10	
UG	12		12	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (M.Phil)	5		5	
Total	25	2	27	

Interdisciplinary	02			
Innovative	2	2	4	2

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
      (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☑ Students ☑

   (On all aspects)

   Mode of feedback   :   Online ☐ Manual ☑   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

-NIL-

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.Sc Nutrition /FSM and Dietetics, M.Com (CA)

1.6 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- ➢ As the college is affiliated to Thiruvalluvar University, we follow the CBCS (Choice Based Credit System) pattern from 2012- 2013 onwards.
- ➢ During the academic year 2016 - 17, there is no communication from the Thiruvalluvar University regarding the syllabus change.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
124	124			

2.2 No. of permanent faculty with Ph.D.   04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
17	-	-	-	-	-	-	-	17	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   6   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	44	17	2
Presented papers	11	12	-
Resource Persons	-	1	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

LCD facilities, INFLIBNET, EDUSAT Programme, VYAS Channel, Bank Training Programme, Certificate Programmes, Industrial visits.

2.7 Innovative processes adopted by the institution in Teaching and Learning:

- Daily news, good thoughts and general informations are announced through Public Announcement System.

- The Thirukural is explained with the meaning to the students to realize and make their life faultless through Public Announcement System.

- Daily five English words with their vernacular meanings is written on the board to enrich English vocabulary.

- Before the commencement of each academic year all the Head of the Departments & staff prepare their Academic year plan under the guidance of Principal to complete
- their syllabus on time.

- Teaching method is empowered with the help of power point presentation and latest methods of teaching aids.

- In addition to lecture method, our faculty members follow interactive teaching, project based learning, Computer Assisted Learning etc.

- Guest lectures are provided to the students by eminent experts to concentrate on various
- subjects from various fields.

- Seminars, Symposium, Inter-Collegiate meet; Workshops are conducted by various departments.

- Women Entrepreneur Development cell actively organises MKJC Bazaar, special programmes to the students to develop their business skills.

- Soft Skill Programmes, Aptitude Training, Communication Skill Training, Personality Development and English Language Training are provided to the students.

- Feed back is obtained from the students twice in each semester.

Classes are handled in an interactive manner by using

- Chalk and Talk Method
- Power point presentation
- Case Study Method
- Video Representations
- Using educational CD"s and online materials

2.8 Total No. of actual teaching days during this academic year | 205 |

2.9 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

| Examination system is controlled by Thiruvalluvar University |

2.10   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 01 | - | - |

2.11 Average percentage of attendance of students | 87 |

2.12 Course/Programme wise distribution of pass percentage (2016-2017):

Title of the Programme	Degree	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
Mathematics	UG	142	86	44	1	-	92.25%
	PG	41	26	11	-	-	90.24%
	M.Phil	19	11	7	1	-	100%
Computer Science	UG	75	20	48	1	-	92%
	PG	13	12	01	-	-	100%
	M.Phil	11	05	05	1	-	100%
Computer Applications	UG	82	26	45	04	-	91.4%
	PG	08	08	-	-	-	100%
English	UG	104	-	27	25	-	50%
	PG	28	01	20	-	-	78%
	M.Phil	04	-	04	-	-	100%
B.Com	UG	43	05	24	05	-	79%
	PG	04	-	04	-	-	100%
	M.Phil	04	03	01	-	-	100%
Bio Chemistry	UG	40	26	06	-	-	92.5%
	PG	08	08	-	-	-	100%
Physics	UG	50	17	27	-	-	88%
	PG	20	07	07	01	-	75%
BBA	UG	51	11	35	05	-	100%
B.Com (CA)	UG	27	01	14	07	04	96%
Bio Technology	UG	45	27	17	01	-	100%
	PG	07	-	07	-	-	100%
Interior Design & Decor	UG	19	19	-	-	-	100%
Nutrition Dietetics Food Management & Science	UG	17	10	07	-	-	100%

2.13 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- ➢ IQAC contributes by setting innovative plans for teaching and learning process.

- ➢ Checking the execution of lesson plans (schemes) provided by the faculty members.

- ➢ Examine the Teaching and Learning process by collecting feedback from the students.

- ➢ Students are tracked through Unit tests, Seminars progress, Mid and Model exams.

2.14 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

> ** Refer Annexure.*-ii

2.15 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC / Faculty Improvement Programme	124
HRD programmes	-
Orientation programmes	50
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.15 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	-	-	-
Technical Staff	05	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> Workshop for Research Scholars
> Submission of Thesis and Dissertation works to the Thiruvalluvar University
> Propose to start Ph.D Course in Commerce

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	1	-

3.5 Details on Impact factor of publications:

Range [-]   Average [2.3]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	One Month	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   NIL

ii) Without ISBN No.   NIL

3.8 No. of University Departments receiving funds from

UGC-SAP   -   CAS   -   DST-FIST   -

DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy   -   CPE   -   DBT Star Scheme   -

INSPIRE   -   CE   -   Any Other (specify)   -

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	07	04	02	-	80
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations   International | 1 | National | 3 | Any other | - |

3.14 No. of linkages created during this year | 10 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | NIL |

Total | NIL |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution who are Ph. D. Guides   and students registered under them | NIL |

3.19 No. of Ph.D. awarded by faculty from the Institution | NIL |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | NIL | SRF | NIL | Project Fellows | NIL | Any other | NIL |

3.21 No. of students Participated in NSS events:

University level | 1 | State level | 1 |

National level | NIL | International level | NIL |

3.22 No. of students participated in NCC events:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.23 No. of Awards won in NSS:

University level	NIL	State level	1
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	NIL	College forum	32		
NCC	NIL	NSS	30	Any other	10

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- International Yoga day celebrated, it is organised by Sports Department
- Blood Donation Camps were organised by the YRC,NSS and RRC
- Through NSS,RRC and Rotract club various social activities and extension activities where conducted during this year
- Our college timings planned to change and also additional one hour to be added daily for value added courses, yoga, sports, etc

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24.35	24.55	Fees	
Class rooms	64 ROOMS	11		75
Laboratories	8	2	20 lakhs	2
Seminar Halls	2	-	Fee	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		CC TV, thump impression		
Value of the equipment purchased during the year (Rs. in Lakhs)	20	7,70,000		
Others	-	-	-	-

4.2 Computerization of administration and library

- CEC- VYAS Edusat Program
- Member in National digital library
- Members in British council library/ online membership
- CC TV has been established in the library for security purpose.
- Administrative procedure including finance, student admission, students records are maintained both soft and hard copy.
- Campus resource management software is installed for computerisation of administration and Library
- Computers with internet connection is provided in Library for accessing E-journal through INFLIBNET

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	20954	4703295.50	1622	1244179.98	22576	5947475.48
Reference Books	3579	141613	1973	1473957.97	5552	1615570.97
e-Books	1,00,0000	-	2,00,000	-	3,00,000	-
Journals	38	91300	24	29415	62	120175
e-Journals	6000	-	3000	-	9000	-
Digital Database	-	-	-	-	-	-
CD & Video	997	6713	3	298	1000	7011
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	294	5	4mbps	-	-	8		
Added	28	-	-	-	-	2		
Total	322	5	8mbps	-	-	10		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Students are encouraged to make use of computers for their seminar and project Presentation
- Under the initiative of IQAC a one day program was arranged for junior faculty members
- Internet browsing is available for teachers and students at the library and staff room during the working hours
- MS-office certificate course, .net course, Tally courses are provided to students
- Soft skill & computer training are provided to students
- English language laboratory is provided to the students

4.6 Amount spent on maintenance in lakhs :

i) ICT

1,00,000

ii) Campus Infrastructure and facilities

3,17,000

iii) Equipments

7,70,000

iv) Others

1,63,000

Total :

13,50,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducted parents meeting for all the students
- Organized industrial visit for various departments
- Placement cell organises on campus and off campus interviews
- Career guidance programmes
- Cleanliness in the campus
- Suggestion boxes
- 100 percent plastic limit free campus
- Student discipline and punctuality

5.2 Efforts made by the institution for tracking the progression

- Soft skill, Career Guidance Programmes conducted by placement cell.
- Certificates courses, Diploma courses & Degree courses have been promoted among students and staff of all the departments
- College planned to added daily one hour classes for value added courses like yoga, sports, etc
- Parents meeting conducted to the students
- Remedial coaching was conducted for all the low performing students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2151	223	-	-

(b) No. of students outside the state

3

(c) No. of international students

1

Men

No	%

Women

No	%
01	

	Last Year(2015-2016)					This Year(2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
92	254	21	2053	-	2420	102	279	24	2052	-	2457

Demand ratio 60%   **Dropout 3.37%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> Coaching classes for:
>
> - Bridge Course
> - Tally 9.0 with ERP
> - Banking Training programmes
> - .Net course
> - Verbal and Logical Reasoning class
> - NET/SLET coaching classes (organized by department of Commerce)
> - TNPSC coaching classes (organized by department of Tamil)
> - Facilitating mechanism like placement cell, carrier guidance

No. of students beneficiaries   1782

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [--]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [-]

5.6 Details of student counselling and career guidance

> - Career guidance programme is conducted for the students.
> - Books and magazines were purchased and subscribed for competitive exams (CAT, MAT, APTITUDE, NET, UPSC, Banking) and on Career Opportunities
> - Soft skill training programme for all III year UG students
> - Facilitating mechanism like placement cell, carrier guidance

No. of students benefitted   1593

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
2	126	50	73

5.8 Details of gender sensitization programmes

- Conduct Programmes on Health Awareness
- "Consumer Awareness" program

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level | 64 | National level | 1 | International level | -

No. of students participated in cultural events

State/ University level | 15 | National level | - | International level | -

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 10 | National level | 02 | International level | -

Cultural: State/ University level | - | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	46	4,11,125
Financial support from government	311	14,84,210
Financial support from other sources	27	2,62,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   **:** State/ University level ✓   National level ☐   International level ☐

Exhibition: State/ University level ✓   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students   30

5.13 Major grievances of students (if any) redressed:

- Increased the number of Books in our College library.

- Multiple copies of the books were provided based on the requisition of the students.

- Increased the Transport facility.

- Generator facility is provided in the hostel and college.

- Provided college bus facility for the students from remote area.

- R-O water plant is availed in the campus.

- Delicious food is prepared in hygienic way in the modernized kitchen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Our vision**
>
> Marudhar Kesari Jain College for women strives to empower the students 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
>
> **Our Mission**
>
> ❖ To develop MKJC into a campus of Academic Excellence.
>
> ❖ To strive for continuous improvement.
>
> ❖ To develop Women Entrepreneurship.
>
> ❖ To help the students acquire traits that helps them to face the challenges of the global competition.
>
> ❖ To aim for upliftment of inclusive society and rural Development

6.2 Does the Institution has a management Information System. Yes

> ❖ College website
> ❖ Notice Board/Circulars
> ❖ Individual log in system for all the staff
> ❖ Group SMS for staff and students
> ❖ Intranet/Email for staff and students
> ❖ PA system
> ❖ Intercom facilities

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Our college is affiliated to The Thiruvalluvar University, Vellore and so we follow the Curriculum/Syllabus framed by the University Board of Studies for UG/ PG/ M.PHIL programmes. We follow the Choice Based Credit System (CBCS Pattern) given by the University.

     i)   Apart from the regular curriculum we also provide Soft Skill and aptitude training for all the final year students.

     ii)   Communication skills and soft skill training are given to the I and II year students of UG students

     iii)   Bridge course is organised for I year UG students

6.3.2 Teaching and Learning

- Assignment, Group Discussion, Seminars, Debates, Quiz, Viva etc are included.
- Enquiry based Learning is provided.
- Introduced PPT hall to enhance teaching and learning methodology.
- Bridge courses are offered by every department to warm up the students.
- Orientation talks are arranged by the college and the department to prepare the students to make them aware of the career prospects after the completion of the UG and PG programmes.
- Workshops were held for the students to improve competency in their subject..
- Various departments of the college organised Academic seminars to update the students of the recent developments in every subject.
- Academic calendar with details of internal assessment and holidays are given in the College Handbook circulated at the beginning of the academic year.

6.3.3 Examination and Evaluation

- Internal assessment as per University norms
- Model examinations conducted by internal examination committee.
- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings and class committee meeting.
- Slow learners are identified and are given extra coaching

6.3.4 Research and Development

- The staff are encouraged to submit proposals for minor projects and major projects
- The staff and students are motivated to publish their research findings in reputed national and international journals.
- Enhancement of infrastructure facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT
Internet facility
INFLIBNET
Audio, video program
Edusat program-VYAS-UGC sponsored
Public announcement system/Intercom/Biometric attendance/CRM   software// Barcode scanning in Library

Library
Books
Journal, Magazines
CD, DVD
Thesis, reference
NPTEL – National Programmed Technology on Enhanced Learning
Membership in British Council Library

Physical infrastructure
Additional Bus
Canteen
Water cooler
Two Seminar hall with capacity of 650 and 300

6.3.6 Human Resource Management

- A staff association headed by the principal and elected office bearers' in the beginning of every year convenes the general body meeting of the members and new recruiters will be introduced to create a healthy relationship between the seniors and the new comers.
- The staff association takes care of the requirements of the staff by discussing with the management and a healthy relationship is maintained.
- At the beginning of each academic year the Management reviews the existing positions and identifies personnel for various teaching and no-teaching positions based on recommendations from the departments through the principal
- The management makes appointments through prescribed procedures.
- Orientation and training programmes are organized for new recruits.
- Our Secretary and Joint Secretary of the college is providing dynamic leadership and good governance and administration to carry out various requirements of effective Human Resource management in place
- The Management interacts with teaching and Non-teaching staff at frequent intervals of time.
- Placement officer appointed by the Management interacts efficiently with the corporate sector and counsels the students when needed.

.

6.3.7 Faculty and Staff recruitment

- Alumni are given preference in recruitment of staff.

- Advertisement is given every year in the News Paper.

- Recruitment board is constituted for selection purpose.

- Procedure include Mock class/Personal interview

6.3.8 Industry Interaction / Collaboration

- The College has an active Placement Cell which acts an interface between College & industries.
- ICT Academy.
- Shree Jain Shavak Samiti, Shree Mahila Jain Shavak Samiti.
- Rajasthan Youth Association.

6.3.9 Admission of Students

- No capitation fee or donation for admission to any course
- An admission committee monitors and executes the admissions
- Admission of Students' as per TamilNadu guidelines

2151 Students admitted in UG

223 Students admitted in PG

34 Students admitted in M. Phil

6.4 Welfare schemes for

Teaching	FDP, Inflibnet, Internet Journals,NPTEL, member in British council library/online membership
Non teaching	FDP,Inflibnet, Internet,Journals,NPTEL, member in British council library/online membership
Students	Soft Skill & Career Guidance Programmes, NPTEL

6.5 Total corpus fund generated   -

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BSI,Chennai	Yes	Internal Auditors
Administrative	Yes	For ISO Certification 9001-2008	Yes	Internal Auditors

6.8 Does the University/ Autonomous College declares results within 30 days?

☐ ✓

For UG Programmes   Yes   No

For PG Programmes   Yes ☐   No ☑

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni help in career guidance and placements
- Alumni are given preference in recruitment of staff.
- Placement Cell organizes Carrier guidance progamme for aluminies.
- Alumni provide support in contacting organizations for linkages, industrial visits and placement opportunities.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings help to communicate growth and the academic progress of their children. Keeping this goal in mind, we organized Parent -Teacher Meetings.

6.13 Development programmes for support staff

- Orientation Programme was conducted.
- Support Staff are encouraged to pursue their higher education

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Go green- initiative, uninterrupted power supply, drinking water purifier, all-weather roads and green recycles in campus have enhanced the eco-friendly ambience of the college
- Gardening team with Garden Superintendents are working on campus beautification.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Bi-Annual Audit to improve the quality and competency.
>
> Remedial Classes for the weak students.
>
> Intercom facility is given to all departments.
>
> INFLIBNET, EDU SAT connectivity is accessible.
>
> HOD is provided with laptop and printer.
> CC Cameras are installed in every Block, Main gate, Administrative Block, and Hostel to provide security.
>
> Helping orphanages through Karuna club.
>
> Automated office, library and separate software for maintaining staff work diary, lesson plan and exam marks.
>
> The students along with a faculty undertake extension activities in the neighbouring areas.
>
> Scholarships were given for economically backward students
>
> Counselling services are offered to students and their parents

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Staff members maintain lesson plan, work diary and exam marks in software.
- Various Guest lectures by eminent persons were arranged by most of the departments.
- Unit tests,Mid and Model exams were conducted as per the schedule.
- FDP programmes were conducted for the faculty members to enlighten their career.
- English Language Training Programme classes, Soft skill and Aptitude classes were conducted for all UG and PG students to enrich their Communication skill and aptitude skill.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

BEST PRACTICE I
Title: Remedial Class
Objectives:

To reduce failure percentage

To give more attention to the weak students.

To motivate the students to score passmarks.

Context:
By conducting remedial class, giving important topics and questions, remedial test, Giving tips to crack the university exams.

BEST PRACTICE II

Title: National/State level seminars/workshop/seminars, short term Certificate Courses

Objectives:

To Introduce and update the current trend in the field to the staff and students.

Context:
By giving lectures/seminars/workshops makes both staff and students know the new technologies emerged in the field.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Solar energy is used for supplying hot water to students staying in hostel.

Rain Water harvesting.

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The Management has provided the following well equipped laboratories for the students and the faculty members.

> 1. Library(UG & PG)
> 2. Bio-Chemistry Lab(UG & PG)
> 3. Bio-Technology(UG & PG)
> 4. Chemistry Lab
> 5. Computer Science Lab(UG & PG)
> 6. Interior Design Lab
> 7. Physical Lab
> 8. Nutrition Lab
> 9. Language Lab

Weakness:

Maximum number of students after completing their UG degree from our institution prefers jobs more than their higher studies. Most of the students are from rural background so they face financial difficulties for doing their higher studies.

Opportunities:

The institution not only concentrates in the academic but also provides other skills like soft skill, communication skill, aptitude skill, and skill based development programmes. Our institution also organizes state level inter- collegiate meets of various departments of our institution, Workshop, seminar, and State/ National level conference to enrich the knowledge of the students in various fields.

Threats:

The students of our institution are from both Tamil medium and English medium and due to which the Tamil medium students find it difficult to understand the subject. In order to overcome this situation the faculties are asked to teach the subject in bi- lingual way. (English- 75% and Tamil- 25%). In order to meet this problem the faculty members of our institution faces extra work load.

7.7 Plans of Institution for next year

Plan to Conduct International Conference.

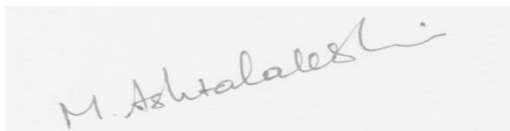To conduct Faculty Development program.

To publish books, magazines, journal, newsletters etc to enhance research.

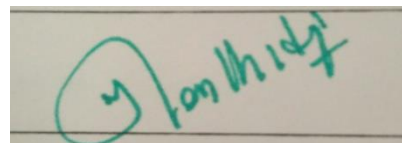To build new Chemistry Lab.

To renovate Bio-Chemistry Lab

Applied for new courses B.sc Chemistry & B.sc Statistics.

Name : **Ms. M.ASHTALAKSHMI**   *Name :* **Dr. M. SENTHILRAJ**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*