



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

AJK COLLEGE OF ARTS AND SCIENCE

PALAKKAD MAIN ROAD NAVAKKARAI COIMBATORE TAMIL NADU

641105

www.ajkcas.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 2007 in the rural belt of Coimbatore, Tamil Nadu, AJK College of Arts and Science is a NAAC accredited and ISO 21001:2018 certified new age co-educational institution located on Coimbatore – Palakkad National Highway. It is recognized by UGC with 2(f) and 12(B) status and is affiliated to Bharathiar University, Coimbatore. The college offers 17 undergraduate, 3 postgraduate and 9 research programmes. In 2019-20, 1363 students and 77 staff were on roll. It is the **first affiliated institution in Tamil Nadu to offer a Ph.D. in Catering Science and Hotel Management (CS&HM)**.

With the focus on technology-based e-learning that **combines online and on-campus learning**, the institution is keeping pace with present times to build the skills students need to leapfrog to a brighter future. Education transforms lives and is at the heart of AJKCAS and for that, the institution constantly strives to emerge as the regional leader in education, strengthen the education system and respond to contemporary challenges through education.

The institution provides a high degree of personalized education and supports the advancement and dissemination of knowledge through quality teaching, research and scholarly activities. It has 21 laboratories. In addition to academic, vocational and technical skills, AJKCAS facilitates the students to gain knowledge and develop relevant values, attitudes and skills that will enable them to participate fully in their society through life skills.

The institution has a community-service approach providing opportunities to students hailing from rural areas, girl students and students from marginalized sections of society. It has marked its significant presence by attaining **115th rank** amongst the Higher Educational Institutions in India with its effective participation in the rural development process of India through "**Unnat Bharat Abhiyan**".

Vision

Towards building a dynamic learning community with ethical values, a kindled sense of environmental sustainability, and societal service, to meet global demands and challenges.

Mission

The institution is committed to transform lives and serve society through a quest for excellence in teaching, innovation, lifelong learning, cultural enrichment, and outreach services.

To achieve its Vision and Mission, the College will endeavour:

- To create an intellectually inspiring, academically challenging culture of teaching and leading-edge research conducive to academic/professional excellence and lifelong learning for the learner and learning process.
- To provide holistic benchmarked education using state-of-art facilities in a participative learning

environment for inculcating in-depth knowledge through accredited programs.

- To create a collaborative environment for a free exchange of ideas where creativity, innovation and Entrepreneurship flourish.
- To produce industry-ready graduates by imparting value-added programs, skill development courses, improved industry institution interactions, and enhanced placement activities.
- To inculcate, in our students, a deep sense of social responsibility, concern towards environmental sustainability & development, and communal harmony that transform them into socially responsible citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Qualified and competent human resources.
- Diversity in the student community.
- High (83%) pass percentage in University Examinations.
- Excellent (87%) placement records.
- Enhanced industry-institute interactions, leading to better placement and entrepreneurial opportunities.
- State-of-the-art infrastructural facilities.
- A pioneer-affiliated institution in Tamil Nadu offering Ph.D. in CS&HM.
- The first institution to offer B.Sc. Digital and Cyber Forensic Science and B.Sc. Artificial Intelligence and Machine Learning among affiliated Institutions under Bharathiar University.
- Skill-oriented certificate, diploma and value-added courses in addition to the prescribed curriculum.
- 100% prolific use of enhanced ICT tools like Smart walls, Android App for the teaching-learning process.
- Dynamic, participative and transparent management.
- Pleasant ambiance in classrooms and laboratories.
- Students demand ratio for new courses (1:2).
- 100% practice of Learning Management System.
- Soft skill training to enhance students' placement opportunities.
- Inculcation of sense of social responsibility in students through diverse co-curricular, extracurricular, social and extension activities mostly for rural.
- 129 MoUs and MoAs.
- Club activities.
- Green campus awards.

Institutional Weakness

- Several vernacular medium students with poor communication skills.
- Faculty attrition due to the locational disadvantage of the institution.
- Limited scope for curriculum development and NEP 2020 implementation being an affiliated institution.

Institutional Opportunity

- To be an autonomous institution.

- Autoschediastic academic plan by recognizing strengths and finding a workable system.
- Additional leverage of ICT for effective teaching-learning process.
- To get students' placements with a high salary package.
- To upgrade and collaborate with various research centres.
- Introducing more professional job-oriented courses.
- Conducting coaching classes for more professional/competitive exams.
- Strengthening research activities by appointing more doctorates and research supervisors.
- Developing entrepreneurial skills among students.
- Faculty development, enrichment and empowerment in various roles.
- Generating funds for rural community & development to retain staff and attract more students.
- Setting up Start-up Park.
- Collaboration with foreign institutions.
- Admitting foreign students.
- To become Centre of Excellence for ICT-based Teaching-Learning process.

Institutional Challenge

- The institution is located far away from the city that limits students' admissions.
- Free bus facility entails high transport costs to the management.
- Constantly improvising pedagogical efforts to uplift the quality of average and below-average students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curricular aspects of the institution are governed by the guidelines of Bharathiar University, with which it is affiliated to. Since 2008-2009, it follows the **Choice Based Credit System (CBCS)** / Elective course system prescribed by the University. The Institution ensures effective curriculum delivery by staff, by allotting courses based on their specialization and preparing lesson plans approved by Department Heads.

The IQAC monitors the implementation of the curriculum through Department Heads by adhering to the academic calendar, conducting Continuous Internal Assessments, Model Examinations and completing the syllabus. Apart from the syllabus, the institution had the flexibility to incorporate **194 certificate and add-on courses** benefitting 6026 UG & PG students to enhance the students' knowledge in the courses of their interest which increased their employability and entrepreneurship skills. These courses strengthen the University curriculum and meet the graduate attributes.

5 teachers of the institution participated in the meetings organized by the University in Board of Studies and Curriculum Development. 36 faculties were deputed for central valuation.

All the programmes offered by the college are under CBCS and the students have full freedom to choose their elective courses based on recent trends. All the programmes are incorporated with hands-on training/practicals/field knowledge of the courses. Organizing industrial and field visits, project-based learning and internships further enrich and enhance the curriculum. **752 students** had undergone project work/internships/summer training in various industries that helped them for choosing their job.

Language and Communication Skills, Personality Development and Professional English courses increase confidence and bring out students' leadership qualities. Courses related to value education, environmental studies, general awareness, women rights and yoga not only give confidence to the students, but also help in shaping and developing their qualities.

For effective implementation and delivery of curriculum, a feedback system is followed. Feedback is collected on the syllabus, revision of syllabus and the need of incorporating particular courses from different stakeholders. This is consolidated, analyzed and action is taken effectively.

Teaching-learning and Evaluation

The institution follows the student enrolment (49%) as per the Bharathiar University sanction list. As per the Government order, the average percentage of seats filled against reservation category is 86. After the induction programme, the institution plans the teaching methods based on the students' profile and psychometric level.

It arranges bridge courses in English, Mathematics, Accountancy and/or Computer Science. Remedial classes, old university question papers revision, peer tutoring are arranged for slow learners and **26 National Council of Vocational and Research Training (NCVRT) courses**, MOOCs, competitive examination-coaching classes were arranged for average learners & advance learners. **Teacher-student ratio is 1:18.**

Participative learning is driven through diverse methodologies like quizzes, debates, case studies, group discussions, assignments and seminars. Faculty reconnoitres real-time situations to students by doing practical exercises in laboratories. Students are subjected to problem-solving tutorials to analyze and formulate solutions. Collaborative learning is driven through role-play, mini-projects and students bazaars. Experiential learning is driven through various programs like food fest, fashion parades, short film making, projects and internships and extension activities.

100% of the classrooms (49 rooms) are with ICT tools enabled smart walls with IRIS sensor techniques are used by all staff for effective teaching-learning process. Learning Management System (LMS) and Android App like pyroid3, HTML viewer, JAVA N-IDE usage make the process more effective. Lecture Capturing System (LCS) & digital learning had facilitated the process better, anywhere and anytime like COVID-19 pandemic.

The Mentor-Mentee system of the institution with 1:18 ratio resulted in effective student-centric learning. The institution recruited 100% teachers as per the sanction post including 32 Ph.D. holders for last five years and they published 417 articles in peer reviewed journals of repute. Currently, the UG, PG, M.Phil. and Ph.D. qualified teachers percentage ratio is 9:29:29:33.

Student's academic performance is assessed by conducting two Continuous Internal Assessments and one Model Examination. Mechanism of the examinations is transparent through LMS and direct contact with students. Any grievance in the evaluation is timely addressed through Department Heads or faculty members. The institution follows the Outcome-Based Education (OBE) with defined POs and COs and outcomes of every student is assessed and remedial measures are taken for improving the outcome. The institution maintains an **above 80% university examination pass percentage** and secured **113 university ranks.**

Research, Innovations and Extension

The institution encourages the faculty to do research projects through its Research Advisory Committee. As a result **Rs. 3.45 lakhs** has been received for 7 projects by 4 departments. The management funded **Rs. 2.76 lakhs seed money** for research. 7 faculties are Ph.D. supervisors in 4 departments where 22 have enrolled as research scholars. **Rs.16.85 lakhs** has been raised through **Endowments and Chairs**.

The institution has an ambient eco-system to transfer knowledge and skills apart from the curriculum through its Industry-Institute-Interaction Cell, Entrepreneurship Development Cell, Centre for Digital Learning and Skill Development Cell. **283** conferences/seminars/workshops were conducted on **research methodology, entrepreneurship development and IPR**. Faculties published 417 ISSN indexed journal papers, 81 ISBN conference papers and 17 ISBN books.

Department of Biotechnology has done **mushroom cultivation** with support of Nature Agro Future Tech, Palakkad and **vermi compost** with Indian Council of Agricultural Research - Krishi Vigyan Kendra (ICAR-KVK) Farm Science Centre, Coimbatore. MoE Innovation Cell's **Industry Innovation Council (IIC)** is functioning in the institution.

The Institution is more active in conducting extension activities through NSS 2 units, RRC and YRC. It conducts specific programmes on AIDS awareness, gender issues etc. It obtained **115th rank** amongst the Higher Educational Institutions in India for Best Implementation of **Unnat Bharat Abhiyan** from MoE in 2019. **5 villages including 3 tribal villages have been adopted**. With the support of Equal Opportunities Cell, Women Empowerment Cell and Eco Club of the institution, 205 extension activities were conducted including **89 Swachh Bharat Abhiyan activities**. 97.18% students were involved in the activities.

7 MoUs were signed for the tribal welfare activities. MoE recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell (**SESREC**) and Rural Entrepreneurship Development Cell (**REDC**) are active in the institution.

Under **Dhaan Dharm Yojana Scheme Rs. 17.47 lakhs** has been spent for 29 community activities benefiting 2406 people. The Institution has received 37 awards & recognitions from Government and Non-Government recognized bodies for the extension activities.

The Institution has signed **129 MoUs&MoAs** to offer research, training, internship and placements in their respective domains.

Infrastructure and Learning Resources

The Institution has adequate infrastructure&physical facilities for teaching-learning process with ventilated,bright&pleasant **49 ICT facilitated LMS enabled smart wall classrooms, 1 seminar hall** (252 seats) **and 3 conference halls** (50,30,15 seats).

21 state-of-the-art laboratories are in the Institution-viz

- 2 in Bio-Technology with spectrophotometer&PCR,
- 5 in CS&HM with bakery, confectionery & production equipments in five star level look,
- 4 in Costume Design&Fashion with computerized sewing machines, mannequins & dying,
- 3 in Visual Communication with television/film production, dubbing, SFX&music recording&sound

mixing facilities,

- 4 in Computer Science with Dell Power Edge T300 & Intel Xeon Processor servers and
- 1 each in Artificial Intelligence & Machine Learning, Digital & Cyber Forensic Science and Electronics & Communication Systems departments.

For cultural activities, physical fitness, yoga, indoor&outdoor sports&games and vehicle parking, the Institution has adequate facilities. Average percentage of expenditure, excluding salary for infrastructure augmentation was 21.49%.

The institution has an excellent library with 11,012 volumes of books in 6124 titles, 27 national & 9 international journals, 30 magazines, 12 newspapers and 81 rare books covering a wide range of arts&science subjects. The institution subscribes to **Knimbus** for 83372 e-books & 19120 e-journals, **INFLIBNET/N-LIST** for 6658 e-journals & 195809 e-books and **DELNET** for 4240 e-journals. It uses **SOUL 3.0** software of MoE with **RFID** technology. There is a reading hall and digital section with 24 computers. 68% of teachers and students use library daily. The average percentage of annual expenditure for learning resources was 1.25%.

The Institution frequently updates its IT facilities. 13 wi-fi devices provide seamless Internet service in **50 MBPS** bandwidth throughout the institution to avail all facilities 24x7 and a **centralized ERP** system functions since 2014. This gives students, parents&teachers access to students' attendance, grades & other academic details. The website gives e-content/video lessons to students. 157 CCTV cameras are available across the campus, hostels and institution buses to ensure safety&security of students&staff.

Students Computer Ratio of the institution is **4:1**. Average percentage of expenditure incurred on maintenance of physical, academic and support facilities excluding salary was 43.56%. The maintenance is carried out as per the maintenance policy of the institution.

Student Support and Progression

The institution encourages students to apply for various government/institution scholarships. 2796 students were benefitted through government scholarships. The institution has given **Rs. 1.05 crores merit scholarship** to 973 eligible students and **Rs. 96.64 Lakhs freeship** to 7117 students for transport. Placement Cell offered 27 language & communication skills trainings and 36 soft skills trainings to all students during their programme. The institution organized 30 life skills programmes and 98 computing skills programmes benefitting 7282 students. A **Language Laboratory** with Thaliyola software is functioning in the institution for improvising the listening, reading, speaking and writing skills of the students.

AJK Academy of Competitive Examinations and AJK UGC NET/SET Guidance Centre organized programmes on the subjects benefited 11 students. Placement Cell counselled 1956 students for their career growth. Students Welfare & Counselling Centre and statutory committees play a major role in students' support and progression. Meetings are periodically conducted and issues are sorted out accordingly in time.

The institution takes pride in achieving 70% placement. In 2019-20 COVID-19 pandemic, **87% placement** was achieved. 27% of UG students progressed to higher education. The students bagged 10 awards in sports and cultural events. The institution promotes the representation of students in various academic and non-academic bodies of the institution like Cafeteria Committee, Library Committee, Sports Committee, Clubs and Student Council (the elected body for voice of the students' community) of the institution. 192 cultural activities and 56 sports activities were conducted.

The AJKCAS **Alumni Association (registered** on 26.11.2018, No. 446/2018) has 11 chapters in Dubai, Abu Dhabi, Muscat, Chennai, Bengaluru, Coimbatore, Nagercoil, Palakkad, Calicut, Thrissur and Udhamandalam. The alumni extend their services for academics, industrial visits, projects, internships, MoUs and placements. They have contributed **Rs.10.18 lakhs** to the Institution for various purposes, including **35% for Endowment** programmes and purchase of incinerator, vending machine, library books and smart boards for the institution. The institution conducts Alumni Meets at all its chapters annually.

Governance, Leadership and Management

According to UGC and University norms, the institution has a well-organized governance system. The Board of Management, College Committee and other Statutory&Non-Statutory bodies meet regularly to plan, lead and implement strategies for the institution's growth& development.

The institution has implemented decentralization and believes in participatory governance, academically and administratively, with well-defined responsibilities carried out by 19 committees. The resolutions made by the bodies are properly documented and recommended actions are taken. The strategic plan directs to achieve the institution's vision and mission. Institution organogram provides a better understanding of organizational structure. **E-governance** is practiced in all parts of administration, finance&accounts, student's admission&support and internal examinations.

The institution has a well-defined staff welfare policy and welfare schemes are implemented for all staff. Financial assistance was provided to 40% of the staff to attend conferences/workshops/trainings. The institution organized 87 professional trainings for teaching staff and 42 administrative trainings for non-teaching staff.

On average, **99% of teachers** underwent face-to-face Faculty Development Programmes like short-term courses, orientation programmes and professional development programmes. Performance appraisal meeting is conducted every year and the evaluation is open&transparent. Internal&external financial audits are regularly conducted and adequate budgeting is done to the requirements of the departments under the guidance of statutory bodies. Finance Committee meets regularly and prepares strategies for effective resource mobilization&utilization. NAAC peer team's suggestive measures are carried out as recommended in the previous visit.

The IQAC, established in 2014 serves for the development, application and maintenance of quality benchmarks in all key performance areas. Tasked for total quality management, it works out intervention strategies to enhance overall quality of the institution including quarterly review meetings and timely submission of records. IQAC works to institutionalize the process of quality sustenance&enhancement and assures all the stakeholders connected with the institution.

A well-established feedback mechanism is administered by IQAC. It seeks to work for planning, implementing and measuring outcome&performance of the institution by regular **internal&external academic and administrative audits**. IQAC has conducted 62 quality enhancement programmes. The institution is ISO 21001-2018 certified and regularly participating in NIRF ranking and AISHE.

Institutional Values and Best Practices

The institution is a pioneer eco-friendly Institution in Tamil Nadu. NSS conducts gender equity programmes

emphasizing self-protection, laws for women etc. associating with Women Empowerment Cell and Equal Opportunities Cell. Separate common rooms are available for male&female students&staff.

Renewable energy resources like ten 10KW power mirror solar panels, 163 LED bulbs, 7 vermi compost pits and rainwater-harvesting systems contribute to a sustainable environment. Scrap/condemned equipments, spares and expired consumables are properly disposed off. The e-wastes and solid wastes are properly handed over to recyclers.

The institution has 7 bore wells, tanks&bunds and channelizes the processed water to plants. For Green campus initiatives, boards are kept to avoid plastics&smoke and use bi-cycles & pedestrian pathways.

The institution periodically conducts green, environmental&energy audits with the support of external agencies. It has received **Best Paperless Campus Award(2017)**, **Best Ecologically Balanced Green Campus Award(2018)**, **Environment Excellence Award(2018)** and **Clean & Green Campus Award(2019)** from NGOs. The institution has 3 ramps, washrooms, wheelchair, signage&braille boards, NVDA software and scribe facilities for physically challenged students&teachers.

The institution celebrates national and religious festivals. The institution's Language Club & Heritage Club make understand linguistics and culture. Value Education and Human Rights in-built courses are provided to first-year undergraduates. Eminent personalities addressed the students about duties & responsibilities as citizens of the nation benefitting 2914 students. The institution took initiatives to inculcate empathetic values by donating relief materials to Kerala Flood and COVID-19 affected.

Code of Conduct for Principal, HODs, coordinators, teaching,non-teaching&administrative staff and students, available on the website, is periodically updated. Awareness programmes on code of conduct & professional ethics benefitting 2178 students & 364 teachers were organized. Every year, the institution organizes national&international days and birth&death anniversaries of great Indian personalities as commemorative events.

In keeping with its vision&mission, the institution adopted two best practices- '**Usage of ICT Facilities**' and '**Creating Social Responsibility through Outreach Programmes**' to enable the students to be technology-savvy and serve society better.

Learning **CS&HM is distinctive** from other institutions. The courses in CS&HM have established their distinctive approach in developing skills, entrepreneurship & values and improving employability.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AJK COLLEGE OF ARTS AND SCIENCE
Address	Palakkad Main Road Navakkarai Coimbatore Tamil Nadu
City	Coimbatore
State	Tamil Nadu
Pin	641105
Website	www.ajkcas.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	B.satheesh Kumar	0422-3501630	9626696187	-	ajkcas@ajkcas.com
IQAC / CIQA coordinator	Sujitha Amalin Nancy	0422-2363400	9842270083	0422-2363401	iqac@ajkcas.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-06-2007

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Bharathiar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	11-06-2012	View Document
12B of UGC	11-06-2012	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Palakkad Main Road Navakkarai Coimbatore Tamil Nadu	Rural	12.06	95006.85

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc, Computer Science	36	HSC	English	50	11
UG	BCA, Computer Applications	36	HSC	English	100	40
UG	BSc, Information Technology	36	HSC	English	50	0
UG	BSc, Catering Science And Hotel Management	36	HSC	English	80	25
UG	BSc, Biotechnology	36	HSC	English	60	8
UG	BSc, Electronics And Communication Systems	36	HSC	English	40	0
UG	BCom, Commerce With Computer Applications	36	HSC	English	100	21
UG	BCom, Commerce With Professional Accounting	36	HSC	English	60	9

UG	BCom,Com merce Banking And Insurance	36	HSC	English	60	0
UG	BBA,Busine ss Administr ation With Computer Applications	36	HSC	English	100	30
UG	BA,English Literature	36	HSC	English	50	0
UG	BSc,Artificia l Intelligence And Machine Learning	36	HSC	English	60	16
UG	BCom,Com merce With Information Technology	36	HSC	English	50	0
UG	BSc,Costum e Design And Fashion	36	HSC	English	44	11
UG	BSc,Digital And Cyber Forensic Science	36	HSC	English	60	59
UG	BSc,Comput er Science With Data Analytics	36	HSC	English	60	0
UG	BSc,Visual Communicat ion	36	HSC	English	50	17
PG	MSc,Comput er Science	24	UG	English	50	8
PG	MA,Social Work	24	UG	English	50	3
PG	MCom,Com merce	24	UG	English	50	6

Doctoral (Ph.D)	PhD or DPhil, Computer Science	48	PG or M. Phil	English	16	0
Doctoral (Ph.D)	PhD or DPhil, Catering Science And Hotel Management	48	PG or M.Phil	English	6	0
Doctoral (Ph.D)	PhD or DPhil, Commerce	48	PG or M.Phil	English	8	1
Doctoral (Ph.D)	PhD or DPhil, Management	48	PG or M.Phil	English	4	0
Pre Doctoral (M.Phil)	MPhil, Computer Science	24	PG	English	6	0
Pre Doctoral (M.Phil)	MPhil, Catering Science And Hotel Management	24	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil, Commerce	24	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil, Management	24	PG	English	2	0
Pre Doctoral (M.Phil)	MPhil, Electronics	24	PG	English	2	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				4				65			
Recruited	0	0	0	0	1	3	0	4	30	35	0	65
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	2	13	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	1	4	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	5	8	0	15
M.Phil.	0	0	0	0	0	0	14	13	0	27
PG	0	0	0	0	1	0	11	15	0	27

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	36	140	0	0	176
	Female	21	50	0	0	71
	Others	0	0	0	0	0
PG	Male	1	6	0	0	7
	Female	0	10	0	0	10
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	1	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	10	11	9
	Female	2	6	3	3
	Others	0	0	0	0
ST	Male	1	1	1	0
	Female	3	0	0	0
	Others	0	0	0	0
OBC	Male	151	220	180	198
	Female	66	134	72	64
	Others	0	0	0	0
General	Male	50	224	144	71
	Female	29	95	57	38
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		305	690	468	383

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The Institution already provides multidisciplinary/interdisciplinary education through CBCS/elective system as per the University norms. Towards NEP-2020, we shall further restructure the pedagogy, allowing larger choices of subjects / flexibility of curricular choice to students to provide multidisciplinary capacities/competencies in intellectual, social, analytical, science and moral domains, inside and outside the classroom, by integrating formal and informal learning, according to their interest and promote multidisciplinary and interdisciplinary research. Once multidisciplinary competencies are developed, students shall be emphasized on specialized learning in</p>
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	interdisciplinary areas.
2. Academic bank of credits (ABC):	Academic Bank of Credit (ABC) shall be established in the institution so that the students shall choose the courses/programmes at a preferred time from other Bharathiar University affiliated institutions also to earn the academic credits for the award of the Diploma, Degree etc. by the Institution. The students can choose to complete or continue their education at any time. Given an autonomous status, we would strive to imbibe ABC, making education student-centric and potentially be a game changer in quality, accessibility affordability and equity of the Indian higher education system.
3. Skill development:	The institution offers various skill based trainings/value added/certificate/diploma courses to students through NCVRT, SWAYAM and NPTEL as well as on its own towards NEP-2020. These courses strengthen the University curriculum and meet the graduate attributes. We nurture their vocational, employable, analytical, managerial, creative, innovative and entrepreneurial skills. Emulating the skill-based model of education, we will make the youth skillful, employable and self-reliant in tune with the changing demands of the industry, offering more skill-based employment opportunities.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Apart from the curriculum, Readers Club, Language Club, Heritage Club and Cultural Club of the Institution play significant role in integrating the Indian Knowledge System. The students and teachers know the importance of preserving their mother tongue and promoting other Indian languages for the development and progress of the nation. Among students and other stakeholders, the institution spreads awareness on our rich culture, tradition & heritage and the need to preserve and perpetuate them for continuity. It stimulates interest and a sense of responsibility in promoting this cause. A concerted effort is made through curricular, co-curricular and extra-curricular activities to inculcate in the students of diverse regions and communities, a sense of national pride, values of social cohesion & harmony, mutual respect for other cultures, religious beliefs and social status. The institution celebrates national and religious festivals with a passion to promote community, religious & cultural harmony, effective socialization, national integration and preserve &

	maintain the rich culture & traditions of our country. During COVID-19 lock down also, these activities were carried out virtually.
5. Focus on Outcome based education (OBE):	We focus on measuring the students' performance through outcomes that include knowledge, skills and attitudes for a rewarding career. As a qualitative initiative, our OBE model measures the progress of the graduates in four parameters - Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs), Programme Outcomes (POs) and Course Outcomes (COs). The institution follows the Outcome-Based Education (OBE) pedagogy to impart quality and outcome-oriented education to the students with defined POs & Cos. The outcome of every student is assessed and remedial measures are taken for improving the outcome and the reaching the attainment level.
6. Distance education/online education:	With the focus on technology-based e-learning that combines online and on-campus learning, the institution keeps pace with present times to build the skills, the students need to leapfrog to a brighter future. Teaching-learning process is made more comprehensible and interactive through LMS. Teachers create online classroom and invite students to the class. Study materials are made available in LMS, website and social media. Online assessment is made through LMS and mobile education apps. The staff and students undergo online courses through SWAYAM and NPTEL. They access e- resources through digital library. During the pandemic, more than 50 webinars were organized and more than 600 students completed Online Certificate Courses. Online reviews and examinations were conducted for internships, project works and research viva voce. The institution has inked MoU for online education.

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
467	441	446	463	459
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
20	20	17	17	17

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1363	1461	1327	1456	1686
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
143	339	230	190	295

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
454	364	516	575	575

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
77	72	64	75	76

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
77	72	64	75	76

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 49

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
375.14	514.7	390.39	406.24	393.18

4.3

Number of Computers

Response: 364

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

AJK College of Arts and Science is affiliated to Bharathiar University and follows the university prescribed curriculum for all its programmes. The institution has some strategized ways and means to strengthen its teaching-learning process. The Internal Quality Assurance Cell (IQAC) of the institution ensures effective delivery of the curriculum at all levels by systematic planning, implementing and monitoring.

The university communicates the **tentative academic schedule** to all the affiliating colleges at the beginning of every academic year. The IQAC of the college prepares an **academic calendar**, in tune with the university's schedule for the conduct of Continuous Internal Assessments (CIA), model examinations and other academic activities. Down the line, the **departments schedule their academic activities** based on the academic calendar. This assists the smooth flow of academic activities at all levels of the institution.

Based on the workload prescribed by the university, every department prepares a **timetable** for each course and subjects are allocated to the faculty members by the HODs according to their specialization and expertise. In the planning stage, faculty members sketch out a balanced **lesson plan and teaching plan** that include course topics, teaching pedagogy and contact hours. The students are provided with the **study materials** and question bank of their subjects at the beginning of every semester.

In the implementation phase, classes are handled according to the lesson plan and **daily log entries** are made in **Enterprise Resource Planning (ERP)** software. **CIA and Model Examinations** are carried out for analyzing student's progress. **Class Committee meetings** are conducted every month by the Class Advisor with fast, average and slow learners of the class. The effectiveness of the teaching-learning process and syllabus coverage is verified and based on the feedback curative measures are initiated, if needed.

Remedial classes are conducted for slow learners by respective course teachers. **Peer tutoring** is yet another effective mechanism followed in the institution, where a group of students is mentored by one advanced learner in the class on specific topics. The institution ensures effective curriculum delivery following its systematic planning and implementation.

Mentor-Mentee meetings conducted once every fortnight is another process where the feedback on effectiveness in curriculum delivery and teaching quality is obtained from the students. The mentor reciprocates by communicating the feedback to the respective HOD.

IQAC systematically monitors and evaluates the quality of the teaching-learning process by obtaining **feedback from students, teachers, alumni and employers**. The collected feedback is consolidated, analyzed and submitted to the Principal for necessary action. Any deviation and non-compliance are

intimated to the respective HOD and discussed with faculty members in person for initiating remedial measures.

A **bridge course** is offered to First-year students at the beginning, apart from the regular curriculum delivery, before the commencement of first semester classes to bridge gap between studies at pre-university level and their course. An analysis based on bridge course is conducted and by considering the marks obtained, a list of fast learners and slow learners are prepared and are monitored accordingly.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college commences to work based on the academic calendar on receiving a tentative schedule from Bharathiar University. The university's schedule incorporates the dates for university practical and end-semester examinations. The institution works out the academic calendar in line with the schedule of the University through its Academic Calendar Committee comprising Heads of the Departments and Exam Committee members. It is then communicated to all the faculty members and students.

The College academic calendar is a significant document that includes the schedule for commencement of classes, fees payment deadlines, schedule of Continuous Internal Assessments (CIA) and model examinations, seminars, workshops, extra-curricular and extension programmes. The first CIA is conducted after 30 working days covering two units of the respective curriculum and second internal after subsequent 30 working days and covering the next two units. The model examination is conducted after 80 working days and includes the entire portions of the curriculum.

The IQAC is responsible for monitoring the adherence of the academic calendar for the conduct of various events. IQAC sends circulars to the faculty members regarding the dates for the study material submission, question bank submission, conduct of internal examination, submission of internal marks and tracks them continuously.

The programmes organized by each department in the academic year start with the student orientation programme followed by seminars, workshops, conferences, industrial visits, internships etc. A report is submitted to the IQAC after the conduction of each activity in the prescribed format. IQAC seeks explanation to the respective Heads of the Departments in case of delay or non-conduct of the activities as per the schedule given in the calendar.

Monthly attendance of the students, CIA marks and model examination marks statements were collected from each department Heads and maintained at IQAC. Staff members were asked to submit a daily report based on the work allotted to them. The faculties also update syllabus completion status in the ERP log sheets. These help IQAC to track and monitor the faculties towards the adherence of the academic

calendar.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 20

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 194

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
61	40	36	30	27

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 85.85

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

2019-20	2018-19	2017-18	2016-17	2015-16
1333	1449	1315	1191	866

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

1.3 Curriculum Enrichment

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

Response:

Being an affiliated institution, the college follows the University's prescribed curriculum which has integrated cross-cutting topics relevant to gender, environmental sustainability, human rights and professional ethics in various courses. To elaborate further, the University prescribed curriculum incorporates courses like value education, women rights, human rights, environmental studies, media ethics, social work and research statistics to inculcate these values in the students.

Apart from delivering the contents of the university-approved syllabus, the institution takes extra efforts to integrate and inculcate value education and virtues of a blissful life in students, taking these as internal elements of quality education. All effort is made to evolve systems to imbibe these values in whoever is attached to our institution.

The college has active Women Empowerment Cell, Equal Opportunity Cell and Gender Sensitisation Action Plan which hold various awareness programmes on gender equity and gender issues for the students. There is an Internal Complaints Committee (ICC) to deal with the sexual harassment related grievances of the students. We follow a zero-tolerance policy towards sexual harassment. Many sensitization programmes like gender equality, women's rights, laws related to sexual harassment, workplace safety and women empowerment - rhetoric vs reality are organized through the ICC.

In association with National Commission for Women, Government of India, the college had organized a Competition on “Awareness About the Legal Rights of Women” on 27.10.2017. Winners were awarded cash prizes.

The institution is an eco-friendly campus. It has initiated various environment conservation and/or protection initiatives such as the promulgation of Environmental Policy and Waste Management Policy as per the present-day needs. The Eco Club of the college organizes various programmes like Earth Day Celebration, Conservation of the Environment, Planting Tree Saplings and adopting environment-friendly practices.

The curriculum incorporates a two-credit course named Extension Activity which carries an internal mark of 50. To evaluate this, IQAC introduced a new system called “Extension Activity Assessment Sheet”. The assessment sheet evaluates the participation of the students in various activities like Unnat Bharat Abhiyan, social service at adopted villages, NSS camp, blood donation, Dhaan Dharm Yojana, plastic-free initiatives, pollution-free environment, awareness programmes, camps, road safety campaigns and rallies.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 84.22

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
388	384	380	387	377

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 96.33

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 1313

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 49.19

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
305	690	468	383	598

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1020	1114	892	934	986

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 87.53

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

2019-20	2018-19	2017-18	2016-17	2015-16
125	292	203	166	261

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

After admission, the institution takes the first step to identify and assess the learning levels of the students. For this purpose, the first-year students undergo a **Psychometric Test**, which is a form of pre-assessment that enables a teacher to determine student's mental capabilities, knowledge, attitude, personality traits and educational achievement. In addition to this, a **student profile** is prepared by collecting various details such as medium of study, marks obtained in the qualifying examination, urban/rural dwelling and economic status. Finally, an analysis is done by considering the marks obtained in the psychometric test & qualifying examination and a list of **fast learners and slow learners are prepared**.

Having classified the students to meet the intellectual challenges of college-level education, **orientation/induction programmes and bridge courses** are conducted. The courses are basics of computer science, management, mathematics, accountancy, soft skills and communication skills. English faculty teaches Fundamentals of the English Language to the vernacular/needy students to cope up with the university prescribed medium of instruction

Programmes for Slow Learners:

- **Remedial classes** are arranged for the slow learners before the commencement of each internal test. Supplementary study material is provided to them.
- Faculty guides the students to attend the questions, discusses past university exam question papers and clarifies their doubts.
- Previous year question papers and assignments are discussed.
- **Peer tutoring** is initiated where an advanced learner is assigned as peer tutor for a set of 4 to 5 slow learners. Peer tutoring helps advanced learners to reinforce their learning by instructing others. Peers and students share a similar discourse, allowing for greater understanding.
- Slow learners are counselled by the mentors in **mentor-mentee meetings**.
- The students' progress is monitored regularly.

Programmes for Advanced Learners:

- Advanced learners are identified on the basis of psychometric tests, internal assessment, university examination and involvement in the classroom.
- They are provided additional learning and reference material.
- They are encouraged to do **industrial projects** relevant to the program to inculcate research culture. Students are also provided opportunities to develop their creativity by **participating and organizing** intercollegiate as well as national-level technical **symposiums**.
- The students are motivated to **present papers** in national/international conferences and publish technical papers in journals.
- They are motivated to take additional **certification courses** in NCVRT, NPTEL and SWAYAM.
- The college is providing **coaching** classes to advanced learners through AJK Academy for

Competitive Examinations.

- Class toppers and university rank holders are **awarded** with cash prizes and proficiency certificates during the Annual Day celebrations.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 18:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

Response:

Experiential Learning

- Experiential learning in the institution covers a variety of activities including **internships, practicals, industrial visits and field works.**
- Apart from curriculum prescribed internships, students are encouraged for additional internships of a minimum 21 days. The progress of the internship is reviewed and the viva voce examination is conducted at the end of the semester.
- Once in a semester, the students are taken for industrial visits and field visits to enhance their experiential learning.
- Students are encouraged to do **mini projects** and capstone projects as part of their assignment works.
- **Case studies** are conducted to expose the students to real-life situations.
- Catering Science & Hotel Management students are involved in **activities like food preparation, table presentation & food serving** for the college guests and snacks & cake making for occasions like New Year & Christmas.
- A **food festival** is organized every year by Catering Science & Hotel Management students where they are involved in theme planning (like Coastal Food, South Tamil Nadu, Burmese Food etc.), menu planning, venue designing, resource persons fixing, ingredients purchasing, pre-preparation, production and service of various delicacies for more than 1500 pax. It provides them real-time experience in all tasks involved in event management.
- Costume Design and Fashion students have organized **fashion parades**, where the costumes are

completely designed by them which gives hands-on experience.

- Electronics & Communication System students are involved in **projects** related to their discipline.
- Moreover, every department conducts national-level **conferences, seminars, workshops and guest lectures**, with students' involvement. This ultimately enhances their experiential learning.
- An event called "**Student Bazaar**" is organized by the Department of Management Studies every year where the students acquire skills in marketing, promotion of sales, negotiation and customer relationship management. This is done to promote the entrepreneurial skillset of the students.
- Students of Visual Communication are involved in **documentary and short film making** as part of their curriculum. Every year the department conducts a Photo Contest Cum Exhibition called "Pictogram" which enhances their technical skillsets.

Participative Learning

- **Assignments** are given to students as part of their internal assessment, where students gain a participative learning experience.
- Faculty members are encouraged to use **tools like Kahoot and Google Quiz** to create quizzes, which make the students' participation imperative.
- Activities like **Buzz groups, debates, role-plays and group discussions** are part of lecture sessions.
- Students are asked to **conduct seminars** on recent topics to enhance their technical skillset in their core areas.

Problem Solving Methodologies

- Various problem-solving methodologies like **practical sessions** are conducted in laboratories where students are allowed to solve the given exercises related to their course.
- Students undertake **projects** under the guidance of faculty. Efforts are paid to give them opportunities to think critically and find solutions.
- Students are involved in various **surveys** where they analyze the collected data to suggest solutions, which enhance their problem-solving and decision-making skills.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

In addition to the conventional teaching methodologies, the institution is keen in implementing ICT-enabled teaching to provide an e-learning atmosphere. **100% of the classrooms** are equipped with smart walls and regularly used by the faculty members to make the classroom teaching efficient.

Usage of LMS and Mobile Education Apps

To make classroom teaching an effective one, the institution has adopted **CAMU Learning Management System (LMS)**. Teachers can create an online classroom and invite students to the class through Microsoft Teams. All the assignments, case studies and home works are uploaded and evaluated through the LMS software. Faculty members prepare **presentation slides** for each and every topic, which are **uploaded in the LMS** for reference of students. Also, precise study materials are prepared for all the courses by the faculty members and uploaded on the college website, so that slow learners and students having arrears can refer those materials.

The teaching-learning process is made more comprehensible by using various game-based mobile education apps like **Kahoot, Google Quiz** and virtual simulation tools like Pyroid3, HTML Viewer, Java N-IDE which gives an interactive learning environment to the students.

Tools: Camu Mobile Application, Google Chrome browser

Techniques: Assignment, attendance, internal examination, timetable

Devices: Computer, Laptop and Mobile Phone

E-Content Preparation

All the faculty members create E-Content videos for their allotted courses and upload on the institution's educational channel called "**AJKCAS YouTube Channel**". The Visual Communication department has taken the responsibility of video shooting and editing process of E-Content preparation.

Tools: YouTube, Adobe Flash Player, Video Camera, Mic, Adobe Premium,

Techniques: Video lecture

Devices: Computer, Laptop and Mobile

Digital Library

A dedicated Digital library with a good Internet connection has been provided to promote independent learning. The college has subscribed to e-journals and provided access to **Knimbus, INFLIBNET, DELNET** e-resources to all the students and faculty members. The institution promotes innovative and creative ideas in teaching-learning methodology to enhance the teaching-learning process. The entire campus is **50MBPS speed Wi-Fi enabled**, which allows the students to access the digital library and e-contents from anywhere and anytime.

Tools: Web browser

Techniques: E-Book, E-journals

Devices: Computer, Laptop and Mobile

Language Laboratory

To improve the communication proficiency of students from vernacular medium, a Language laboratory

has been established with 60 computers. **Thaliyola software** installed in the laboratory helps in improvising the **Listening, Reading, Speaking and Writing** skills of the students.

Tools: Thaliyola, Media Player

Techniques: speaking, listening skills

Devices: Computer, Headphones, Microphone

Usage of ICT

Smart walls are used efficiently by faculty members to make the classroom teaching engaging and interactive. Teaching is made more comprehensible by using **virtual tools, simulation videos**, pictures, graphs and other objects. The lecture sessions are recorded and uploaded in the LMS to assist the students to revise them at a later stage.

Tools: Iris Sensor page caliber, Intelli Space editor, Media Player, Web browser,

Techniques: Digital board, live class with internet

Devices: Computer, Overhead projector, IRIS Sensor, Styler (Infrared Pen), Speakers, Microphone.

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

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

Response: 26:1

2.3.3.1 Number of mentors

Response: 52

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 14.52

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
20	16	8	3	6

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 2.68

2.4.3.1 Total experience of full-time teachers

Response: 206

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal assessment is an essential part of the institution's instructional process to assess the performance of the students. Internal assessments for theory subjects are based on the students' performance in the **Continuous Internal Assessment (CIA)** tests and assignments as per the regulations of the university. Staff members make sure that students understand assessment criteria and provide constructive feedback to students.

The institution has taken the following measures to achieve transparency in the internal assessment process.

- A well-planned schedule of exams provided in the College Calendar helps in preparations.
- The college conducts **two internal tests and one model examination** every semester without any deviation.
- The CIA schedule and question paper patterns are circulated to the students well in advance through the student handbook, notice board, LMS, HEI Portal and circulars.
- The evaluated answer scripts are distributed to the students to ensure correctness and the students are asked to sign in the answer scripts after verifying the marks. The marks are also notified to the parents through letters.
- The final internal mark statement incorporating all the internal components is verified and signed by the students. The Exam Cell has created a **Hall Ticket Clearance Form System** wherein a student can acquire clearance for hall ticket only after verifying and signing their internal mark statements along with the signature of the concerned faculty member. Students can also **apply for revaluation** in case of any grievance in the evaluation process.

Assignments, which account for 5% of the total internal marks are decided by the concerned faculty member. The assignment helps the students in broadening the horizons of their cognitive and analytical skills. The students are assessed at various levels – knowledge, understanding and application through varied components of the CIA which help not only in assessing academic skills but also promote life-oriented skills.

The assignment can be any of the following:

1. Case study & analysis
2. Group discussion

3. Multiple-choice test

4. Review of literature

5. Activity-based learning

6. Seminar/Conference presentation

7. Role-plays

8. Subject quizzes

9. Debates

10. Brainstorming sessions

11. Online tests

- The performance of the students in assignments is discussed with them and marks are allotted.
- The final consolidated internal marks incorporating the breakup of individual components for each course are verified and signed by the students. Also, a copy is displayed on the department noticeboard. The **marks are also sent to the parents**. Students can verify their marks and approach the concerned teacher directly in case of any clarification or discrepancy.
- The practice of internal assessment enables teachers to monitor learning as part of their teaching process. Teachers can decide to adjust instructional strategies to accommodate the different needs and learning styles of students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

College Level

The college has a dedicated transparent standard operating procedure (SOP) for dealing with examination-related procedures and issues. A separate write-up in the SOP deals with internal examination linked grievances. The institution ensures complete **transparency** in dealing with the procedures of internal assessment. **University regulations are followed** for attending to the grievances of the end semester examination results.

The Examination Cell acts as a **Liaison Office** between the College and the University. It has adopted the following procedures to deal with the grievances. The students who have a **grievance** in the evaluation process of the **internal test** papers can approach the faculty member who had evaluated the answer sheets directly for the **redressal**. The faculty member should immediately sort out the issues as per the SOP.

If in case, the student is not satisfied with the explanation, then the students can also approach the Head of the Department with their grievance when it is not sorted out by the concerned faculty member. In case of dissatisfaction, the student can apply for reevaluation of answer scripts within three days to the college examination cell. The reevaluation form should be filled and submitted by the student.

The Examination Cell after consolidating the reevaluation forms fixes a common reevaluation schedule and appoints re-evaluators within two days. The re-evaluator is another subject expert apart from the one who originally evaluated the answer scripts. The marks after **reevaluation** are circulated to the departments and therein notified to the students by the concerned Head of the Department. The entire reevaluation process is completed within 5 days after the submission of reevaluation forms by the students which make the processing time-bound and efficient.

Apart from this, to increase the efficiency of the examination grievance redressal system an exclusive Examination **Complaints box** is kept on the campus to collect any anonymous grievances. The committee appointed by the Principal looks after such grievances and curative measure is taken accordingly.

University Level

The university has provisions like re-totaling, reevaluation and obtaining a photocopy of the evaluated answer scripts to deal with the student grievances at the end semester examinations.

The institution **creates awareness** on exam-related **grievance redressal procedure of the University** to the students. Immediately after the publication of university results, the exam cell circulates the procedures for retotaling, reevaluation and obtaining a photocopy of answer scripts for the students.

The applications are collected by the Exam Cell and forwarded to the University within the stipulated time. Necessary follow-up actions are also done efficiently.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The institution follows **Outcome-Based Education (OBE)** of Bharathiar University to impart quality and outcome-oriented education to the students. It has initiated various measures like workshops and seminars to sensitize OBE and its rewards. The Institution takes pride that **it follows OBE from 2019-20, whereas the University introduced it in 2020-21.**

Following are the **various initiatives** inked by the institution **to communicate programme outcomes and course outcomes.**

Awareness for Teachers

- The college had initiated the OBE process immediately after the NAAC Revised Accreditation Framework (RAF) was released in July 2017 even before the commencement by Bharathiar University.
- The college had taken swift action in conducting OBE workshops by eminent personalities to sensitize and create awareness among the faculty members on Programme Outcomes (POs), Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) and Booms taxonomy.
- The NAAC and IQAC coordinators conducted a Quiz Programme on OBE using the Kahoot app and Google Quiz to measure the level of clarity among the faculty members.
- The College had organized Faculty Development Programmes and workshops with hands-on-training to instil clarity among faculty members on various OBE parameters.
- Graduate Attributes and Programme Outcomes are displayed in the college foyer and all department cabins to instil awareness.
- The attainment level calculations are represented in the form of charts for a better understanding of the faculty members.

Awareness for Students

- In the student's orientation programmes, the OBE concept is explained.
- The task of sensitizing the students on the OBE process, POs, PSOs and COs is assigned to the Class advisors of each class. The Class advisors explain to the students through a MS PowerPoint presentation the importance of OBE criteria and attainment levels. POs are clearly explained to the students to instil clarity on the outcomes that will be attained at the end of the programme.
- The course teachers are asked to explain the COs in the first lecture session before starting their course topics to make the students aware of the outcomes they are going to attain at the end of the course.
- The university syllabus of all the programmes comprising POs, PSOs, PEOs and COs for each course is communicated to students and displayed on the college website.
- The scope of OBE has been replicated in the College Prospectus.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

Being an affiliated institution, OBE was implemented in our institution internally in the year 2019. The institution prompted a swift response on OBE implementation by organizing various workshops and seminars for sensitizing the faculty members and students. Various department faculty members and HODs prepared the COs and POs. The framed POs, COs and PEOs were circulated to faculty members, students and quick actions were taken to elucidate the associated terminologies. As the overall attainment level is viewed at the university level, the institution initiated various measures to verify the attainment level of the students for the internal assessments.

Activities Initiated for Evaluating the Attainment Levels

- The internal question papers were framed according to the Blooms taxonomy pattern for the internal examinations.
- The Blooms taxonomy of the cognitive domain is measured through internal examinations.
- Course outcomes and Programme outcomes are mapped in beginning of the semester in LMS software.
- Question bank is created in LMS by the course teachers and each question is mapped with Course

outcomes. The questions are framed based on course outcome attainment.

- After completion of the internal examination, the answer sheets are evaluated.
- The question-wise marks entered in the LMS and which used to evaluate the course outcome of the particular course and students.
- Assignments and open tests are conducted for the students getting a low-level score in attainment level.
- The entire class outcomes are monitored by the class advisor who also motivates the students to give more attention to the topics.
- Students with low-level attainment are advised accordingly to score more marks. HODs evaluate the attainment report of all the courses in the respective classes.
- In the First internal test, attainment levels of COs are calculated. Steps are taken to reach better attainment in the subsequent tests.
- At the end of the semester, consolidated reports are prepared and the COs are evaluated.

The POs are evaluated at the end programme, after mapping all the course outcomes in the programme. Additional parameters are used to find the programme attainment level after completing the programme. The institution adopts both **direct and indirect measures to evaluate the attainment of POs and COs.**

The following are the direct measures initiated by the college.

- Assignments/Case Studies
- Mini Projects
- Internships
- Group Activities
- Club activities
- Participation in Extension activities
- Entrepreneurship activities

Direct measures have been framed after thoroughly investigating the POs. All faculty members are suitably sensitized on the selection of direct measures in such a way that it leads to comprehensive fulfillment of the POs and COs.

The institution has also initiated indirect assessment strategies and implemented them by including the following surveys:

- Student Satisfaction Surveys
- Student Exit Survey
- Placement Rate
- Employer Survey
- Alumni Survey

Questionnaires are prepared for taking the survey and feedbacks are taken to measure the attainment levels.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 83.86

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
271	268	379	457	482

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
271	352	501	555	566

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.87

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 16.85

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
3.53	3.11	3.20	3.40	3.61

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 14.29

3.1.2.1 Number of teachers recognized as research guides

Response: 11

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 8.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	1	1	1

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	15	15	15

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

The Research Advisory Committee comprises members including external experts, focusing on development of research activities in the institution. This entails specific role of initiating research-oriented activities and enhancing research publications of students, research scholars and faculty members. The Committee supports to conduct various workshops, seminars and conferences on core areas of research, which will strengthen the research knowledge among the institution.

Rs.3.45lakhs was received for 7 research projects and Rs.2.76 lakhs was received as seed money from the institution for in-house research. 7 guides in 4 departments are guiding 22 scholars. **Rs.16.87 lakhs** has been raised through **Endowments and Chairs**. Faculties published 417 ISSN indexed journal papers, 81 ISBN conference papers and 17 ISBN books.

The Industry Institution Interaction Cell has been committed for improvising the relationship between the institution and industry. This cell ensures the development of faculties and students with recent trends in the industry by experts. Various MoUs, collaborations and linkages are initiated through this cell that greatly helps the students and faculty to improvise current trends in their respective field of study. Department of Biotechnology has done **mushroom cultivation** with support of Nature Agro Future Tech, Palakkad and **vermi compost** with Indian Council of Agricultural Research - Krishi Vigyan Kendra (ICAR-

KVK) Farm Science Centre, Coimbatore. MoE Innovation Cell's **Industry Innovation Council (IIC)** is functioning in the institution.

The Institution has signed **129 MoUs & MoAs** to offer research, training, internship and placements in their respective domains.

Entrepreneurship Development Cell enables the students to get first-hand experience in entrepreneurship prompting new ventures and provide comprehensive support for the students/alumni for startups. This cell organizes various workshops, seminars, conferences for kindling the entrepreneurial skill set of the students. To scale up the skill and efforts the college has introduced an outcome-focused skill development courses to enhance the skill set of the students. This will support the students to acquire the skill sets to initiate their own start-ups. Following are the few entrepreneurship development courses initiated by our institution.

1. Aari work embroidery
2. Teddy bear making
3. Mushroom cultivation
4. Vermicompost techniques
5. Silk thread jewellery making
6. Lippan, khalighat & manjusha art
7. Makeup and hairdo
8. South Indian snacks
9. Soft toy making

283 conferences/seminars/workshops were conducted on **research methodology, entrepreneurship development and IPR.**

Skill Development Cell was initiated for faculties and students to provide various skills through certificate courses, government agencies and university such as,

1. National Council of Vocational and Research Training (NCVRT)
2. Bharathiar University

The cell also directs to conduct lectures and talks by the industry experts on the recent trends and technologies which updates the knowledge of the students.

Centre for Digital Learning guides the students and faculties for self-learning through online mode by the following:

1. National Programme on Technology Enhanced Learning (NPTEL)
2. Study Webs of Active Learning for Young Aspiring Minds (SWAYAM)

Faculty development programmes were organized regularly for our teaching, non-teaching, technical and administrative staff through this cell.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 283

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

2019-20	2018-19	2017-18	2016-17	2015-16
72	65	49	48	49

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.69

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 22

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

Response: 13

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 5.74**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
124	101	140	46	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.35**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 last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	25	29	15	19

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

205 extension activities including **89 Swachh Bharat Abhiyan activities** were conducted through **2 NSS units, YRC and RRC**. The institution has obtained **115th rank** amongst the Higher Educational Institutions in India for Best Implementation of **Unnat Bharat Abhiyan** from MoE in 2019. MoE recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell (**SESREC**) and Rural Entrepreneurship Development Cell (**REDC**) are active in the institution.

Village Adoption:

The motto of village adoption programme is to initiate development activities in the adopted villages with contemporary standards of health, hygiene & sanitation and extend help to village schools by providing financial assistance to meet the needs. The college has adopted the following 5 villages including the first three tribal villages.

1. Pudhupathy
2. Chinaampathy
3. Murugampathy
4. Pichanoor
5. Mavuthampathy

The following activities are continuously happening with the support of 100% students in the adopted villages.

- Continuous awareness programme on “Open Defecation” in all the adopted villages, benefiting 802 families. As a result, all the five villages were declared and certified as **Open Defecation Free (ODF) villages** by Madukkarai Block Development Officer. 5 individual home toilets were renovated in Pudhupathy tribal village.
- The institution conducted many “Self Employment Programmes” on mushroom cultivation, manufacturing of sanitary napkins and jewellery & kajal making and others benefiting 143 tribal women.
- The college supports the schools at adopted villages in infrastructural development, provision of educational and learning resources, stationery etc.
- The college has signed 7 MoUs and conducted many awareness activities on child abuse, child labour, women health, women abuse, road safety awareness and small savings.
- It has been regularly conducting “**7 Day NSS Camp**” in the 5 villages every year.
- Regular Swachh Bharat Summer Internship Programme – 2 years
 - 2018-19 - 100 hours
 - 2019-20 - 60 hours
- Conducted dermatology camp, blood donation, eye camp and general medical camp in the 5 villages.
- **Organic Farming** at Pichanur Government Higher Secondary School.
- **Tree Plantation** - More than 3000 saplings were planted.
- 3 Awareness programmes on preventing Human-Animal conflict, benefiting 282 families.
- **Plastic Free Navakkarai** – collected plastics bags and carry covers from the villagers & shops and replaced them with 10000 cloth bags.

- Renovated the library building at Mavuthampathy village.
- Palmyra seeds were sown along the river basin of Chinnampathy and Pudhupathy villages.
- 5 Yoga training in the tribal villages.
- Digital India BHIM application – Awareness in schools and tribal villagers.

Charitable Endeavours - Dhaan Dharm Yojana is a philanthropic behaviour, to provide students an understanding of the issues concerning the society. Keeping this in mind, the institution has initiated to collect Rs. 5 every week, from the head of the management, Principal, staff and students. Extending help to children and public who are less privileged has been one of the goals of this initiative. A bank account is maintained by the institution and the accumulated money is utilized for various charitable purposes like donating clothes, groceries etc. Under **Dhaan Dharm Yojana Scheme Rs. 17.47 lakhs** has been spent for 29 community activities benefiting 2406 people.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 20

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	3	1	1

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 205

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

2019-20	2018-19	2017-18	2016-17	2015-16
48	41	41	41	34

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 97.18

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 last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1288	1456	1249	1428	1678

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 215**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
59	45	26	20	65

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

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**Response: 76****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
36	17	9	4	10

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

Criterion 4 - 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.

Response:

The institute is in a verdant sprawling campus spread over 12.06 acres with 95,006.85 sq. mt. of built-up area. In line with its policy, the College is equipped with modern infrastructure to provide quality and holistic education.

Academic Infrastructure

- The atmosphere of the college nurtures the students toward creativity, innovation and entrepreneurship. **49 classrooms, seminar hall and conference halls are provisioned with computers, smart walls / smart boards and LCD projectors and audio systems.**
- Staff rooms are well-equipped with computers in LAN with Wi-Fi connectivity.
- The college has public announcement systems.

Computer & Research Laboratories

The 4 computer & research laboratories have 386 upgraded computers in appropriate LAN with Dell Power Edge T300, Intel Xeon Processor Server, Internet and wi-fi facilities for practical sessions, research and online placement training. The student-computer ratio is 4:1.

Other Laboratory Facilities

The college also has **19 state-of-the-art laboratories** in Biotechnology, Visual Communication, Catering Science & Hotel Management, Costume Design & Fashion and Electronics departments.

- 2 Biotechnology laboratories are equipped with modern instruments like PCR machines, centrifuges, agarose gel electrophoresis chambers.
- 3 Visual Communication Laboratories provide hands-on training on television/film production on the shooting floor with green matt and post-production - dubbing, editing, SFX & music recording & sound mixing using Final Cut Pro, Logic Pro, Adobe Indesign and 3D Max software.
- 5 Catering Science & Hotel Management laboratories are crafted with modern equipment in an ergonomically designed kitchen, elegant restaurant, front office, bakery and housekeeping with a five-star level look.
- 4 Costume Design and Fashion laboratories have computerized sewing machines, mannequins and tools for the development and enhancement of creativity in the fashion industry
- 1 Electronics Laboratory is equipped with facilities for real-time learning of theoretical electronics concepts

Language Laboratory

A language laboratory with 60 computers and Thaliyola software improves the art of

communication (listening, reading, speaking and writing skills) of students, especially from vernacular medium.

Digital Teaching Equipment

- LED/LCD TV displays are available on every floor and library for presenting major events and news updates.
- The Learning Management System (LMS) of the institution provides an excellent framework for the complete teaching-learning process. Assignments, online tests, study materials, feedback and other activities are conducted through the LMS.

Hostel

The college has separate hostels for men and women within the campus. They are provided with Wi-Fi, an electric generator, dining hall, 24x7 RO treated drinking water, TV & newspaper room, games and first aid kit facilities.

Additional Physical Facilities

- 157 CCTV cameras across the campus and in college buses to ensure the safety and security of students, faculty and assets.
- An electric generator of 125 KVA power to ensure an uninterrupted power supply
- 10 Solar panels generating 10 KW power.
- Three RO plant (500 litres per hour) treated drinking water facility.
- 250 Seating Capacity Cafeteria.
- 24x7 security guards in the campus and hostels
- 27 College buses provide free transport to required faculty and students from Coimbatore, Palakkad and Tirupur districts equipped with GPS to track their mobility.
- Rainwater harvesting
- 7 Vermi compost pits

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Sports Facilities

Department of Physical Education in the institution focuses on the physical fitness and wellness of the students as well as the faculty. It has a basketball court (28X15 mtrs), cricket pitch (20.12X3.05 mts)

volleyball court (18X9 mts) and football field (120X90 mts). For excellent sports activities, the college has a coach/trainer. These are well maintained for regular practice and play. Facilities are in place for indoor games like chess, carom and table tennis. Sports equipment are purchased periodically and maintained well in a spacious kit room.

The Department of Physical Education conducts various activities around the year, both indoor and outdoor, involving students and faculty such as annual sports day, interdepartmental tournaments, rally/marathons and awareness programmes. Skilled players are encouraged to participate in university-level indoor and outdoor tournaments such as athletics, chess, carom, table tennis, cricket, football, volleyball, basketball, kabaddi, badminton, body building etc.

Gymnasium/Fitness Centre

Gymnasium/Fitness Centre of 648 sq. feet. Established in the college in 2017 is equipped with fitness equipment like Tester Dipping, High at Pulley, Seated Rowing, Hyper Extension, Abdominal Conditioner and Stepper. Interested students and staff regularly visit the Centre for workouts.

Cultural Facilities & Activities

The college keenly encourages every student to actively participate in cultural events and showcase their creativity and talent. The college has an exclusive hall with music instruments, green room and audio-video facilities to practice for cultural activities. To acquaint and immerse the students in the rich cultural heritage of the land, local and national festivals and special days such as Christmas, New Year, Diwali, Pongal, Onam, Women's Day, Teachers Day, etc. are celebrated. Winners of the events are acknowledged and appreciated in the annual college day celebrations.

ELEGANZA, an Intra-Collegiate Cultural Fest, is held every year for the students wherein many events such as singing, dancing, fashion show, flower decoration, pencil sketching, face painting, etc. are hosted. **STAR NITE** is another Intra-Collegiate Cultural Fest organized for the students.

The college also organizes **MIRACLE**, an Inter-Collegiate Cultural Fest, where students from other colleges are allowed to perform in various on-stage and off-stage programmes. Prizes are distributed.

Awareness Programmes

Additionally, the college organizes a number of awareness campaigns/programmes for public at large. A few to quote are:

- Wearing Helmet for road safety
- Wetland rally to commemorate World Wetlands Day
- Importance of Voting & Voters Registration
- Sexual Harassment against Women
- Plastic-free village campaign
- Breast Feeding awareness programme for mothers
- Human-Animal conflict mitigation awareness campaign
- Mass awareness programme on Dengue, Chikungunya, malaria, seasonal influenza and now COVID etc.

- Yoga and Meditation Demonstrations

Yoga Centre

AJK Yoga Centre (630 sq.foot) facilitated by a Yoga Instructor is a well-aerated space created for mental, physical and emotional health and wellbeing of staff and students. International Yoga Day is celebrated by the Yoga Centre every year. Students are taught Yogasanas, Surya Namaskar and meditation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 49

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 21.49

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
135.33	43.88	96.23	65.40	86.91

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The institution has an excellent library with 11,012 volumes of books in 6124 titles, 27 national & 9 international journals, 30 magazines, 12 newspapers and 81 rare books covering a wide range of arts & science subjects. The College Library is fully automated with **Software for University Libraries (SOUL 3.0)**, state-of-the-art integrated library management software, conceptualized and developed by the INFLIBNET Centre based on the demands of college and university libraries. It is a user-friendly software that works in a client-server environment.

The library was automated in the year 2008 with barcoding & RFID and unified into a digital library, where the faculty can access web OPAC in the college website staff portal and students can access through the student portal. The **Digital Library has 24 computers** with Internet under Local Area Network for access by students and faculty, facilitating reference and research work.

Students have access to the college library any time & anywhere through **Knimbus** for 83372 e-books & 19120 e-journals, Library subscribes to e-resources and the users acquire information available under National Library and Information Services (N-LIST), a Consortium for higher education electronic resources initiated by MHRD and executed by **INFLIBNET** centre for 6658 e-journals & 195809 e-books and **DELNET** for 4240 e-journals.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
3.04	6.64	5.02	3.92	7.44

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

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

Response: 10.28

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

Response: 148

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College regularly updates IT facilities for academics, research and administrative services. The System Administrator of the college is responsible for installation and configuration of IT equipment of the college. System Administrator is assigned authority for system & network administration and deciding the type & version of OS, proxies & e-mail relays. The System Administrator decides on certifying the type of in-house/commercial software application in the administrative sections. If a machine malfunctions, the System Administrator will notify the concerned Head of Department and disconnect it from the core network until the problem is fixed.

Smart wall classrooms, auditoriums and conference halls are facilitated with video conferencing, web-conferencing and e-learning to enable regular classes and other curricular programmes. 13 Wi-Fi devices provide seamless Internet service throughout the institution to avail all the facilities 24x7. Using an OTP, all faculty and students can access the Internet on their mobile phones using Wi-Fi facility. Hostels also have Wi-Fi access.

To effectively manage student information, a **centralized ERP system** was implemented in 2014. This gives students, parents and teachers access to a students' attendance, grades and other academic details. All academic and administrative processes are online and fully automated. **E-content preparation** facilities are available and the e-content/video lessons are prepared in the audio/video studio of Dept. of Visual Communication.

157 CCTV cameras have been installed across the campus, hostels and college buses to ensure the safety and security of students and members of staff. The institution has IT facilities that are improved on a regular basis to support academic and administrative needs. The hardware, network, intranet-related services, CCTV and Wi-Fi are monitored and maintained by a System Administrator.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 4:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.38

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

2019-20	2018-19	2017-18	2016-17	2015-16
16.24	12.91	18.42	12.53	28.47

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

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

Response:

AJKCAS has developed a framework for maintenance of its laboratory equipment, computers, ICT facility,

buildings, vehicles, land & building and other facilities. The college, located in the rural area of Coimbatore, always has a reserve of its physical facilities for smooth running of the office. Scrap or condemned equipment, spares and expired consumables are properly disposed as per the waste management policy.

Laboratory Equipment

Catering Science & Hotel Management, Costume Design & Fashion, Biotechnology, Visual Communication and Electronics & Communication Systems departments have laboratories. Costly equipment are under AMC with company authorized service centres for preventive maintenance. In case of any breakdown or service need, either company authorized service centres are informed to visit the laboratories or the equipment is sent to company authorized service centres to assess the condition of the equipment and raise the estimate for the needed spares, replacement and service charges. The work is carried out upon approval from the Principal or Management.

The availability of consumable products in Biotechnology, Catering Science & Hotel Management, Visual Communication and Costume Design & Fashion laboratories is checked by the respective lab in-charges and restocked immediately based on the requirement of the department.

Computers & ICT Facilities

System administration personnel attends to the maintenance of computers, networks, communication devices and ICT facilities like projectors, AV equipment are under AMC with company authorized service centres for preventive maintenance.

Departments which are in need of repair and services have to make an entry specifying the details of the issue in the Complaints/Maintenance Register maintained at the college office. The system administration personnel check the register for any such request and attend to it.

If system administration personnel are unable to attend to the repairs, they are attended by company authorized service centres on call similar to laboratory equipment maintenance. Licensed Anti-Virus packages clean viruses automatically and periodically.

Library

Library Committee meets every semester to finalise the purchase of books for the semester, subscribe to hardcopy and online journals & newspapers, maintenance of the library and upgrading reprography, spiral binding, scanning & printing facilities in the library. Accession register for books and rare books, stock register for journals and registers for project/internship reports, CDs / DVDs, back volumes and University question papers are maintained. Before the commencement of every semester, based on the requirement list submitted by the departments, the librarian purchases the books. The books are given accession number before shelving.

Transport

There are **27 buses** plying for the students and staff. Four full time mechanics, one route in-charge and one purchase in-charge are working under a Transport Manager. They administer fuel, consumables, spares, service, safety, insurance and RTO works.

Website Maintenance

M/s Fibroin Technologies Private Limited, Coimbatore, a web development company maintains the website of the Institution. A Website Committee comprising of a team of faculty administer the website. The details are kept up-to-date then and there by the committee and the company.

Maintenance of Other Physical Facilities

1. The Maintenance Supervisor is overall in charge of the maintenance of infrastructure. He purchases all the needed materials for service and maintenance. He is assisted by a carpenter, an electrician, a plumber and the support staff team. Besides regular maintenance work, any major repair or renovation work is reported to the Management who outsource it to appropriate agencies.
2. Staff members who have any maintenance work to be carried out, write it in the Maintenance Request Register kept in the Office. The Maintenance Supervisor checks the register for any such request and attends to them.
3. Fire extinguishers are maintained by company authorized service personnel. They refill the cylinders in time.
4. Full-time gardeners working in the college. They take care of watering the plants, weeding out, fertilizing, insect/pest control, cutting/trimming the trees and cleaning & maintenance.
5. Housekeeping work is done by full-time housekeeping staff of the college.
6. Rainwater harvesting units and solar panels are periodically checked.
7. Maintenance of RO treatment plant is carried out through AMC.
8. The cafeteria committee inspects the quality of the food and hygiene of physical facilities. The grievances from students are reviewed and taken to the notice of the vendors for follow-up action and rectified.
9. With Annual Maintenance Contract, service personnel keep track of the functioning of the electric generator.

Maintenance of Sports and Games Facility

Physical Director of the college is responsible for maintenance of sports equipment, fitness gear, ground and sports court. Systematic procedure is adopted for purchase of equipment and maintenance of infrastructure. Purchase orders are placed with competent suppliers for the required equipment/gear/paraphernalia. Purchase and use of different equipment and materials for various sports activities are maintained in the stock registers and logbooks. First-aid kits are available for emergency. Sports grounds are maintained periodically and levelled in vacation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 38.26

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
471	507	528	612	678

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 13.42

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
203	201	185	184	200

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 23.85

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

2019-20	2018-19	2017-18	2016-17	2015-16
314	273	369	319	469

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 60.97

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

2019-20	2018-19	2017-18	2016-17	2015-16
298	256	332	270	331

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 27.53

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 125

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	0	0

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

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 10

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	3	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

AJKCAS promotes the dynamic representation of students in various academic & administrative bodies and committees of the institute.

Student Council:

Student Council is the elected body for voice of the students' community. It provides a descriptive arrangement through which students can debate problems with concern and undertake initiatives of benefit to the institution. It is important that they tend the opportunity to present their views on problems with concern to them.

The following are the categories of Student Council members at the institution.

S.No.	Designation

1	President
2	Vice President
3	Secretary
4	Joint Secretary
5	Treasurer
6	Sports Secretary
7	Cultural Secretary
8	Extension Activities - Secretary
9	Extension Activities - Joint Secretary
10	Extension Activities - Representative

A Student Council will set its own objectives. General **objectives of AJKCAS Student Council** include:

1. To reinforce communication between students, management and staff.
2. To market an environment conducive to educational and private development.
3. To represent the views of the scholars on matters of general concern to them.
4. To support smooth conduct of any kind of events and other curricular/extracurricular activities every year.
5. To avoid ragging on the campus through counseling senior students and helping the administration whenever necessary.
6. To suggest the administration on how to enhance the scholar amenities to enhance their career and personality.

Representation in Administrative, Co-curricular and Extra-curricular Bodies

The institution also facilitates and encourages the participation of students in various cells, clubs, centres and committees activities to endorse the consciousness of decentralization. The students make an active representation in the administrative bodies of the college. A few to mention are

- Internal Quality Assurance Cell
- Internal Complaints Committee
- Academic Advisory Committee
- Grievance Redressal Committee
- Library Committee
- Cafeteria Committee
- Department Associations
- Women Empowerment Cell
- Website Committee
- Class Committee

- Entrepreneurship Development Cell
- Cultural Committee
- Readers Club
- Sports Committee

- Women Empowerment Cell

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 55.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
63	64	54	51	46

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

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

Response:

The institution has an operative **registered alumni association** called “AJK Alumni Association” established in 2018 (No. 446/2018). There are approximately 5300 alumni members in the association. The institution has alumni chapters in Dubai, Abu Dhabi, Muscat, Chennai, Bengaluru, Coimbatore, Nagercoil, Palakkad, Calicut, Thrissur and Udthagamandalam. Alumni Chapters Meet and General Alumni Meet are conducted once a year to strengthen the institution-alumni network.

Non-Financial Contribution:

1. Offering Expertise

Alumni network benefits the current students. It plays active role in programmes like mentoring students in their areas of expertise. The departments incorporate alumni programmes as part of the departmental academic events. Various alumni invite talks, seminars, technical talks activities are organized by the departments every semester.

2. Assistance in Employability

Alumni contribute their valuable time to offer career support to current students. This enhances the students' knowledge to compete in the job market. Many career guidance programmes were organized by the department where the alumni sensitize the students on preparing for interviews and deciding their career trajectory.

3. Representation in IQAC and other Academic Committees

Our alumni members represent in IQAC and other academic affairs. Alumni feedbacks on the syllabus content were received by the Academic Advisory Committee for various skill development and value-added /certificate courses offered by the institution. The suggestions by the alumni are considered for revising the syllabus. Alumni, who have become entrepreneurs, are a part of the ED Cell of the college. They motivate our young, budding entrepreneurs of the institution by conducting motivational programmes.

4. Support System

Our alumni have been the best driving force. They are our most loyal supporters and our best ambassadors, offering invaluable marketing and promotion across their personal and professional networks.

Financial Contribution:

Our alumni have contributed **Rs.10.18 lakhs** to the Institution for various purposes, including **35% for Endowment** programmes and purchase of following items for the institution.

1. Incinerator
2. Vending Machine
3. Books for Library
4. Smart Board

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)**Response:** A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

NAAC

Criterion 6 - 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

Response:

Vision

Towards building a dynamic learning community with ethical values, a kindled sense of environmental sustainability and societal service, to meet global demands and challenges.

Mission

The institution is committed to transform lives and serve the society through quest for excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.

To achieve its Vision and Mission, the College will endeavour:

- To create an intellectually inspiring, academically challenging culture of teaching and leading-edge research conducive to academic/professional excellence and lifelong learning for the learner and learning process.
- To provide holistic benchmarked education using state-of-art facilities in a participative learning environment for inculcating in-depth knowledge through accredited programs.
- To create a collaborative environment for a free exchange of ideas, where creativity, innovation, and entrepreneurship flourish.
- To produce industry-ready graduates by imparting value-added programs, skill development courses, improved industry institution interactions and enhanced placement activities.
- To inculcate, in our students, a deep sense of social responsibility, concern towards environmental sustainability and development and communal harmony that transforms them into socially responsible citizens.

The vision and mission statements of the Institution represent successful leadership through its governance structure and identify the distinguishing qualities. AJKCAS promotes quality teaching-learning processes, outreach programmes, research and education for professional self-sufficiency through IQAC. The Institute's attempts to achieve its goal integrate academic and administrative planning and implementation. It is committed to cultivate a culture of continual quality improvement & optimum resource utilization to attain academic success.

Nature of Governance

To implement its quality policy, the top management entrusts the Principal & academic heads, delegates them responsibility in formulating policies, nurtures stakeholder relationships, enhances infrastructural development, welfare schemes & courses and so on.

The Principal, in consultation with management, is responsible for ensuring right environment for

intellectual pursuits of students and faculty, facilitation of research activities, information sharing with regulatory bodies, encouraging team spirit, working with stakeholders and achieving academic goals.

HoDs with faculty members are responsible for their departments' operations. Coordinators, class advisors and tutors provide academic help, guidance and counselling, monitor attendance and communicate student progress to parents. The faculties are responsible for effective curricular transaction and holistic development of students.

Perspective Plans

- To become an autonomous institution.
- To organize faculty exchange programmes in collaboration with various eminent institutions to get exposure to different cultures.
- Interdisciplinary education.
- Promoting research among faculty and students.
- Increasing employability and entrepreneurship through Industry-Institute Interaction and value-added courses.
- Attaining excellence at regional level and need to get NIRF ranking.

Teachers' Participation:

The institution selects teachers to different decision-making bodies to promote participatory governance and development of quality system. They represent important bodies like College Committee, Academic Advisory Committee, IQAC, Finance Committee, Staff Selection Committee, Examination Committee and Appraisal Committee, including them at various stages of consultation, planning and execution. Teachers are nominated to administrative roles like Deans, HODs, Coordinators, Placement Officers and conveners/members of different committees/cells/clubs/centres to offer further impetus to collaborative decision making.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution is led academically and administratively by 19 separate committees with well-defined responsibilities. The institution has implemented decentralization and participatory management in all areas namely teaching, learning, assessments, research, discipline, placement and extracurricular activities that facilitate the proper functioning and advancement of institutional goals which engage all staff members and decentralizes the process.

Case Study: Academic Committee

Role & Hierarchy:

Academic Committee is a centralized (institution level) committee that analyses, modulates and implements various academic actions and guidelines. It is created to ensure that the academic work is carried out in a consistent and reliable manner throughout the institute. This committee is chaired by the Principal of the institution. Also the members of the committee are IQAC coordinator, Heads of Departments, Subject Experts for different disciplines, Class Advisors and Examinations in-charge.

Activities Conducted:

Academic committee monitors the teaching-learning process. It prepares the institution's academic calendar containing curricular, co-curricular and extracurricular activities. Academic calendar is meticulously planned and prepared in advance by the IQAC coordinator. IQAC ensures the proper execution of activities as per the academic calendar. The IQAC coordinator is in charge of confirming and monitoring academic activity, preparing the consistent laboratory and teaching plan formats.

The Principal and IQAC coordinator conduct laboratory and course file audits, provide counselling for the defaulters, and implement findings. This activity is carried out by the Academic Committee prior to the start and middle of each semester, including random confirmation of attendance once a month, ensuring student and faculty dress codes and taking action against defaulters. Class Advisors check that their particular department classes' practical and lecture sessions are running well, produce a roll call list and perform a result analysis and curriculum coverage once in every month.

On the basis of this report, Class Advisors conduct average, slow and advanced learner activities at the class level and provide feedback to the HoD. The HOD informs students about extra classes for weak and struggling students for their academic improvement. The Academic Committee visits each department at the end of each semester to check out the continuous assessment sheets, theory and practical attendance sheets of each subject.

Result:

Academic committee meets regularly to discuss issues and challenges related to the developmental aspects of the institute through proper channels like parents-teachers meetings, alumni meetings, class committee meetings, student feedback systems and various committee meetings. The institute encourages staff members and student representatives to share their ideas, opinions and suggestions. Feedback from various stakeholders will be reviewed in line with the institution's vision and mission statements and considered in the Academic Committee's decision-making.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College Committee develops strategic plans in conjunction with the vision and mission for academic excellence, guaranteeing the complete development of students. The IQAC frames quality assurance and enhancement activities for the effective operation of the institution, with input and supervision from the Principal, Deans and HoDs. The College Committee conducts yearly planning at the start of each academic year and presents the strategic plans to the faculty. The Management's strategy has been primarily focused on assisting the faculty in academic development, elevating the research ambiance inside the institution, enhancing the industry-academic collaborations, as well as infrastructure expansion.

ICT Enabled Teaching:

The Institution emphasises the need for ICT-enabled teaching to keep up with contemporary educational trends and improve the delivery of course content to students. The use of ICT has improved educational strategies and enabled more effective teaching and learning processes.

To assist faculty in making full use of ICT in the educational process, the administration provided free Wi-Fi across the campus. Initially, it facilitated the ICT process for uploading class study materials, assignments, etc. through Google Classrooms. Before the launch of Google Classroom, each class had its own WhatsApp group for communication with the students. Later, the institution intended to automate classroom management, staff support functions, academic updates, student support system and administrations through ERP software.

The Lecture Capture System (LCS) is the archive for video content for students in streaming formats. The lectures are video recorded, processed and made available in the institution website, YouTube AJKCAS Educational Channel and LMS portal. Students can access the e-content in PDF and video formats at any time and from any location. LMS (Learning Management System) analyses information reporting, timetable management, attendance and input from many stakeholders. Frequent training programmes on LMS software are arranged for both teaching and non-teaching personnel.

Each staff and student member is given a username and password for the LMS portal. Students can use this portal to view and track academic activities such as internal assessment marks, live and regular attendance information, schedules, assignment submissions, a question bank, payments, inquiries, feedback and communication. The blended traditional and ICT-enabled education has improved the effectiveness of teaching & learning and has made data access simple and efficient.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

AJK College of Arts and Science is a self-financing institution affiliated with Bharathiar University, Coimbatore. For the seamless operation of the institution, it has a well-structured organizational setup, policies, staff appointment and service rules and code of conduct as approved by the College Committee on the guidelines of statutory bodies like UGC and University. The organogram depicts the hierarchical structure. The Board of Management is responsible for ensuring effective management on the campus. The College Committee develops quality policies, yearly budgets and financial allocations. The policies and procedures are reviewed in the College Committee meetings as needed.

All policies are available on the institution's website and circulated to all concerned. The Secretary, Director and Principal monitor the standard academic and administrative activities of the institution assisted by the Dean and HODs. The Academic Committee led by the Principal controls the academic operation of the institution and provides recommendations for enhancing teaching-learning and assessment standards, evaluating the effectiveness of teaching and learning as per the syllabus, preparing the academic calendar, defining workload & schedules and reviewing academic activities. HoDs and coordinators are in charge of supporting and directing their departments, as well as managing teaching-learning and assessment procedures.

The HoDs conduct meetings once a fortnight to discuss academic and administrative activities and to prepare an action plan for the following month. Advisors and mentors will execute all the academic decisions and they serve as a link between the HoDs and students. Internal Quality Assurance Cell (IQAC) sets the stage for institutional quality initiatives, academic & administrative auditing and feedback. IQAC focuses on the overall quality enhancement and initiates activities to establish the standards in teaching and evaluation.

The Office-in-charge coordinates the functioning of the administrative staff for work allotted to the Enterprise Resource Planning (ERP) Team, technical staff, accountants and other non-teaching & supportive staff. The institution has maintained support systems like Placement Cell, Examination Cell, Physical Education Department, Entrepreneurial Development Cell, Student Council, NCC / NSS / YRC / RRC, Clubs, Centres & Committees and various resources like Library, Laboratory, Transport and Cafeteria.

Service Rules & Procedures:

Code of Conduct is created for various academic and administrative processes. Appointment and Service rules handbook provides the rules and regulations, as well as roles and duties, for the recruitment, incentives and promotion processes. Staff appointments are done as per the norms in terms of designations, experiences and qualifications. During the screening process, candidates are shortlisted based on their merit. All the appointments made in the institution and the resignations are ratified in the College Committee.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The teaching and non-teaching staff of the institution are covered under well-framed effective welfare measures. It includes facilities, services and amenities provided for improving their academic and career growth, economic betterment, social status and efficiency. The institution provides the following welfare measures to all the staff intending to increase efficacy.

- EPF and ESI to all eligible teaching and non-teaching staff from the date of joining.
- Financial support is given to all staff members for presenting papers at national and international conferences.
- Encashment of earned leave for teaching and non-teaching staff.
- Staff members participating in academic activities like FDP/conferences are given leave on duty.
- Non-teaching staff members can avail institution's transport facility on free of cost.
- Providing loans for family functions and construction of houses.
- Through the Staff Club, annual tours are arranged and festival gifts/bonuses are shared for all teaching and non-teaching staff.
- Special privileges are provided for the faculty pursuing Ph.D. degrees.

- Free lodging facility for the staff members who are staying in hostels.
- The institution has signed MoU with Manomithra Psychiatric Clinic and periodically organizes counselling facilities for all staff through a qualified counsellor and yoga sessions for mental and physical well-being.
- Staff uniforms and shoes are provided at a concessional rate.
- Free medical check-up for all teaching and non-teaching staff members and maintenance of Health Card System.
- Salary advance is dispensed for the faculty members in case of emergency and soft loans are also provided to the staff.
- Providing loans for buying vehicles.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 40.06

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

2019-20	2018-19	2017-18	2016-17	2015-16
42	43	22	19	20

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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

Response: 25.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
41	32	25	17	14

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

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 99.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
77	72	64	75	73

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The institution conducts an annual performance appraisal for both teaching and non-teaching staff members. All teaching staff must submit a completed self-appraisal proforma that considers criteria such as teaching, publications, research and consultancy, supporting activities and involvement in administrative duties at both the department and institution levels. At the end of every academic year, faculty submit their filled-in performance appraisal forms to HODs and HODs submit their forms to the Principal. HODs review the faculty forms and forward them to the Principal. Principal reviews the HODs' forms.

A committee comprising University Representative, College Committee Member (External) and the Principal analyses the forms, prepares a consolidated report and submits their recommendations to the College Committee/ Management. Based on the recommendations, promotion, increment or discharge is awarded. Additional responsibilities are given to outperforming faculty members. The performance appraisal system assists staff members in assessing their strengths and shortcomings in many categories to facilitate improvement accordingly.

The Principal evaluates the non-teaching staff's performance, qualification enhancement and the services rendered. They are critically examined and reported in their presence. Based on the recommendations, increment or discharge is awarded.

In general, the following criteria are taken into account in the appraisal: Academic performance, pursuing higher studies, research fund received from any agency, publication of books, paper publication in journals and conference proceedings, organizing/ coordinating/ participating in conference/ workshops/ FDP, awards received, institute's extension activities participation, departmental and institutional duties.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and external financial auditing are used to check budget utilisation and execution. These audits are done at regular intervals to maintain transparency and support the development of the institution's functioning. Internal audit is executed on a semi-annual basis, while an external audit is made annually at the end of each fiscal year by an external auditor (Chartered Accountant). The Institution's findings are consolidated and the yearly returns are filed to the Income Tax agency and other relevant authorities involved by the External Auditor.

The Finance Committee meets regularly for the financial planning, to assess the fund utilised by the institution and department level activities, to propose future action plans and the proposals submitted to the College Committee for approval. The funds are released in response to a proposal submitted by the Finance Committee. The institution's accounting department keeps track of every online financial transaction.

The financial resources are used for salaries, the acquisition of new equipment/ software/ hardware for all departments, the procurement of books for the central and department libraries, day-to-day administration, transportation, hostels and maintenance expenditures.

Mechanisms for settling audit objections:

The Finance Committee deals with issues as they arise. If there are any queries, the college's Finance Officer will respond as soon as possible. For verification, the required documents or bills are produced.

There were no audit issues in the last five years' audit reports.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 9.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
2.76	0.5	0	0	6

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

The institution is run by AJK Educational & Charitable Trust formed by educationists with sound financial management and zeal and commitment to the good cause of society. The trustees have contributed a generous amount of their funds. The institution is a self-financed institution and a source of income is through tuition fee and donations. Budget is utilized to meet day-to-day operational and administrative expenses and maintenance of assets.

Suitable institutional mechanisms are in place to monitor the effective utilization of financial resources for the development of classrooms, computers, laboratories, equipment for the innovative teaching-learning process, library and other requirements. Non-governmental organizations provide funding for research activities and funds are used to complete research projects, which are audited on a regular basis.

Bharathiar University provides funding for NSS regular and special camp activities on an annual basis. A separate account is maintained for NSS regular and special camp activities and audited regularly by the institution's Chartered Accountant. All the major financial transactions of the institution are monitored by the office and audited by a Chartered Accountant. The financial resolutions of the institution are monitored and recommended by the Finance Committee and then finally approved by the management. The institution ensures optimum use of all available resources.

The Income and Expenditure Account of each financial year of the institution is audited by the Chartered Accountant appointed by the management. The institution follows transparent accounting and audit practices.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Practice I: Mentoring and Professional Counselling for the students

Advocacy on mental health is much needed in the present times as the prevalence of psychological issues in students has reached an all-time high. If a student's mental illness goes undetected or untreated, it may create a slew of issues at home and in the classroom, impacting studies, attitude, behaviour and emotional distress. The institution's IQAC address this need for students' psychological difficulties. The following activities are initiated for this purpose:

Professional Counselling Services: A Memorandum of Understanding (MOU) has been signed with Manomithra Psychiatric Hospital, Palakkad to address the students' psychological concerns. Every 15 days, a professional counsellor visits the institution. Students are classified as Red, Yellow or Green based on the severity of their stress-related difficulties, with students in the "Red" category being sent to professional counsellors. Professional counsellors are experts in human behaviour and relationships who help students through three major interventions: individual counselling, group counselling and coordination.

Peer Counselling: A peer counsellor's role is to resolve the problems between students and faculty mentors. It is normal for a student who is experiencing emotional distress to seek a friend rather than a trusted adult, believing that friends would grasp the situation much better than others. IQAC introduced the idea of peer tutoring with this in mind. Professional counsellors will teach peer counsellors and give them some basic peer counselling principles. This enables our advanced peer counsellors fully capable of handling stressful situations.

Mentor-Mentee System: Another significant practice introduced by the IQAC for the wellbeing of students is the Mentor-Mentee System. **The institution's Mentor-Mentee ratio is 1:18.** Mentors act as second parents to their mentees, guiding and directing them in the same way that they would their children. Regular mentor-mentee meetings are conducted to discuss academic and personal issues of the mentees and maintained in the meeting records.

Practice II: Conducting Audits through IQAC

IQAC is doing a major role and taking full effort to initiate the institution audits like Academic & Administrative, ISO, Green, Energy and Environmental audit. The Institution takes Academic & Administrative audits of each department and various divisions every year through IQAC to increase and maintain the quality of education and evaluate the efficiency and effectiveness of administrative procedures.

IQAC has proposed to initiate various green practices to maintain the eco-friendly institution campus through the activities like tree plantation, plastic eradication, no vehicle inside institution campus, e-waste management and awareness programme on renewable sources. IQAC gets feedback on the result of these activities through green audit every year. For managing organic wastes, biogas plants are commissioned at the canteens and CS&HM department. IQAC proposed to collect and dispose the wastes sorted out as organic and others daily, managed by the campus administration. Environmental audit is conducted by a committee constituted by IQAC.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC regularly reviews and designs ways to improve the quality of the teaching-learning process. The Academic Calendar is planned, published and distributed across the institution and closely followed. All

newly admitted students are required to attend the Orientation Programme, which introduces them the Institute's philosophy, teaching-learning process, education system, culture, discipline, facilities and various co-curricular activities.

In addition, all students are given a guided tour of the campus. Every student is given a Student Handbook containing all essential information. Important announcements are made as required through the classroom announcement system. The HODs and coordinators of various departments supervise class attendance and performance.

Class Committee meetings are held regularly with students to ask for feedback and necessary actions are taken to improve the teaching-learning process. Students may also directly approach the Principal with feedback and suggestions. Feedback is thoroughly analyzed and communicated with all HODs and faculty members. In addition to this, a course plan is designed at the start of each semester. Library automation and digitalization, Wi-Fi and smart classes and increased use of Information and Communication Technology (ICT) in the teaching and learning process have been undertaken.

Teachers are encouraged to acquire higher qualifications and procure research projects. Seminars, workshops and FDPs have been conducted in various fields of research to keep them informed and updated. IQAC regularly conducts FDPs to enhance the quality of all staff members in the teaching-learning process.

The library has been completely automated along with the provision of improved library software. In addition to books, the library also possesses reference sources, rare books collection, special reports, audio-visual materials etc. It also offers library users ICT-based resources such as databases, e-journals and e-books.

The e-resources subscribed are DELNET, E-books–academic collections, Shodhganga, Shodh Sindhu, Knimbus, INFLIBNET, National Digital Library (NDL) etc. For maximum access to the library collection, ICT and other technologies such as the digital library, computer-based data retrieval, an institutional repository (N-LIST) and reprography have been implemented.

The career guidance with UGC-NET and SLET/SET training functions well in preparing the students for various competitive examinations. The institution has established a Placement Cell to organize campus placement drives to assist and support students in finding gainful job opportunities. The number of students getting employment through campus placements has grown at a rapid pace.

New need-based Diploma and Certificate courses like Journalism, Data Analytics, Aviation Management, Food Production & Patisserie, and Cyber Security etc. are offered. Totally 129 MoUs, MoAs, Collaborations and Linkages with various industries and academic institutions were signed.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Being a co-educational institution, it pledges gender equity and fairness of treatment for women and men, according to their respective needs. Besides, the institution has established statutory bodies **Internal Complaints Committee and Grievance Redressal Committee** as per UGC guidelines. These bodies besides ensuring a safe and secure environment also promote gender sensitization. The **gender sensitization action plan** of the college aims to sensitize young men and women towards gender understanding.

Students and faculty are made aware of gender equity. The campus is free from ragging & harassment and it is proud to have a history of no such incidence. Grievance drop boxes are available near the Principal's office, in common areas and hostels. The grievances are collected once a week and necessary actions are taken on time.

a) Safety and Security

CCTV Surveillance: Advanced CCTV night vision cameras have been deployed in the campus and hostels for ensuring a safe and secured environment. The entire campus including classrooms, lobbies, hostels, canteen, ground and immediate premises outside campus like college road, parking space are under CCTV surveillance. Safety awareness videos are frequently telecasted using television available in reading rooms and hostels.

Security Guards: A sufficient number of security guards are deployed at the gates, hostel entrances etc. available 24X7, who patrol and monitor the premises and personnel. Entry to hostels is restricted to outsiders and day scholars to ensure the safety of hostel students.

Hostel Wardens: Hostel wardens are deputed in both men's and women's hostels to take care of the health, general welfare, safety and security of the hostellers. Students are allowed to leave the hostel only with the prior consent of the hostel warden and Principal. The hostels are well-designed and furnished to ensure safe residential stay on campus.

Transport: College transport facilities are provide a safety and secure travelling to come by the students and teachers. CCTV cameras are fixed in the college bus for monitoring. Late drop facilities are also provided.

b) Counselling

As per UGC guidelines, the institution has formed a Students Welfare & Counselling Centre with the intent of addressing and resolving emotional and psychological issues of students. The Centre along with IQAC has devised the following for providing counselling to students.

1. **Mentor-Mentee System:** A mentor is assigned to every 18 students. Regular mentor-mentee meetings are conducted to address the psychological and personal issues of students.
2. **Peer Counselling:** This is a special programme focused on the concept of peers helping other students. A peer counsellor has to mediate for problems between students and faculty mentors.
3. **Professional Counselling:** The institution has signed MoU with Manomithra Institute of Medical Sciences for counselling the students and staff. A professional psychologist from the clinic addresses the psychological issues.

Common Room

Common rooms are available on the campus for boys and girls to facilitate informal interactions and discussions. First aid boxes, refreshing amenities and rest facilities are available in these rooms for meeting their physical illness. Common room facilities are also.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management

The institution has a well-defined “**Environmental Policy**” focused on waste management. It has taken various solid waste management initiatives:

- Separate bins are kept around the campus and corridors for the collection of degradable, non-degradable and bio-degradable solid wastes separately, towards Swachh Bharat initiatives of the Government of India.
- Bins are kept in women's toilets for collecting sanitary napkins and are disposed of every day using napkin incinerators.
- Seven vermin-compost pits were set up inside the campus for dry leaves from the garden, Catering Science & Hotel Management kitchens waste vegetables and organic canteen waste, composted into rich manure and used as manure for the plants and trees in the college campus. The excess manure is given to the nearby farms and villages as a part of the social responsibilities and advocacy for use of organic manure.
- Food waste from Catering Science & Hotel Management kitchens and college canteen are sent to nearby Piggery.
- The paper waste of the college is given to nearby waste paper collection merchants for recycling. Non-biodegradable waste, which includes bottles, broken glassware, tins etc. is handed over to scrap merchants periodically for recycling. Damaged furniture is handed over to Municipal waste collection centres.

Liquid Waste Management

The liquid wastes produced in the college include canteen, hostel, sewage, catering science & hotel management and biotechnology laboratories and effluent wastes. The entire waste water is properly channelize and removed properly to trees and plants. The laboratory waste waters are not having hazardous chemicals and periodically monitored by the maintenance team.

E-waste Management

E-waste generated from broken, obsolete electronic devices and equipment contains various toxins, hazardous chemicals and materials that are released into the environment, if not disposed of properly. Caring for the environment the institution consistently works towards generating minimal e-waste. Regular maintenance of electronic equipment and computers is done by the in-house technician and executed AMC to ensure longer life. The college has collaborated with Green Era Recyclers, Coimbatore for proper recycling of e-waste.

Hazardous Chemicals

Polyacrylamide and agarose gel used by the Department of Biotechnology, in very small quantity, is segregated separately and experiments conducted with microbes are decontaminated and decomposed.

In our college campus, we are not having any medical and radioactive wastes.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for 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

Response: A. Any 4 or all of the above

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

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 500 words).

Response:

The institution hails the country's ethos of '**unity in diversity**' and accommodation and appreciation of diversities, which is 'Incredible India'. In that spirit, a concerted effort is made **through curricular, co-curricular and extra-curricular activities**, to inculcate in the admitted students of diverse regions and communities, a sense of national pride, values of social cohesion and harmony, mutual respect for other cultures, religious beliefs and social status, to name a few.

The College celebrates **national and religious festivals** with inclusivity and passion to promote community, religious and cultural harmony, effective socialization and national integration. These festivals are celebrated irrespective of caste or creed ascertaining the bond of humanity among students. For instance, Pongal, the traditional harvest festival of Tamil Nadu and Onam, the traditional harvest festival of Kerala are celebrated grandly. Gandhi Jayanthi / International Non-violence Day is celebrated every year to highlight the importance of peace, unity and diversity. Diwali, Christmas, Pongal, New Year Day are also celebrated with great fervour. **Republic Day and Independence Day** are cherished as national days that strengthen our spirit of patriotism.

All the students, irrespective of their religion and community, are included in the organizing committee of the celebrations. This is done to strengthen the communal harmony among the students.

The Heritage Club of the college spreads awareness among students and other stakeholders of our rich culture and heritage and the need to preserve and perpetuate it for continuity. It stimulates interest and a sense of responsibility in promoting this cause. The club has been organizing events like history tours, lectures, displays and audio-video sessions to raise awareness of our tradition, culture and heritage.

English, the international language, is used for communication inside the campus to make the students from different states feel inclusive, communicative and interactive. The curriculum also permits the students **to choose languages** like Hindi, Malayalam, Tamil and French in Part I during the first year.

The Language Club initiates activities based on languages. The students and teachers know the importance of preserving their mother tongue and promoting other Indian languages for the development and progress

of the nation.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Our institution takes initiatives to organize various events and programmes to prepare the students and staff to become responsible citizens of the society by enlightening them on the constitution of the country. Every day the **classes commence with common prayer** through public addressing system. Bharathiar University has **inbuilt courses on Value Education and Human Rights** for first year students, which enlighten students on value education for personal, national and global development.

The College converses to the students effectively to exercise the freedom to speak, act and think on all occasions. The student volunteers take part in discussions and communicate directly to the Management regarding specific grievances on any matter related to College. Students enrol themselves in various clubs and associations, plan their activities and execute them on their own.

The college has initiated the following activities to ensure constitutional obligations towards society.

- Students' participation in welfare activities of the five adopted villages – Pichanur, Pudupathy, Mavuthampathy, Muruganpathy and Chinnampathy.
- Plastic Free Navakkarai - the students collect plastic garbage door-to-door and organize campaigns & rallies regularly to create awareness on plastic pollution.
- Awareness programmes on importance of wetlands, garbage cleaning, waste recycling, rejuvenating the villages, waste management etc.
- On 05-Aug-2016, Dr. C. Sylendra Babu ADGP, Coastal Security Group, Govt. of Tamilnadu gave a motivational talk about good citizenship as stated in Constitution of India.
- Blood donation camp on 6.3.2018 at AJKCAS campus.
- On 07-03-2019, Col. Magnesh Wankhade, Administrative Officer, NCC-Head Quarters, Coimbatore was invited to give a motivational talk on Indian army.
- On 28-03-2019, Thiru. G. Karthikeyan IPS, DIG of Police, Coimbatore gave a talk on fundamental rights and duties of a citizen, as inculcated in the constitution.
- Republic Day and Independence Day celebration - The Principal delivers special address to students and faculty on importance of Indian Constitution and Values.
- NSS arranges activity-based programmes to students for understanding the ethics, values, duties and responsibilities of citizens towards the society and the environment.
- The students are involved in planting trees in the villages and college campus as a part of

Environment Day celebration.

- The institution took part in Clean India Campaign - Swachh Bharat Abhiyan, of Union government. The institution has secured 115th rank among all colleges by Unnat Bharat Abhiyan.
- Voter Awareness Programme for all students & nearby villagers to sensitize their constitutional power of voting.
- The institution promotes activities to inculcate empathetic values in students by organizing programs like - donation of flood relief materials to Kerala in 2019, donation of relief materials to Kinathukadavu Constituency during COVID 19 pandemic.
- The College initiated activities like renovation of village library, visit to old age homes and orphanages for its students to make them aware and understand their social responsibilities.
- A program called Genesis 2K17 was organized by the college where differently-abled children were invited to showcase their talents. This imparted moral values in students, reduced social exclusion and achieved integration of the disabled into society.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution celebrates the national festivals with great fervour to preserve and maintain the rich culture and traditions of our country.

- **Independence Day and Republic Day** are observed with patriotic zeal wherein various events and competitions are held for the staff, students and the public at large.
- The **NSS Day, Rashtriya Ekta Divas and Martyrs Day** are observed among the students to reinforce national values.
- **International Women's Day** is celebrated every year by way of motivational and awareness talks on woman's concerns. The great iconic woman personalities and their contribution in furthering the cause of the nation are acknowledged and stakeholders made aware of. Faculty and students are allowed to showcase their talents.
- The institution observes **World Environment Day** by engaging students in campaigns for a clean, green environment.
- **International Yoga Day** is observed on 21st June, where the students are made mindful of the health benefits of Yoga for mental and physical health.
- To honour our great leaders and get inspired by their deeds, the college celebrates the **birth anniversaries** of the following great Indian personalities:
 - Gandhi Jayanthi (Mahatma Gandhi's Birthday)
 - Teacher's Day (Dr. Sarvepalli Radhakrishnan's Birthday)
 - National Mathematics Day (Srinivasa Ramanujan's Birthday)
 - National Youth Day (Swami Vivekanand's Birthday)
 - **Birth and Death** of anniversary of great personalities:
- Mahatma Gandhi
- Dr. APJ Abdul Kalam
- Netaji Subhash Chandra Bose
- Dr. C. V. Raman

Two minutes of Silence is observed on the Death anniversary of great Indian personalities. A short speech of their valuable contributions is delivered to the students through a centralized audio system.

The institution puts its best efforts to picture the sacrifices of our freedom fighters to the students. It also organizes various activities on different themes throughout the year.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

In keeping with its vision and mission, the institution adopted two best practices namely, 'Usage of ICT Facilities' and 'Creating Social Responsibility through Outreach Programmes' to enable the students to be technology-savvy, so that they could excel in their vocations and instil in them a sense of social responsibility to serve the nation better.

BEST PRACTICE 1 - USAGE OF ICT FACILITIES

Information & Communication Technology (ICT) is a powerful tool to augment the learning experience and access resources. AJK College of Arts and Science has invested heavily in ICT to deliver courses with ease and efficiency at high quality and standards.

Objectives of the Practice

- To develop ICT literacy & capability and equip students with learning resources at anytime & anywhere.
- To monitor, evaluate and reflect the progress of teachers and students.
- To digitalize the administrative & academic activities of the institution, reduce the use of paper and conserve the environment.

The Context

All educators need to use teaching methods or techniques that will enable learners to absorb knowledge more efficiently. Learners expect their teachers to demonstrate the subjects through different technology-based tools and they are more motivated in competency-based education when engaged in online discussions.

As an institution that offers new generation courses, demonstration of subjects with the aid of digital tools is more important for better grasping the essence of topics. This will assist students to explore the digital world making them better exposed to their concerned fields, gaining more knowledge and information from different online platforms. The use of ICT in learning will also help in providing the confidence to interact with people and increase their networking in their specialized areas.

The use of ICT tools in the domains of administration will help to digitize the administrative and academic activities of the institution as well as to implement a decentralized system. During COVID-19 lock down period, learning and administration was made possible only because of ICT facility of the institution.

Practice

Activity-based teaching and learning are focused in our institution.

- The institution has an effective CAMU Learning Management System (LMS). It provides an excellent framework for the complete teaching-learning process. Assignments, tests, study

materials, feedback and other activities are done through the LMS.

- 100% of smart wall classrooms, auditorium and conference halls are facilitated with video conferencing, web-conferencing and e-learning facilities to enable regular classes and other curricular programmes.
- 13 Wi-Fi devices provide seamless Internet service throughout the institution to avail all the facilities 24/7. Using an OTP, all faculty and students can access the Internet on their mobile through Wi-Fi. Hostels also have Wi-Fi access.
- A language laboratory with 60 computers and Thaliyola software is functioning to improve the listening, speaking, reading and writing skills) of students, especially from vernacular medium
- The computer and research laboratories have 386 upgraded computers in appropriate LAN with Dell Power Edge T300, Intel Xeon Processor Server, Internet and wi-fi facilities for practical sessions, research and online placement training.
- Costume Design and Fashion laboratories use CAD software for the development and enhancement of creativity in the fashion industry
- The library is fully automated with Software for University Libraries (SOUL 3.0). The library was automated in the year 2008 with barcoding & RFID and unified into a digital library, where the faculty can access web OPAC in the institution website staff portal and students can access through the student portal.
- The Digital Library has computers with Internet under LAN to access e-resources by students and faculty, facilitating reference and research work.
- Students and staff have access to the library anytime and anywhere through Knimbus. Library subscribes to e-resources and the users acquire information available under National Library and Information Services (N-LIST), a Consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre and DELNET to access e-Journal, e-books, and other e-resources.
- To effectively manage student information, a centralized ERP system IMPRESS was implemented. This gives students, parents and teachers access to students' attendance, grades and other academic details. All academic and administrative processes are online and fully automated.
- The institution has facilities for preparation of e-content. The e-content/video lessons are prepared in the audio/video studio of the Dept. of Visual Communication and made available to students through institution website.

Evidence of Success

- All students are proud to be digitally literate and proficient in using technology.
- Teachers are capable to change a classroom into a vibrant platform where every student can be motivated to participate and learn with the help of technology.
- Seamless access to e sources.
- Improved record-keeping and tracking in administration.
- Increased University examination results.
- Appreciation from INFLIBNET for maximum utilization of digital library in 2020.

Problems Encountered and Resources Required

- Power consumption is comparatively high.
- Meeting the infrastructure requirements was a challenge.
- The institution meets additional ICT maintenance costs.
- Instantaneous adoption to the new technology was complicated.

- Alternative energy sources are used for other electrical appliances.
- The additional cost is compensated by other revenues.
- In due course, practiced for familiarity.

BEST PRACTICE II - CREATING SOCIAL RESPONSIBILITY THROUGH OUTREACH PROGRAMMES

Human existence is nurtured and flourishes in an ecosystem of empathy and care. Social responsibility is a personal investment in the well-being of others and the planet. It is a self-empowering attribute. Holding on to these principles, the institution took it as one of its core objectives to instill a sense of social responsibility in faculty and students. The institution makes the students aware of their obligation to the society and environment.

Objectives

- To create responsiveness among students about their social responsibilities and channelize the valuable youth energy to serve the society.
- To undertake charity works, donating & conducting events and thus spread happiness around.
- To develop leadership skills and promote inter-cultural relations among students.
- To help the government in implementing its development schemes.

The Context

India's future lies in its youth. The key role and responsibility of any educational institution, therefore, is to make its students not just gain knowledge, but use it for the benefit of the society.

Activities conducted for instilling social responsibility in students help them to realize their potential and privileges, teaches them how to interact socially, understand other's problems, and work for the betterment of the society. It helps to foster compassion in students and balance self, society and environment. It is satisfying to the students and makes them feel like an integral part of society. They also feel motivated and inspired through these activities.

The Practice

- **Charitable Endeavours:** Dhaan Dharm Yojana has been initiated by the institution to extend help to less privileged children. Under this, Rupees 5 is collected every week from all faculty and students of the institution and deposited in a separate bank account. The accumulated money is utilized for various charitable purposes like donating clothes, groceries, educational tools etc.
- **Village Adoption:** The institution has adopted five nearby villages Pichanur in 2017 and Mavuthampathy, Pudupathy, Muruganpathy & Chinnampathy in 2018 in which latter three are tribal villages. These are. The purpose of the village adoption program is to initiate development activities in the villages with contemporary standards of health, hygiene and sanitation. The institution supports the schools at adopted villages in the areas of infrastructural development, provision of educational and learning resources, stationery etc.

- The institution conducted many self-employment programmes, especially for Tribal women in
 - o Mushroom cultivation
 - o Manufacturing of Sanitary Napkins
 - o Jewellery making
 - o Kajal making
- The institution has signed MoU with Cross Life Foundation, National Child Labour Scheme & Arudhal Foundation and conducted various awareness activities on Child abuse, child labour, women's health, women abuse, road safety awareness and small savings awareness programs.
- Regular Swachh Bharat Summer Internship Programme – 2 years
 - o 2018-19: 100 hours
 - o 2019-20: 60 hours
- Conducted Dermatology camp, Blood donation, Eye camp, and General medical camp in the 5 adopted villages.
- Organic Farming at Government Higher Secondary School, Pichaur.
- Tree Plantation programme – Planted more than 3000 saplings.
- Awareness programme on preventing Human-animal conflict.
- Plastic-free Navakkarai –collected plastics bags and carry covers from the villagers and shops door to door and replaced them with cloth bags.
- Renovated the library building at Mavuthampathy village.
- Renovated 5 toilets for 5 families.
- Prevented Open Defecation.
- Palmyra seeds were sown along the river basin of Chinnampathy and Pudhupathy villages.
- Yoga Training in the tribal villages.
- Digital India BHIM app – Awareness in schools and tribal villages.

Evidence of Success

- Almost all students, during their period of study, are involved in the extension activities of the institution and serving the society.

- Students understand the society to contribute the needs and change themselves.
- Students are the active volunteers of Swachh Bharath Abhiyan and Unnat Bharat Abhiyan.
- Students rendered first-hand assistance to the people of Kerala during the time of the flood. Food, dresses and medicines were donated.
- The institution received
 - Unnat Bharat Abhiyan Best Implementation Award from Ministry of Education, GoI in 2019.
 - The Essence of Humanity Award from Cross Life Foundation, Coimbatore in 2019.
 - The Best College Award for the Outstanding Contribution of Social Activities from Malaysia Tamil Education Site for Indian Students and Kaviyarasar Kalai Tamil Sangam Namakkal in 2019.
 - Seva Rathna Award in recognition of Social Works from Bharathiar Social Cultural Academy, Erode in 2019.
- Ministry of Education, GoI recognized Social Entrepreneurship, Swachhta & Rural Engagement Cell (SESREC) and Rural Entrepreneurship Development Cell (REDC) are functioning in the institution.

Problems Encountered and Resources Required

- Training the students to balance academics and social service activities.
- Raising funds for activities.
- To train students to work with tribal people.
- Seeking sponsorship and donation from supporters.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Students who graduate from AJK College of Arts and Science are attuned to having the appropriate

knowledge, skillset, confidence and right attitude to take up responsibilities and challenges in the dynamically growing world and changing society.

AJKCAS is very well known for its **Catering Science & Hotel Management (CS&HM) programmes**, though many institutions offer the course in the region. Learning CS&HM here is distinctive from other institutions, and people around the institution call it fondly as 'Catering College'. The Institution offers B.Sc., M.Phil. and Ph.D. courses in CS&HM. Additionally, the students have a choice to undergo many CS&HM Diploma and Certificate courses of NCVRT and Bharathiar University as add-ons/ value-added courses to boost their confidence level and top-up their qualifications. The institution bags gold medals and ranks in the Bharathiar University Examination every year.

It is **PIONEER** in offering Ph.D. in CS&HM among all affiliated institutions in South India, the institution that got approval from the Ministry of Tourism to run short-term Skill Development Courses on Food Production, F&B Service and Housekeeping, funded by the Government of India.

The Faculty Brigade comprises qualified facilitators with enormous inland and overseas experience both in industrial and academic segments. Dr Ajeet Kumar Lal Mohan, Professor & Research Guide in CS&HM and Secretary, AJKCAS, is a mentor who has a legendary status in the field of hospitality. With his vast and rich experience in the industry, he has designed & set up kitchens of various capacities for many industries and educational institutions.

The college has a fair representation in the South India Chef's Association (SICA) being its faculty member of SICA. Chef. Bidhu Bhusan Das, Former Executive Chef, ITC Welcomhotel Coimbatore is our Dean Culinary. Our faculty has given training to many Star Hotel cooks from across the globe in the institution. They have number of cookery books with ISBN & copyrights and indexed research articles in their credit. An Exclusive Youtube Channel 'AJKCAS Kitchen for All Seasons' demonstrates various recipes.

CS&HM laboratories are crafted with modern equipments, including ergonomically designed Kitchens, elegant Restaurant, Front Office, Bakery and House Keeping with **the five-star level** appeal, considered to be the best in the region. The department also takes care of the Institution Cafeteria.

The members of **the Culinary Club** of the department and interested students & staff from all the departments, chefs & restaurant owners, start-ups, event organizers and cuisine experts from the region.

The CS&HM courses have established their distinctive approach by modelling its pedagogy in skill development, entrepreneurial development, ethical & human value development and improving employability.

1. Skill Development

Below mentioned skill development activities are facilitated in the department to have an extra edge.

- Activities like food preparation, table presentation & food serving for the college guests and snacks & cake making for occasions like New Year & Christmas are organized from time to time.
- **Further, Food Festival** is organized every year by CS&HM students where they are involved in theme planning (like Coastal food, South Tamil Nadu, Burmese Food etc.), menu planning, venue designing, resource persons fixing, ingredients purchasing, pre-preparation, production and service

of various delicacies for more than 1500 pax. It provides a real-time experience in all tasks involved in event management.

- **Young Chef Conclave** is another unique programme organized every year, where a few renowned chefs are invited to demonstrate their signature dishes and interact with students, which make them updated.
- All the significant national and international **days of importance related to CS&HM** are celebrated in an exclusive fashion, which helps build a professional image and boost the confidence level of budding hospitality professionals.
- Very productive and most relevant **workshops, seminars and interactive invited talks** by elegant industry professionals are organized frequently to improve liaison with the industry to benefit the students in many ways.

1. Entrepreneurial Development

The college has concrete plans to develop entrepreneurial skills among potential CS&HM candidates from the very early stage of their learning course.

Some of the activities are as follows:

- The department is effectively utilizing the potential of the Incubation Cell of the Institution.
- Students with entrepreneurial potential are given clear guidance related to conceptualization, developing & analyzing various ideas, choosing the best one, conducting commercial and financial viability studies, generating capital investment, etc., from the first semester itself.
- Students practice preparing reports on entrepreneurship-related topics like studying operational or financial aspects of various hospitality products and services.
- Workshops are organized to enlighten the budding professionals on various concepts of business.

Upon motivation, encouragement, and guidance from the faculty members, many students have established catering units, been involved in catering operations, and started specialized outdoor catering services and innovative event management start-ups.

1. Ethical and Human Value Development

The values and virtues practiced and learnt by a student during his/her days in the institution influence his/her future leadership qualities. The Department enriches them through

- add-on **courses like Universal Human Values, Social Etiquettes, Professional Attributes** etc. Various initiatives in this regard include:
- We are distributing food to various needy communities.
- We are educating socially challenged community kids on the importance of nutrition, simple healthy food, food decoration etc.
- We are visiting various backward villages in association with NSS, organizing cultural/sports competitions, preparing and distributing refreshments, etc.

1. Improving Employability

The institution regularly interacts with industries, arranges internships only in most reputed luxury hotels,

makes students participate in competitions, challenges their creativity, organized by the institution/outside institutions, provides placement training, coaches soft skills by professionally trained personnel and utilizes the Language laboratory effectively for building effective communication skills to make the students employable. **The institution offers 100% placement in leading hotels in India and overseas.** An exemplary initiative in this regard includes launching a Digital App for CS&HM.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

AJK College of Arts & Science is located on Coimbatore –Palakkad national highway at Village Navakkarai (N10°51' E 76°52'), 30 km away from the city in the rural belt of Coimbatore and 5 km to Kerala border.

The institution is the forerunner in using e-resources for teaching-learning and administration. It is the only institution having a unique style of smart wall classrooms. The institution provides plenty of value-added, certificate, and diploma courses to bridge skill gaps and prepare the students for industry/placements.

It is admired for its sustained lush green eco-friendly campus providing a positive ambiance for scholarly pursuits. Only bicycles, provided by the institution, are permitted in the campus. It provides free transport to students up to 90 km physical distance from the institution. Almost all staff and students use only institution buses to reduce polluting the environment, road traffic and consumption of fossil fuel.

MoE's Innovation Cell has approved IIC is functioning in AJKCAS since 2018. AJKCAS is recognized as a Social Entrepreneurship Swachhta & Rural Engagement Cell.

Earlier, Dr. APJ Abdul Kalam, Former President of India, visited the campus on 1st August 2011 to interact with the institution & school students captioned "Youth Meet".

The Campus Sustainability Office is tasked to pursue more sustainable & eco-friendly operations and promotion of education & research for sustainable development.

AWARDS RECEIVED

- Best Vocational Educational Centre Award from NCVRT.
- Excellence Award from Tamil Nadu State AIDS Control Society and Blood Transfusion Council for NSS Units I and II.
- Unnat Bharat Abhiyan Best Implementation Award from Ministry of Education.
- Higher Education Excellence Award from Indywood.
- Best College Award from Tamil Educational Site for Indian Students, Malaysia and Kaviyarasar Kalai Tamil Sangam.
- Clean & Green Campus Award from Ver Organisation.
- Best Paperless Campus Award from Osai Organisation.
- Best Ecologically Balanced Green Campus Award from Bio Diversity Conservation Trust.
- Seva Rathna Award from Bharathiar Social Cultural Academy.
- Environment Excellence Award from Osai Organisation.
- The Essence of Humanity Award from Cross Life Foundation.
- Appreciation Award for Department of Visual Communication
- Appreciation Award for Department of Catering Science & Hotel management

Concluding Remarks :

Education transforms lives and is at the heart of AJKCAS. It is built on core fundamentals to create and nurture

a talent pool of youth, focused on curiosity, creativity, critique, and character. The institution follows a learner-centric approach with emphasis on holistic development of the society & the country with cross-cultural advantage and diversity in the student community.

The institution serves the students hailing from rural areas and marginalized sections of society with freships. It nurtures young minds with co-curricular and extra-curricular activities. Excellent placements, satisfactory testimonials, and success stories are pieces of evidence for the service.

Transparent and stress-free working culture, involvement, and development at all levels attract the faculty to enjoy performing here. At AJKCAS, learning is sure to unfold into a never-before experience. The proven record of achievements shows the deep sense of passion and commitment the team has towards cementing a place from where all our future stars will rise.

The institution constantly strives to have a leading edge in education in the region, strengthen the relevance of the education systems and respond to contemporary challenges through education. With the focus on online and on-campus learning, the institution keeps pace with present times to build the skills the students need to leapfrog to a brighter future.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 22 Answer after DVV Verification: 20</p> <p>Remark : DVV has made the changes as per IIQA.</p>																				
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 77 Answer after DVV Verification: 52</p> <p>Remark : DVV has excluded librarian and those teachers has left the college.</p>																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 271 Answer after DVV Verification: 206</p> <p>Remark : DVV has excluded librarian and those teachers (experience) has left the college.</p>																				
3.4.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>9</td> <td>5</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>6</td> <td>3</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	13	9	5	1	1	2019-20	2018-19	2017-18	2016-17	2015-16	9	6	3	1	1
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	9	5	1	1																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
9	6	3	1	1																	

Remark : DVV has not consider shared certificate of participation and appreciation by HEI.

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

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

Answer before DVV Verification : 742

Answer after DVV Verification: 148

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
176.24	222.91	162.6	112.53	228.47

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
16.24	12.91	18.42	12.53	28.47

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>20</td> <td>17</td> <td>17</td> <td>17</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>17</td> <td>17</td> <td>17</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	23	20	17	17	17	2019-20	2018-19	2017-18	2016-17	2015-16	20	20	17	17	17
2019-20	2018-19	2017-18	2016-17	2015-16																	
23	20	17	17	17																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
20	20	17	17	17																	

NAAC